DEPARTMENT OF THE NAVY
FLEET AND INDUSTRIAL SUPPLY CENTER
JACKSONVILLE, FLORIDA 32212-0097

IN REPLY REFER TO:
15 FEB 00
00-01 R1

CONTRACTING DEPARTMENT POLICY MEMORANDUM 00-01 (Revised)

Subj: DOCUMENTATION REQUIRED FOR MICROPURCHASES (<$2500)

Policy Memorandum 00-01 dated 05 Jan 00 is hereby revised as follows:

In accordance with NAVSUP policy letter SA99-16, dated 08 APR 99, the requiring customer shall ensure that purchase requests forwarded to the supporting purchasing office includes a written statement either on the face of the purchase request or as a separate document, detailing one of the following circumstances:

1. *"The following vendor(s) were contacted and refused to accept the purchase card."* This statement is the only one that *may* preclude the use of the purchase card. The requiring customer shall identify at least two vendors contacted who refused the acceptance of the purchase card (only one vendor required on sole source requirements). If the buyer, at the supporting purchasing office, locates a vendor that will accept the purchase card, the purchase request shall be returned to the requiring customer to utilize their purchase card and complete the transaction. Prior to issuing any type of award/order valued at or below $2500, the supporting purchasing office is responsible for preparing and obtaining the approval of a written determination. The only written determination authorized for processing purchase orders, orders under task and delivery order contracts, orders under basic ordering agreements or calls against blanket purchase agreements, (when not utilizing the purchase card on a stand alone basis or as the method of payment) is, *"the source or sources available for the supply or service do not accept the purchase card and the contracting activity is seeking a source that accepts the purchase card."* (In accordance with OUSD (A&T) memorandum of 2 October 1998.)

2. *"The requested supply or service requires written terms and conditions".* The requiring customer shall list the written terms and conditions and reasons therefore. The purchase

request shall also state if the Government Commercial Purchase Card will be used as the method of payment. The purchase request shall state the name of the cardholder and telephone number.

Any questions to the above, please call Carolyn F. King (904) 542-1250 or Ingrid Williams (904) 542-1076.

B. J. Warfield
Director, Contracting Department