

13.303-5 Purchases under BPAs.

- (a) Use a BPA only for purchases that are otherwise authorized by law or regulation.
- (b) Individual purchases *shall not exceed the simplified acquisition threshold*. However, agency regulations *may* establish a higher threshold consistent with the following:
- (1) The *simplified acquisition threshold* and the \$7.5 million limitation for individual purchases (\$15 million for purchases entered into under the authority of 12.102(f)(1)) do not apply to BPAs established in accordance with 13.303-2(c)(3).
 - (2) The limitation for individual purchases for *commercial products* and *commercial services acquisitions* conducted under subpart 13.5 is \$7.5 million (\$15 million for *acquisitions* as described in 13.500(c)).
- (c) The existence of a BPA does not justify purchasing from only one source or avoiding small business set-asides. The requirements of 13.003(b) and subpart 19.5 also apply to each order.
- (d) If, for a particular purchase greater than the *micro-purchase threshold*, there is an insufficient number of BPAs to ensure maximum practicable competition, the *contracting officer shall*-
- (1) Solicit quotations from other sources (see 13.105) and make the purchase as appropriate; and
 - (2) Establish additional BPAs to facilitate future purchases if-
 - (i) Recurring requirements for the same or similar *supplies* or services seem likely;
 - (ii) Qualified sources are willing to accept BPAs; and
 - (iii) It is otherwise practical to do so.
- (e) Limit documentation of purchases to essential information and forms as follows:
- (1) Purchases generally *should* be made electronically, or orally when it is not considered economical or practical to use electronic methods.
 - (2) A paper purchase document *may* be issued if necessary to ensure that the supplier and the purchaser agree concerning the transaction.
 - (3) Unless a paper document is issued, record essential elements (*e.g.*, date, supplier, *supplies* or services, price, delivery date) on the purchase requisition, in an informal memorandum, or on a form developed locally for the purpose.
 - (4) Cite the pertinent purchase requisitions and the accounting and appropriation data.
 - (5) When delivery is made or the services are performed, the supplier's sales document, delivery document, or *invoice may* (if it reflects the essential elements) be used for the purpose of recording receipt and acceptance of the *supplies* or services. However, if the purchase is assigned to another activity for administration, the authorized Government representative *shall* document receipt and acceptance of *supplies* or services by signing and dating the agency specified form after verification and after notation of any exceptions.

Parent topic: [13.303 Blanket purchase agreements \(BPAs\)](#).