

## 8.705-3 Allocation process.

(a) When the direct order process has not been authorized, the *ordering office shall* submit a written request for *allocation* (requesting the designation of the AbilityOne participating nonprofit agency to produce the *supplies* or perform the service) to the *central nonprofit agency* designated in the *Procurement List*. *Ordering offices shall* request *allocations* in sufficient time for a reply, for orders to be placed, and for the nonprofit agency to produce the *supplies* or provide the service within the required delivery or performance schedule.

(b) The *ordering office's* request to the *central nonprofit agency* for *allocation shall* include the following information:

(1) For *supplies*-Item name, stock number, latest specification, quantity, unit price, date delivery is required, and destination to which delivery is to be made.

(2) For *services*-Type and location of service required, latest specification, work to be performed, estimated volume, and required date or dates for completion.

(3) Other requirements; *e.g.*, packing, marking, as necessary.

(c) When an *allocation* is received, the *ordering office shall* promptly issue an order to the specified AbilityOne participating nonprofit agency or to the *central nonprofit agency*, as instructed by the *allocation*. If the issuance of an order is to be delayed for more than 15 days beyond receipt of the *allocation*, or canceled, the *ordering office shall* advise the *central nonprofit agency* immediately.

(d) *Ordering offices may* issue orders without limitation as to dollar amount and *shall* record them upon issuance as obligations. Each order *shall* include, as a minimum, the information contained in the request for *allocation*. *Ordering offices shall* also include additional instructions necessary for performance under the order; *e.g.*, on the handling of *Government*-furnished property, reports required, and notification of *shipment*.

**Parent topic:** [8.705 Procedures.](#)