

# GOVERNMENT PURCHASE CARD - PURCHASE REQUEST & APPROVAL

For all Army GPC Purchases, per AFARS Appendix EE; the proponent agency is DASA(P)

## SECTION I – REQUEST FOR SUPPLIES OR SERVICES

1. Name of Requester	2. Phone Number	3. Date	4. Urgency of Need		
5. Description of Supplies or Services	6. Part Number	7. Quantity	8. Unit Price	9. Total Price	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
State Tax-exempt status: – <a href="https://smartpay.gsa.gov/content/state-tax-information">https://smartpay.gsa.gov/content/state-tax-information</a>			Shipping, Handling, and State Tax (if applicable)	\$	
Remarks				Total Purchase Price	\$
10. Known Commercial Source(s) for Unique Items and Justification for Using a Commercial Source		11. Justification (Identified Legitimate Government Need):			

## SECTION II – CARDHOLDER ACTIONS

12. Order Number	13. <input type="checkbox"/> Funding Available	13a. Date of Certified Funding	14. <input type="checkbox"/> 889 Merchant Representation Obtained/On file
15. Screening for Proper Procurement Method			
16. Type of Supplies or Services <input type="checkbox"/> Office Supplies <input type="checkbox"/> Information Technology <input type="checkbox"/> Cellular Services <input type="checkbox"/> Printing <input type="checkbox"/> Furniture <input type="checkbox"/> Other Supplies/Services			
16a. Special Instructions for Type of Supplies or Services Selected (For NAF or OCONUS purchases, contact your GPC Program Office):			
17. Determination of Price Reasonableness: <input type="checkbox"/> Commercial off-the-shelf purchase [and/or] <input type="checkbox"/> personal knowledge of item(s) being purchased. <input type="checkbox"/> Three Sources: (1) _____ (2) _____ (3) _____ <input type="checkbox"/> Other Reasonable Basis: _____			

## SECTION III – APPROVALS (*Approver Name / Position boxes may be tailored*)

18 Approver Name / Position	19. Signature	20. Approver Name / Position	21. Signature
			<i>This Signature locks items in blocks 5-9</i>

## SECTION IV – PROPERTY BOOK VERIFICATION FOR ACCOUNTABILITY

22. Property Accountability Classification	23. APO/Supply Officer Name	24. APO/Supply Officer Signature

## SECTION V – INDEPENDENT RECEIPT AND ACCEPTANCE

25. Name of Receiver	26. Date Received	27. Signature



**PURPOSE:** To request, purchase and account for supplies and services up to the micro-purchase threshold. Cardholder should verify the micro-purchase threshold prior to making any purchases to ensure this amount is not exceeded. As of 1 Apr 19, the micro-purchase threshold is \$10,000, with exceptions. For services subject to Contract Labor Standards, the threshold is \$2,500; and for construction, the threshold is \$2,000. To verify the current threshold or other exceptions, refer to the Federal Acquisition Regulation (<https://www.acquisition.gov>), part 2.101, definition of "Micro-purchase."

## INSTRUCTIONS

1. **Name of Requester.** Soldier or Department of the Army Civilian (or equivalent) requesting supplies or services; not the Cardholder, Billing Official, or a Government Contractor.
2. **Phone Number.** Contact information of the person identified in block 1.
3. **Date.** Date of purchase request.
4. **Urgency of Need.** Select the most suitable designator based on the immediacy of requirement. Prioritize purchase requests in descending order: 1- Urgent, 2 - Priority, 3 - Routine.
5. **Description of Supplies or Service.** Item name required.
6. **Part Number.** National Stock Number, Unit Product Code, or other manufacturer's Item Identifying number.
7. **Quantity.** The number of items requested in block 5.
8. **Unit Price.** The individual price of each item listed in block 5.
9. **Total Price.** This amount is calculated based on the information provided in blocks 7 and 8.  
**Shipping, Handling and State Tax.** Amount of cost attributable to the vendors noted pricing for shipping and handling; and State Tax if applicable.  
**Sum Total Purchase Price.** This amount is calculated based on the information provided in the Total Price plus Shipping & Handling column.  
*If the requirement exceeds 5 items, use the **GPC Purchase Request & Approval (Continuation Sheet)**.*
- Remarks.** This field may be used for any internal SOP requirements, such as Line of Accounting, additional routing verifications, etc.
10. **Known Commercial Source(s) for Unique Items and Justification for Using a Commercial Source.** Optional field. Identified merchants where peculiar items may be purchased and justification to exclude Federal Supply Schedules. Cardholder may not use block 10 to circumvent the mandatory sources in block 16a.
11. **Identified Legitimate Government Need (Purpose/Why).** Identify and note the impact to the government if the requested items are not fulfilled. *An authorized purchase is one that is lawful and meets a legitimate, bona fide and minimum Government need at a fair and reasonable price.*
12. **Order Number:** Internally assigned number for accountability. May be the same as the GFEBS PR Number.
- 13./13a. **Funding Available and Date.** Cardholder verified certified funding and date available prior to purchasing.
14. **889 Merchant Representation Obtained/On-file.** Cardholder verified merchant is 889 compliant prior to purchasing.
15. **Screening for Proper Procurement Method.** Use the pull-down menu to select the most appropriate procurement method. **Note:** this Purchase Request may not be used when so noted in the drop-down.
16. **Type of Supply or Services.** Select the most appropriate type of supply or service requested. *Selection of one of the boxes is mandatory whether the remainder of the purchase request form is filled out electronically or manually.* **Block 16a** will populate with mandatory information based on which box is selected in block 16. Cardholder must comply with the noted Special Instructions. For future purchases of the same supplies, purchases must be distributed equitably among qualified suppliers.
17. **Determination of Price Reasonableness.** For other than mandatory source purchases, verify price reasonableness for purchases when (1) the purchaser suspects or has information to indicate the price may not be reasonable, or (2) when purchasing a supply or service for which no comparable pricing information is readily available. *See Federal Acquisition Regulation, Subpart 13.203 (<https://www.acquisition.gov/>).*
- 18.- 21. **Organization Approvals.** Identified persons either by name or position within an organization who must approve of the request prior to purchase. *The Approver Names / Position boxes are pre-filled with "Cardholder, Supervisor, and Billing Official;" however, these may be erased and written over in accordance with locally established internal operating procedures.*
22. **Property Accountability Classification.** Accountable Property Officer (APO) or Supply Officer determines property classification and annotates property in property book/on hand-receipt as appropriate. Refer to AR 710-2-1, *Supply Policy Below the National Level*, Section 1-12.b.(3).
23. **APO/Supply Officer Name.** Name of Installation/ Organization APO or Supply Officer making determination in Block 22. *Coordination between the Cardholder and APO/Supply Officer is required to ensure that all purchases requiring Property Book annotations are identified and accounted for.*
24. **APO/Supply Officer Signature.** Signature of the person identified in block 23.
25. **Name of Receiver.** Soldier or Department of the Army Civilian (or equivalent) receiving the requested supplies or services; not the Cardholder, Billing Official, or a Government Contractor. *May be the same person identified in block 1.*
26. **Date Received.** Date of Supply/Services receipt.
27. **Signature.** Signature of the person identified in block 25.