

## GSA ORDER

Subject: General Services Administration Acquisition Manual (GSAM), GSAM Case 2009-G523, GSAM Part 513, Simplified Acquisition Procedures (Change 44)

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual. The General Services Administration (GSA) is amending GSAM Part 513, Simplified Acquisition Procedures, to delete references to the Optional Form (OF) 347, Order for Supplies and Services, and OF 348, Order for Supplies and Services – Continuation. Pursuant to this order, the GSA Form 300, Order for Supplies and Services, and the GSA Form 300-A, Order for Supplies and Services – Continuation, replace all references to the OF 347 and OF 348 in Part 513.

2. Background. As part of the GSA Acquisition Regulation (GSAR) rewrite of Part 513, Simplified Acquisition Procedures, the OF 347 and the OF 348 replaced the GSA Form 300 and 300-A. However, the complexity associated with changing the Governmentwide OF 347 and OF 348 to meet the specific needs of GSA, combined with the substantial cost associated with system reprogramming efforts, necessitated the need to reinstate the internal GSA Form 300 and GSA Form 300-A with some modifications.

3. Effective date. May 3, 2010

Applicability date. This order is applicable **August 2, 2010**. The additional 90 days would allow GSA contracting activities to use the current GSA forms until electronic systems are reprogrammed to comply with the new forms format.

4. Explanation of changes. The GSA Form 300, Order for Supplies and Services, and GSA Form 300-A, Order for Supplies and Services – Continuation, are revised to delete outdated clauses, terms and conditions. The GSA forms inventory was updated to reflect the revised GSA Form 300 and GSA Form 300-A. References to OF 347, Order for Supplies and Services, and OF 348, Order for Supplies and Services – Continuation, are removed from Part 513. Changes to GSAM 513.302-70, Purchase orders and related forms, are revised as follows:

- Revised paragraph (a) by adding “GSA Form 300, Order for Supplies and Services, is a multipurpose form used for purchases of supplies or services, orders under existing contracts or agreements, and orders from required sources of supplies and services. All clauses, and terms and conditions applicable to the type of order, which are not included in the underlying

contract, shall be incorporated in the order. Clauses can be incorporated by reference or in full text.”

- Deleted paragraph (b) in its entirety as the text was outdated.
- Added new GSAM 513.302-70(a)(1), and included the following text: “Use GSA Form 300, Order for Supplies or Services, when making purchases payable through PEGASYS.”
- Redesignated original paragraph (a)(1) as (a)(2) and deleted “OF 347.” Added “GSA Form 300 after the word “the” in the beginning of the sentence. Added a sentence that reads: “The contracting officer may require the signature of the contractor on the GSA Form 300, Order for Supplies and Services, when used as a purchase order or task order.”
- Redesignated original paragraph (a)(2) as (a)(3); added “GSA Form 300 after the word “process”; added “GSA Form 300-A” after the word “Use”; and deleted “OF 347.”
- Redesignated original paragraph (c) as paragraph (b), and added “GSA Form 300 after the word “the.”
- Redesignated original paragraph (d) as paragraph (c), and added “GSA Form 300 after the word “Use.”
- Revised GSAM 513.302-70(c)(2) by adding “GSA Form 300” after the word “or,” and deleting “OF 347.”
- Redesignated original paragraph (c) as paragraph (d).

5. Cancellations and Rescissions. Acquisition Letter V-09-09 entitled GSAM/GSAR Part 513, Simplified Acquisition Procedures: Implementation of GSA Form 300 Cancellation.

6. Filing instructions. Insert the following pages to the GSAM:

Remove Pages

Insert Pages

513-1 and 513-2

513-1 and 513-2

553-1 and 553-2

553-1 and 553-2



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**PART 513—SIMPLIFIED ACQUISITION PROCEDURES****Subpart 513.1—Procedures****513.106-1 Soliciting competition.**

(a) “Urgency”, as used in FAR 13.106-1(a)(1)(iii) and 13.106-1(b), includes situations which, if not corrected immediately, will result in unnecessary expenditure of funds, property damage, personal injury, or interruption of agency functions.

(b) To avoid unnecessarily restricting competition for urgent requirements, consider the following actions:

- (1) Inviting prospective offerors to visit the site.
- (2) Informing them orally of the exact requirements.
- (3) Requesting them to prepare quotations.

**513.106-3 Award and documentation.**

*File documentation and retention.* Contracting officers may use GSA Form 2010, Small Purchase Tabulation Source List/Abstract, to document written and oral quotations. If a lower-priced offer was not evaluated, the contracting officer should document the basis for its rejection, e.g., offeror is debarred or suspended, offer is not responsive to the requirement, offer is a large business (and the acquisition is set aside).

**Subpart 513.3—Simplified Acquisition Methods****513.301 Governmentwide commercial purchase card.**

(a) GSA Order, Guidance on Use of the Credit Card for Purchases (CFO 4200.1), establishes procedures for using the Governmentwide commercial purchase card to make purchases and payments.

(b) Holders of the Governmentwide commercial purchase card must comply with all procedures and documentation requirements that apply to the procurement action.

**513.302 Purchase orders.****513.302-70 Purchase order and related forms.**

(a) GSA Form 300, Order for Supplies and Services, is a multipurpose form used for purchases of supplies or services, orders under existing contracts or agreements, and orders from required sources of supplies and services. All clauses, terms and conditions applicable to the type of order, which are not included in the underlying contract, shall be incorporated in the order. Clauses can be incorporated by reference or in full text. See GSA Order, Guidance on Use of the Credit Card for Purchases (CFO 4200.1), for forms required for purchase card actions.

(1) Use GSA Form 300, Order for Supplies or Services, when making purchases payable through PEGASYS.

(2) The GSA Form 300 may also be used to make other purchases when a specific form is not prescribed. It may be used as a delivery or task order instead of SF 1449, Solicitation/Contract/Order for Commercial Items. The contracting officer may require the signature of the contractor on the GSA Form 300, Order for Supplies and Services, when used as a purchase order or task order.

(3) Prepare and process GSA Form 300. Use GSA Form 300-A, Order for Supplies or Services—Continuation, if additional space is needed.

(b) Use GSA Form 1458, Motor Vehicle Shop Work Order, Repair and Purchase Order, or the GSA Form 300 when making purchases in connection with the maintenance, servicing or repair of GSA fleet management vehicles.

(c) Use GSA Form 300, Order for Supplies or Services, or GSA Form 3186, Order for Supplies or Services, or GSA Form 3186-B, Order for Supplies or Services (EDI), when making simplified acquisitions or placing orders against established contracts through the FSS-19 system.

(1) Use GSA Form 3186 for mail orders placed against established contracts.

(2) Document the file for a delivery, task, or purchase order transmitted to contractors electronically using Electronic Data Interchange (EDI) procedures by generating a GSA Form 3186-B or GSA Form 300.

(d) Use GSA Form 8002B, Motor Vehicle Delivery Order, to order fleet management vehicles. Do not use this form as a purchase order for simplified acquisitions. Use GSA Form 8002A to notify the consignee of the status of motor vehicle requisitions.

**513.303 Blanket purchase agreements (BPAs).****513.303-3 Preparation of BPAs.**

(a) *Description of agreement.* Describe limitations, if any, on the geographic area to be served. The GSA Form 3521, Blanket Purchase Agreement, may be used to prepare a blanket purchase agreement.

(b) *Delivery tickets.* Instruct the contractor to include the name of the individual placing the order on the delivery ticket. The individual receiving the item or service must sign and date the delivery or service ticket. Both the supplier and the receiving office must retain a copy of the delivery ticket.

(c) *Invoices.* If the contracting officer has exhausted all efforts to get a supplier to accept one of the invoicing statements outlined in FAR 13.303-3(a)(6), the contracting officer may deviate in order to permit the submission and payment of invoices for each delivery under the BPA. The contracting officer shall document efforts and the contractor’s refusal.

(d) *Processing invoices.* The designated billing office must time-stamp invoices to indicate the date of receipt. The ordering office must forward an invoice to the appropriate Finance Division within 5 workdays of its receipt or acceptance of the

supplies or services. An exception applies if the BPA provides for the accumulation of invoices for a specified period. If this exception applies, the ordering office must forward the accumulated invoices within 5 workdays after the specified period for accumulation. Mark all invoices to indicate that purchases were made under a BPA.

**513.307 [Reserved]**

**513.370 Certified invoice procedure.**

**513.370-1 Applicability.**

If advantageous to the Government, the contracting officer may acquire supplies or services on the open market from suppliers using a vendor's invoice instead of a purchase order.

**513.370-2 Limitations.**

(a) Purchases are subject to FAR Part 13 and [Part 513](#) and these limitations:

- (1) The amount of any one purchase must not exceed the micro-purchase threshold.
- (2) Neither the supplier nor the Government require a purchase order.
- (3) The individual making the purchase does not have a Governmentwide commercial purchase card or the card is not accepted by the supplier.
- (4) Appropriate invoices can be obtained from the supplier.

(b) If the contracting officer uses certified invoice procedures, the contracting officer still must:

- (1) Verify price reasonableness using the conditions contained in FAR 13.202(a).
- (2) Certify that the quality and quantity of items/services furnished comply with the verbal agreement made with the supplier.

(c) Authorized individuals without warrants may solicit quotations. Although FAR 1.601(a) states that contracts may be entered into and signed on behalf of the Government only by contracting officers, a non-warranted Government employee may place a micro-purchase when a contracting officer approves in advance the placement of an order. Approval must be in writing on GSA Form 2010 or other documentation unless the geographic distance makes it impracticable. In those cases, the contracting officer may provide approval by telephone or e-mail. The authorized individual must document the file accordingly.

**513.370-3 Invoices.**

(a) If the contracting officer uses these procedures, s/he must require the suppliers to immediately submit properly prepared itemized invoices.

(b) Upon receipt of the invoice, the receiving office must take all the following actions:

- (1) Time-stamp the invoice to indicate the date the invoice is received.
- (2) Verify the accuracy of the invoiced amount.
- (3) Verify that the supplies or services have been received and accepted. Whenever possible, require that inspection and acceptance or rejection occur within 7 calendar days of delivery or completion.
- (4) Before certifying the invoice and forwarding it to the appropriate office, the contracting officer or a designated representative must obtain a certification of receipt and acceptance from the individual who actually inspected and accepted the supplies or services.

(d) Within 5 workdays after receipt of the invoice or acceptance of the supplies or services, whichever is later, forward the invoice stamped with the Certified Invoice Stamp.

(1) Complete the accounting information, received and accepted dates, taxpayer identification number (TIN), type of business (corporation, sole proprietorship/partnership, or other), and certification, and PEGASYS Document Number (PDN).

(2) If a Certified Invoice Stamp is not available, place the following statement on the invoice along with the PDN number, accounting information, TIN, and the type of business. (**Note:** In some organizations, the PDN number is determined by a budget or executive office within the service or staff office.)

"I certify that these goods and/or services were received on [Date] and accepted on [Date]. An oral purchase was authorized and no confirming order has been issued."

\_\_\_\_\_  
Signature of Contracting/Ordering Officer

\_\_\_\_\_  
Print name and telephone no.

\_\_\_\_\_  
Date invoice received

**Subpart 513.4—Fast Payment Procedure**

**513.401 General.**

GSA contracting activities are authorized to use fast payment procedures solely for utility service payments.

**PART 553—FORMS**

**Subpart 553.1—General**

**553.101 Requirements for use of forms.**

Parts 501–552 and 570 prescribe the requirements for use of GSA forms illustrated or referenced in this part. You may identify the prescription as follows:

(a) *Forms available on-line.* The list of forms available on-line in 553.370-1 identifies the basic prescription for each referenced form.

(b) *Illustrated forms.* The prescription for each illustrated form is identified by a cross-reference shown on the illustration. When a form is mentioned in more than one place in this regulation, the section referenced on the illustration is the section that contains the basic prescription.

**553.102 Current editions.**

You must use the current edition of the forms identified in [Subpart 553.3](#) unless otherwise authorized under this regulation.

**553.170 Establishing and revising GSA Forms.**

(a) If two or more GSA Services or Offices use a GSA form, the Office of Acquisition Policy maintains the form.

(b) If only one GSA Service or Office uses a GSA form or if the form is used for a contract type unique to one Service or Office (e.g., construction contracts), that Service or Office is responsible for maintaining the form.

(c) Any proposed new or revised GSA acquisition related form must be submitted to the Office of Acquisition Policy for review and concurrence.

**Subpart 553.3—Illustrations of Forms**

**553.300 Scope of subpart.**

This subpart illustrates standard and GSA forms prescribed or referenced in Parts 501–551 and 570. Instructions on completing a form, if included, are identified by the suffix “I” after the GSAR section number.

**553.300-70 Forms not illustrated.**

This subpart does not illustrate either:

(a) Standard forms illustrated in the FAR.

(b) Forms available on-line. You can access the forms listed below at the location indicated.

Reference	Form No.	Title	On-line Location
<a href="#">570.701</a>	Standard Form 2	U.S. Government Lease for Real Property	<a href="http://www.gsa.gov/pbs/pe/stancla/stancla.htm">http://www.gsa.gov/pbs/pe/stancla/stancla.htm</a>
<a href="#">552.238-74</a>	GSA Form 72A	Contractor’s Report of Sales	<a href="http://vsc.gsa.gov">http://vsc.gsa.gov</a>
<a href="#">570.702(b)</a>	GSA Form 276	Supplemental Lease Agreement	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">513.302-70(b)</a>	GSA Form 300	Order for Supplies and Services	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">513.302-70(a)(3)</a>	GSA Form 300A	Order for Supplies and Services (Continuation)	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">509.105-1(a)</a>	GSA Form 527	Contractor’s Qualifications and Financial Information	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">532.905-71(a)</a>	GSA Form 1142	Release of Claims	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">570.702(c)</a>	GSA Form 1364	Proposal to Lease Space	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
514.407-72	GSA Form 1535	Recommendation for Award(s)	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">513.106-3</a>	GSA Form 2010	Small Purchase Tabulation Source List/Abstract	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">532.905-70</a>	GSA Form 2419	Certification of Progress Payments Under Fixed-Price Construction Contracts	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">501.603-3(e)(1)</a>	GSA Form 3409	Personal Qualifications Statement for Appointment as Contracting Officer	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">504.803(b)</a>	GSA Form 3420	Contract/Modification File Checklist File Format (Award)	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">503.104-4</a>	GSA Form 3617	Record of Authorization of Access to Proprietary or Source Selection Information	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>
<a href="#">570.702(a)</a>	GSA Form 3626	U.S. Government Lease for Real Property (Short Form)	<a href="http://www.gsa.gov/pbs/pe/stancla/stancla.htm">http://www.gsa.gov/pbs/pe/stancla/stancla.htm</a>
<a href="#">519.7009(a)</a>	GSA Form 3695	Mentor-Protégé Program Application	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a>

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