

## 13.302-1 General.

(a) Except as provided under the unpriced *purchase order* method (see [13.302-2](#)), *purchase orders* generally are issued on a fixed-price basis. See [12.207](#) for *acquisition of commercial products and commercial services*.

(b) *Purchase orders shall-*

(1) Specify the quantity of *supplies* or scope of services ordered;

(2) Contain a determinable date by which delivery of the *supplies* or performance of the services is required;

(3) Provide for *inspection* as prescribed in [part 46](#). Generally, *inspection* and acceptance *should* be at destination. Source *inspection should* be specified only if required by [part 46](#). When *inspection* and acceptance will be performed at destination, advance copies of the *purchase order* or equivalent notice *shall* be furnished to the consignee(s) for material receipt purposes. *Receiving reports shall* be accomplished immediately upon receipt and acceptance of *supplies*;

(4) Specify f.o.b. destination for *supplies* to be delivered within the *United States*, except Alaska or Hawaii, unless there are valid reasons to the contrary; and

(5) Include any trade and prompt payment discounts that are offered, consistent with the applicable principles at [14.408-3](#).

(c) The *contracting officer's signature* on *purchase orders* shall be in accordance with [4.101](#) and the definitions at [2.101](#). Facsimile and electronic *signature* may be used in the production of *purchase orders* by automated methods.

(d) Limit the distribution of copies of *purchase orders* and related forms to the minimum deemed essential for administration and transmission of contractual information.

(e) In accordance with [31 U.S.C.3332](#), *electronic funds transfer (EFT)* is required for payments except as provided in [32.1110](#). See [subpart 32.11](#) for instructions for use of the appropriate clause in *purchase orders*. When obtaining oral quotes, the *contracting officer* shall inform the quoter of the EFT clause that will be in any resulting *purchase order*.

**Parent topic:** [13.302 Purchase orders](#).