

## 9-6. DLA Document Services

a. GPC purchases from DLA Document Services are considered IGT and are subject to the IGT payment limit of \$10,000. Army activities will use the GPC as a payment method to procure printing and high-speed, high-volume duplicating products and services from DLA Document Services in accordance with DoDI 5330.03, Defense Logistics Agency Document Services. If transactions do not meet the DLA Document Services criteria, then activities will use other funding vehicles (e.g., DD Form 448, MIPR, DD Form 282, DoD Printing Requisition/Order).

b. CHs must procure all printing requirements that cannot be produced in-house using their respective organizational printers from Army Printing Division (APD) or the local DLA Document Services. Locations of local DLA Document Services offices are available here: [DLA Document Services offices](#). For CHs within the Washington DC metropolitan area, additional mandatory printing requirements are located here: <https://armypubs.army.mil/Printing/printing.aspx>.

Table 9-2: Mandatory Sources for Certain Commodities

Commodity	Examples	Mandatory Source	Specific Instructions
Office Supplies	Printer toner, copy paper, pens, pencils, staplers, staples, self-stick pads, file folders	Local AbilityOne® Base Supply Store (BSC) if available, or through the sources located at <a href="#">AbilityOne</a>	Shop local/installation AbilityOne® BSCs first, if applicable. See paragraph 9-2.
Office Furniture	Tables, file cabinets, furniture systems (cubicle dividers), industrial shelving	<a href="#">UNICOR/Federal Prison Industries</a>	Consider UNICOR for any FPI schedule items above <b>\$3,500</b> . See paragraph 9-3.
Information Technology	Computers, software, video-teleconferencing equipment, peripherals, IT services	<a href="#">Computer Hardware, Enterprise Software and Solutions (CHESS)</a>	Mandatory for all IT purchases, unless you obtain a SoNA. See paragraph 9-4.
Cellular Services	Cellular phones, wireless tablets, wireless service	<a href="#">Navy Spiral 3 Contracts</a>	See paragraph 9-5.

**Commodity****Examples****Mandatory  
Source****Specific  
Instructions**

Printing

All printing that cannot be completed with in-house printers

Army Printing Division or DLA Document Services

See paragraph 9-6.

**Parent topic:** Chapter 9 - Required Sources of Supplies and Services