

SUBPART 208.4—ORDERING FROM FEDERAL SUPPLY SCHEDULES

208.404 Using schedules.

(a) When a schedule lists both foreign and domestic items that will meet the needs of the requiring activity, the ordering office must apply the procedures of Part 225 and FAR Part 25, Foreign Acquisition. When purchase of an item of foreign origin is specifically required, the requiring activity must furnish the ordering office sufficient information to permit the determinations required by Part 225 and FAR Part 25 to be made.

208.404-1 Mandatory use.

The DoD will not be a mandatory user of any schedule unless individual DoD activities elect to provide annual requirements estimates to GSA and become mandatory users. Examples of areas where this approach may be applied are:

- (1) Group 68-gases and chemicals;
- (2) Group 26-pneumatic tires and inner tubes;
- (3) Maintenance, repair, and/or rehabilitation of personal property; and
- (4) “Just-in-time” arrangements for delivery of material directly from vendors to users.

208.404-2 Optional use.

Make maximum use of the schedules. Other procedures may be used if further competition is judged to be in the best interest of the Government in terms of quality, responsiveness, or cost.

208.405 Ordering office responsibilities.

208.405-2 Order placement.

(1) Ordering offices may use DD Form 1155, Order for Supplies or Services, to order items from schedules.

- (2) Orders may be placed orally if—
 - (i) The order does not exceed the small purchase threshold at FAR 13.000;
 - (ii) The contractor agrees to furnish a delivery ticket for each shipment under the order (in the number of copies required by the ordering office). The ticket must include the—
 - (A) Contract number;
 - (B) Order number under the contract;
 - (C) Date of order;

Defense Federal Acquisition Regulation Supplement

Part 208—Required Sources of Supplies and Services

- (D) Name and title of person placing order;
- (E) Itemized listing of supplies or services furnished; and
- (F) Date of delivery or shipment.

(iii) Invoicing procedures are agreed upon. Optional methods of submitting invoices for payment are permitted, such as—

- (A) An individual invoice with a receipted copy of the delivery ticket;
- (B) A summarized monthly invoice covering all oral orders made during the month, with receipted copies of the delivery tickets (this option is preferred if there are many oral orders); or
- (C) A contracting officer statement that the Government has received the supplies.

(3) For purchases where cash payment is an advantage, the use of imprest funds (see FAR 13.4) is authorized when—

- (i) The order does not exceed the threshold at FAR 13.404(a); and
- (ii) The contractor agrees to the procedure.