

## 13.303-5 Purchases under BPAs.

- (a) Use a BPA only for purchases that are otherwise authorized by law or regulation.
- (b) Individual purchases *shall* not exceed the *simplified acquisition threshold*. However, agency regulations *may* establish a higher threshold consistent with the following:
  - (1) The *simplified acquisition threshold* and the \$9 million limitation for individual purchases (\$15 million for purchases entered into under the authority of [12.102\(f\)\(1\)](#)) do not apply to BPAs established in accordance with [13.303-2\(c\)\(3\)](#).
  - (2) The limitation for individual purchases for *commercial products* and *commercial services acquisitions* conducted under [subpart 13.5](#) is \$9 million (\$15 million for *acquisitions* as described in [13.500\(c\)](#)).
- (c) The existence of a BPA does not justify purchasing from only one source or avoiding small business set-asides. The requirements of [13.003\(b\)](#) and [subpart 19.5](#) also apply to each order.
- (d) If, for a particular purchase greater than the *micro-purchase threshold*, there is an insufficient number of BPAs to ensure maximum practicable competition, the *contracting officer shall*-
  - (1) Solicit quotations from other sources (see [13.105](#)) and make the purchase as appropriate; and
  - (2) Establish additional BPAs to facilitate future purchases if-
    - (i) Recurring requirements for the same or similar *supplies* or services seem likely;
    - (ii) Qualified sources are willing to accept BPAs; and
    - (iii) It is otherwise practical to do so.
- (e) Limit documentation of purchases to essential information and forms as follows:
  - (1) Purchases generally *should* be made electronically, or orally when it is not considered economical or practical to use electronic methods.
  - (2) A paper purchase document *may* be issued if necessary to ensure that the supplier and the purchaser agree concerning the transaction.
  - (3) Unless a paper document is issued, record essential elements (*e.g.*, date, supplier, *supplies* or services, price, delivery date) on the purchase requisition, in an informal memorandum, or on a form developed locally for the purpose.
  - (4) Cite the pertinent purchase requisitions and the accounting and appropriation data.
  - (5) When delivery is made or the services are performed, the supplier's sales document, delivery document, or *invoice may* (if it reflects the essential elements) be used for the purpose of recording receipt and acceptance of the *supplies* or services. However, if the purchase is assigned to another activity for administration, the authorized Government representative *shall* document receipt and acceptance of *supplies* or services by signing and dating the agency specified form after verification and after notation of any exceptions.

**Parent topic:** [13.303 Blanket purchase agreements \(BPAs\).](#)