MWR MANAGERS' OPERATIONS GUIDE
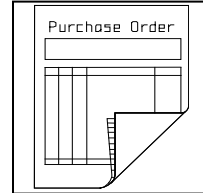
<div style="text-align:center">

Procure Supplies, Resale Merchandise, Non-Personal Services, Equipment, and Property

</div>

Purchase Order

DO THIS TASK WHEN

- There is a need to restock resale items.

- There is a need to acquire new resale items.

- There is a need to replace/restock operational supplies.

- There is a need to acquire new equipment, tools, supplies, or property.

- There is a need to replace obsolete, lost, stolen, or irreparable equipment, tools, supplies, or property.

- There is a need to obtain competitively-sourced, non-personal services.

REFERENCES

- DoDI 4105.67, Nonappropriated Fund Procurement Policy.

- DODI 7000.14-R, Department of Defense Financial Management Regulations.

- CNICINST 1710.3, Operation of Morale, Welfare, and Recreation MWR Programs.

- DODI 5500.7 (series), Standards of Conduct Joint Ethics Regulation.

REFERENCES (cont.)	• CNICINST 7043.1, <u>Procurement Policy for CNIC Nonappropriated Fund Activities</u>.
	• DODI, 1015.10 (series), <u>Programs for Military Morale, Welfare, and Recreation (MWR)</u>.
	• Local standard operating procedures (SOPs).

SUPPLIES/ RESOURCES	• Locally developed, NAF and APF purchase request.
	• Locally developed, Par Stock Worksheet.
	• Log of blanket purchase agreement (BPA) purchases.
	• Standard Form 1409, <u>Abstract of Offer, Price Quotation</u>.
	• Standard Form 18, <u>Request for Quotations</u>.
	• Sole source justification.
	• Standardized NAF Contracts and APF Statements of Work.
	• NAVCOMPT Form 2276, <u>Request for Contractual Procurement</u>.
	• DD Form 1348-6, <u>DoD Single Line Item Requisition System Document</u>.
	• DD Form 1155, <u>Order For Supplies or Services</u>.
	• A Guide to APF Support for MWR Programs.
	• Many of these forms are available for download at: www.navymwr.org/resources/facilities

THIS TASK IS DONE CORRECTLY WHEN

- Purchase requests are submitted to the installation or region procurement office with copies routed or filed in accordance with local procedures.

- Purchase requests are used to acquire necessary supplies, resale merchandise, non-personal services, equipment, or property.

- Appropriate documentation is used to ensure timely, accurate, and acceptable procurement, delivery and receipt of necessary supplies, resale merchandise, services, equipment, and/or property.

- Procedures are in place to prevent actual or perceived unethical/unlawful purchasing activity.

- Purchase card statements are reconciled each month in accordance with APF & NAF purchase card policies.

NOTES

Market research and ordering supplies, resale merchandise, non-personal services, equipment, and/or property for your Program, business or office is a recurring and sometimes time consuming task requiring you to:

- Plan your procurement requirements in advance.

- Know the quantities and what supplies, equipment, resale merchandise, non-personal services, and/or property you need.

- Identify appropriate sources, specifications, estimated costs, and the turn-around-times applicable to these purchases.

- Determine what to purchase, when to purchase, *whether* to purchase, and your best (most cost effective) procurement options.

**NOTES
(cont.)**

- Make best and timely use of your approved NAF and APF budget.

- Submit appropriate procurement paperwork and/or use your authorized government purchase cards in a timely and authorized manner.

- Follow-up with the installation/region procurement office to determine status of all requests.

Doing these in an efficient and effective manner is critical to the success of your Program, business or office.

There are a variety of reasons why advanced planning for procurement is essential to a successful operation.

These include:

- Having the supplies, resale merchandise, non-personal services, equipment, and/or property to provide your Program's activities, events, products and services when you need them.

- Taking advantage of specials on seasonal items to ensure they are on hand at the right time.

- Not missing sales/profit/service opportunities due to items that are "not in stock" (NIS).

- Taking advantage of industry trends.

- Receiving the best quality products at the best prices.

- Stocking only the necessary quantities of supplies and acquiring only the services or equipment needed to operate your Program efficiently while meeting your customer's needs.

NOTES (cont.)

Advance planning for <u>major purchases</u> (fixed assets and purchases over $5k) is required to comply with procurement and budget directives. Conducting market research is good business.

- Your research efforts should always consider quality, warranty, service, and price prior to selecting supplies, resale merchandise, non-personal services, equipment, and/or property.

- When contracting non-personal services (e.g., aerobic dance instructor, dance band, carnival games company, etc.), allow enough time to conduct interviews or observe the provider in action and then to complete the appropriate procurement processes.

To maintain the integrity of the MWR fund, a system of checks and balances must be established for your procurement process. (See <u>Control Supplies, Resale Merchandise , Equipment and Property</u>)

Your procurement processes must ensure separation of function and be detailed in a local procurement instruction or SOP. An effective separation of function system requires that different FFR staff members:

- Sign purchase requests.

- Negotiate, sign and execute contractual documents. [e.g., Purchase Orders (POs), Delivery Orders (DOs), Blanket Purchase Agreements (BPAs), etc.]

- Receive and sign for supplies, non-personal services, or equipment.

- Approve payment for purchases.

- Sign checks.

The overall responsibility of establishing these systems and providing written and procedural guidance resides with your FFR Director.

**NOTES
(cont.)**

The following prioritized list indicates the typically preferred, small purchase ($150,000 or less) procurement methods. You will need to follow local guidance. Which of these you use will depend on the methods you are authorized to use and have available:

- NAF Purchase Card purchases from commercial vendors/suppliers, SERVMART, NEX, etc., as authorized in the CNIC NAF purchase card and local SOPs.

- APF purchase card purchases, per applicable policy.

- Calls against existing Blanket Purchase Agreements, per applicable policy.

- Issuance of Delivery Orders, per applicable policy. (Delivery Orders against existing negotiated contracts. e.g., AFNAFPO, GSA, etc.)

- Issuance of Purchase Orders, per applicable policy.

REMINDERS:

- Awarding/issuing Purchase Orders (POs), Delivery Orders (DOs), Blanket Purchase Agreements (BPAs), or Contracts is a function of the installation/region procurement office. Persons assigned this responsibility are required to obtain a Contracting Officer warrant.

- A BPA caller, who is designated in writing in the BPA, may make calls up to $5000 per call without a Contracting Officer warrant.

- Each NAF purchase cardholder must receive purchase card training <u>and</u> a Letter of Appointment as an "ordering officer" granting him/her the authority to use the card up to specified individual single-item and aggregate monthly limits appropriate to the job. <u>These single-item purchase limits cannot exceed $5000</u> without a Contracting Officer warrant.
  - Appointed and warranted Ordering Officers or

Contracting Officers may make orders against certain
Indefinite Delivery/Indefinite Quantity (IDIQ) contracts.

PROCEDURE

Step 1   Identify the supplies, resale merchandise, non-personal services, equipment, and/or property needed for the following.

☐   To replace/re-stock resale merchandise to appropriate levels (par).

NOTE:	Setting par levels (minimums/maximums) of supplies, resale merchandise and equipment assists in controlling spoilage/waste/theft. Using par levels also helps prevent run-outs, over purchasing, or aging supplies.
	A par stock worksheet with preparation instructions is provided at the end of this task.

☐   To acquire new resale merchandise.

☐   To replace/re-stock operational supplies.

☐   To acquire new equipment, tools, or supplies.

☐   To replace obsolete, lost, stolen, or irreparable supplies, resale merchandise, services, equipment, and/or property.

☐   To obtain competitively-sourced/contracted non-personal services.

Step 2   Confirm that needed purchases have been budgeted for and/or approved for your Program and that funds are still available by checking your budget records or confirming with your Business Office/Procurement Office. (See Monitor NAF & APF Budget Execution.)

IF:	THEN:
Budgeted, approved, and funds available	Continue with next step.
NOT budgeted or approved	1. Justify and request funding. **- OR -** 2. Reclama and request <u>alternative</u> funding. **- OR -**
Funds **NOT** available	3. Adjust program until funding is available. (e.g., include in next budget cycle, prepare stronger justification, etc.)

Step 3   Determine the type of funds from which the purchase will be paid.

IF PURCHASE AUTHORIZED USING:	THEN:
Appropriated Funds	Complete Steps 4 through 8.
Nonappropriated Funds	Continue with Step 9.

NOTE:	These purchasing decisions are generally decided during the annual NAF and APF budgeting processes. DODI, 1015.10 (series), <u>Programs for Military Morale, Welfare, and Recreation (MWR)</u> describes the categories of MWR Programs with brief program descriptions and contains an APF Authorization Table. (See excerpt of these tables at end of your MWR Managers' Operations Guide <u>Prepare APF Budget Input</u>, but always refer to a current DODI, 1015.10 (series) table.)

APF FUNDED PURCHASES

Step 4 Complete a request for APF purchase per local policy.

| NOTE: | Local APF procurement policy may require that you submit these requests on NAVCOMPT 2276, <u>Request For Contractual Procurement</u> or DD Form 1348-6, <u>DoD Single Line Item Requisition System Document</u>.

- OR -

Local policy may advise that you use a locally developed APF purchase request form. (See sample at the end of this task.) |
|---|---|

IF:	AND YOU:	THEN:
$3000 or less	have an APF purchase card	Make purchase using your APF purchase card.
	do **NOT** have an APF purchase card	Forward Purchase Request to an authorized cardholder for purchase.
Over $3000	→	1. Complete purchase request documentation. (This may include providing quotes and specifications if a non-GSA contract source.) 2. Forward documentation to purchasing office per local policy.

Step 5   Retain a copy of all approved purchasing documents in your files for:

- Tracking budget expenditures in your local APF budget expenditures log, records, or spreadsheet.

- A record of supply/equipment purchases.

- A tickler to remind you of pending purchases.

Step 6   Record your purchase request dates in your things-to-do list, daily planner, scheduler, or other similar tickler type file system.

Step 7   Monitor the status of your purchase requests to ensure timely delivery of your requested supplies, resale merchandise, services, equipment, and/or property.

☐   Communicate with your purchasing point of contact (POC) whenever you have short time frames or when delivery times are exceeding expectations or vendor promises.

Step 8   Reconcile your APF purchase card statements monthly in accordance with the APF purchase card SOP.

☐   Route the reconciled statement and supporting documentation to your immediate supervisor or as indicated in local policy.

☐   Track your adjusted APF account balances in STARS or CFMS (see Prepare APF Budget Input.

Stop here! You have completed the steps for APF Funded Purchases.

NAF FUNDED PURCHASES

Step 9   Select appropriate NAF purchase procedures based upon cost estimates.

IF PURCHASE/ CONTRACT COST ESTIMATE IS:	AND:	THEN:
$5,000 or less	→	1. Use good business sense and conduct market research with regard to price, quality, warranty, service, etc. 2. Only <u>one</u> price estimate is required. 3. Continue with Step 10.
Over $5,000	→	1. Conduct market research to obtain estimated price quotes (e.g., via telephone or catalog) from at least three sources unless using existing contracts. (e.g., delivery orders against GSA, AFNAFPO, contracts, etc.) 2. Continue with Step 10.
Over $5,000	You must purchase from a single source.	1. Provide written sole source justification. (See example of a sole source justification form at end of this task.) 2. Continue with Step 10.
Over $25,000	→	1. Provide your installation/region procurement office with the required documents. (Formal contracting procedures are required.) 2. Go to Step 11.

NOTE:	Examples of locally developed NAF purchase request forms are provided at the end of this task.

Step 10 Prepare appropriate documentation for NAF purchase based on estimated purchase price.

IF:	AND:	THEN:
$5,000 or less	Purchase by a NAF purchase card is authorized	1. Follow local procedures for purchase card purchases. (Depending on local policy, a Purchase Request may be required, also.) 2. Ensure the purchase is within the single-item and monthly aggregate limits. 3. Place order or make purchase. 4. Record purchase/order on Purchase Card log form.
	BPA is established	1. Place order/call to make purchase. 2. Record information on BPA log per local policy.
	Purchases are only made by the Purchasing Office	1. Prepare a purchase request. 2. Forward the purchase request to the Purchasing Agent per local policy.
More than $5,000	Purchase **MUST** be made by the procurement office or someone with the appropriate purchasing warrant	

NOTE: Blanket Purchase Agreements (BPAs) can be established by the NAF Procurement Office when recurring purchases are required. BPAs can be used when recurring purchases of like items (e.g., produce, office supplies, paper goods, dairy, etc.) are required and it is not reasonable to use the government purchase card.
BPAs fall into two categories, *Un-Priced* and *Priced*.

- Use un-priced when recurring purchases are required, but the price varies. (e.g., market driven [meats/produce, etc.,] or too many similar products to list [office supplies, hardware items, etc].)

- Use priced when the requested quantity, item, and a fixed price is known. (Check local policy on amount per call)

Before establishing BPAs with a single source supplier, you must obtain bids as outlined above.

Step 11   Retain a copy of all approved purchasing documents in your files for:

- Tracking budget expenditures.

- A record of supply/equipment purchases.

- A tickler to remind you of pending purchases.

Step 12   Record your purchase request dates in your tickler file system.

Step 13   Monitor the status of your purchase requests to ensure timely delivery of your requested supplies, resale merchandise, non-personal services, equipment, and/or property.

☐ Communicate issues through your purchasing POC. If you are a BPA caller or are using a government purchase card you may communicate with the vendor/supplier whenever you have short time frames or when delivery times are exceeding expectations or vendor promises.

Step 14   Reconcile your NAF purchase card statements monthly in accordance with the CNIC NAF purchase card and local SOPs.

☐ Route the reconciled statement and supporting documentation to your immediate supervisor or as indicated in local policy.

☐ Track your adjusted NAF account balances.

STOP
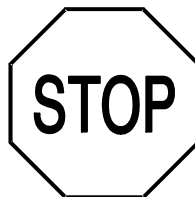
Congratulations! You've completed this task.

Directions -- Complete a Par Stock Worksheet (See next page.)

☐   "Inventory Item" **(A)** as recorded on the inventory sheets.

☐   "Purchase Unit" **(B)** as recorded on the vendor invoices or specification sheets.

☐   "Beginning Inventory Amount" **(C)** for item from previous inventory.

☐   "Date" of previous (beginning) inventory **(D)**.

☐   "Ending Inventory Amount" **(E)** from most current monthly inventory.

☐   "Date" of current (ending) inventory **(F).**

☐   "Dates of Deliveries Between Inventories" **(G)** and "Amounts Purchased" **(H)** from vendor invoices.

☐   Total the number of deliveries at **(I).** (Don't forget emergency purchases.)

☐   Total the number of purchases at **(J).**

☐   Calculate average monthly usage by adding the beginning inventory amount **(C)** plus the total purchases **(J)** then subtract the ending inventory amount **(E)** and recording at **(K)**.

☐   Calculate average usage between deliveries by dividing the average monthly usage **(K)** by the total number of deliveries **(I)** and recording at **(L)**.

☐   Calculate the **minimum** par stock level by rounding the average usage between deliveries **(L)** up to next full unit and recording at **(M)**.

☐   Calculate the **maximum** par stock level by multiplying the average usage between deliveries **(L)** by 1.5, rounding up to the next full unit, and recording at **(N)**.

Par Stock Worksheet

Inventory Item: ___Orange___ **(A)**   **Purchase Unit:** _____24__ **(B)** 6 oz case
Juice

Beginning Inventory Amount: **(C)** *2 cases*

Date: **(D)** *6/30/XX*

Ending Inventory Amount: **(E)** *3 cases*

Date: **(F)** *7/31/XX*

Dates of Deliveries Between Inventories: **(G)**	Amounts Purchased: **(H)**
Date: _____7/12/XX_____	No. *3 cases*
Date: _____7/6/XX_____	No. 4 cases
Date: _____7/13/XX_____	No. 3 cases
Date: _____7/20/XX_____	No. 5 cases
Date: _____7/27/XX_____	No. 2 cases
Date: _____	No: _____
Date: _____	No: _____
Date: _____	No: _____
Total Number of deliveries*: __5 **(I)**	Total Purchases: ___17__ **(J)**

Average Monthly Usage: **(C)** __2__ + **(J)**_____ − **(E)**_____ = **(K)** 3   16
17

Average Usage Between Deliveries: **(K)** __16__ ÷ **(I)**_____ = **(L)** 5   3.2

Minimum Par Stock Level: 3.2 cases rounded up to next full unit _____ **(M)** 4

Maximum Par Stock Level: 1.5 X __3.2__ **(L)** = _____ 4.8 rounded up to next full
unit __5 cases__ **(N)**

(*) Remember to include emergency purchases.

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Par Stock Worksheet

Inventory Item: _____ **Purchase Unit:** _____

Beginning Inventory Amount:

Date:

Ending Inventory Amount:

Date:

Dates of Deliveries Between Inventories:	**Amounts Purchased:**
Date: _____	**No.** _____
Date: _____	**No.** _____
Date: _____	**No.** _____
Date: _____	**No.** _____
Date: _____	**No.** _____
Date: _____	**No:** _____
Date: _____	**No:** _____
Date: _____	**No:** _____
Total Number of deliveries*: _____	**Total Purchases:** _____

Average Monthly Usage: _____ + _____ - = _____

Average Usage Between Deliveries: _____ ÷ _____ = _____

Minimum Par Stock Level: _____ rounded up to next full unit = _____

Maximum Par Stock Level: _____ x 1.5, rounded up to next full unit = _____

(*) Remember to include emergency purchases.

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PURCHASE REQUEST

DATE OF REQUEST	REQUESTED BY PROGRAM	ACCOUNT NUMBER	DISCOUNT TERMS (IF KNOWN)	REQUESTED DELIVERY DATE

RECOMMENDED SUPPLIER:	TRANSPORTATION CHARGES
	PREPAID AND ADDED TO INVOICE INCLUDED IN PRICE
	SHIP TO

ATTN: PHONE NO.:	CONFIRMING ORDER YES NO	PURCHASE ORDER NUMBER (IF CONFIRMING)
GSA/AFNAF NUMBER:		

DESCRIPTION	QTY	UNIT	UNIT COST	EXTENDED COST

REQUESTED BY (SIGNATURE)	APPROVED/DISAPPROVED BY (SIGNATURE)	DATE

COST CENTER BALANCE AFTER POSTING THIS ORDER $	ACCOUNTING TECHNICIAN'S INITIALS	COMMENTS

JUSTIFICATION FOR REQUESTING CONFIRMATION ORDER:

NON-APPROPRIATED FUND PURCHASE REQUEST
(INSTRUCTIONS ON REVERSE)

CONTRACTING OFFICE:	CONTRACT NO.
REQUESTING OFFICE:	P.R. NO.:
POC NAME & PHONE:	DATE: RDD:
DELIVERY ADDRESS:	INVOICE ADDRESS:

NAME: |

ITEM	SPECIFICATION OF SUPPLIES/SOW FOR SERVICES	QTY	U/I	UNIT PRICE	ESTIMATE

CONTRACTING OFFICE IS AUTHORIZED TO EXCEED THIS TOTAL BY __ ___ PERCENT.   EST. TOTAL

AUTHORIZED FOR APPROPRIATED FUNDING? YES ☐ NO ☐

RC CODE   ACCOUNT NO.

FUNDS ARE AVAILABLE AND HAVE BEEN
COMMITED FOR THE ABOVE PURCHASE.   AUTHORIZED SIGNATURE:

FOR PURCHASES UNDER $5,000, DOES CONTRACTOR ACCEPT PURCHASE CARD? YES ☐   NO ☐ (IF YES, ATTACH JUSTIFICATION WHY NOT PURCHASED WITH CARD)

INSTRUCTIONS FOR COMPLETING NONAPPROPRIATED FUND
PURCHASE REQUEST

1. <u>Contract Number</u>. If you are requesting a delivery order against an existing contract (such as a GSA or AFNAF contract) insert the applicable contract number.

2. <u>Requesting Program</u>. Insert the requesting Program, business or office name.

3. <u>Purchase Request Number</u>. Optional.

4. <u>POC Name and Phone</u>. Insert the name and phone number of the person able to answer technical questions about the requested supply or service.

5. <u>Delivery Address</u>. Insert the complete delivery address, including loading dock hours, etc. where applicable.

   • If inside delivery is desired add a statement to that effect on the purchase request.

   • For overseas deliveries include the Unit Identification Code (UIC) and Port of Debarkation (POD) code, and in-the-clear geographical address for the overseas destination (no FPO address).

6. <u>Invoice Address</u>. Insert Business Office POC, phone number, and the complete invoice address, including office and zip codes where applicable. The invoice address is the office responsible for certifying the invoice correct for payment.

7. <u>Specification of Supplies/Statement Of Work for Services</u>. Determination and description of needed supplies/services.

   • Specifications for supplies and or services will be written in generic format stating the requisitioners minimum needs and allowing for maximum competition where warranted.

   • List recommended or suggested sources if available.

   • If single source, provide justification in this space.

8. <u>Date</u>. The date the purchase request is signed and forwarded to the contracting office. Approving official signature and date Purchase Request was signed and forwarded to Procurement office.

JUSTIFICATION FOR USE OF SOLE SOURCE CONTRACTING

To: NAF Contracting Office   Date:

From: Requiring Activity:

1. The service or item listed on the attached Purchase Request is only available from a single source and competition is precluded for reasons indicated below. There are no substitutes available for this item/service. The requirement is restricted to the following sole source manufacturer and/or manufacturer's dealer or representative:

Manufacturer Information:	Dealer/Rep Information:
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
POC:	POC:
Phone #:	Phone #:
E-mail :	E-mail:

Note: *Include additional pages to this form as necessary to provide a complete description and details for the following blocks*

2. Estimated cost of the requirement: 2a. Required Delivery Date:

3. Description of the item or service required:

4. Specific characteristics of the item or service that limit the availability to a sole source (e.g. unique features, function of the item, etc.):

5. Describe in detail why only this suggested source can furnish the requirement to the exclusion of other sources (e.g., summarize the results of any supporting market research, as appropriate):

JUSTIFICATION FOR USE OF SOLE SOURCE CONTRACTING

6. **Is the item/service compatible in all aspects (form, fit and function) with existing systems presently installed?**

   ➡️ **If yes, describe the equipment you have now and how the new item/service must coordinate, connect, or interface with the existing equipment.**

7. **Does a patent, copyright, or proprietary data limit competition?**

   ➡️ **If yes, list the proprietary data:**

8. **If the items are "direct replacements" parts/components for existing equipment identify and briefly describe the existing equipment:**

REQUESTOR

I CERTIFY THAT THE STATEMENTS AND INFORMATION PROVIDED ABOVE ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE PROCESSING OF THIS SOLE SOURCE JUSTIFICATION PRECLUDES THE USE OF FULL AND OPEN COMPETITION.

Signature: **Activity:**

Title: **Date:**

APPROVAL

Contracting Officer's Signature: **Date:**

Contracting Office's Printed Name:

ORDER FOR SUPPLIES OR SERVICES
(Contractor must submit four copies of invoice.)

| Form Approved OMB No. 0704-0187 Expires Jun 30, 1997 | PAGE **1** |

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503.
PLEASE <u>DO NOT</u> RETURN YOUR FORM TO EITHER OF THESE ADDRESSES.
SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED IN ITEM 6.

| 1. CONTRACT/PURCH ORDER NO. | 2. DELIVERY ORDER NO. | 3. DATE OF ORDER (YYMMMDD) | 4. REQUISITION/PURCH REQUEST NO. | 5. PRIORITY |

6. ISSUED BY	CODE	7. ADMINISTERED BY (If other than 6)	CODE

8. DELIVERY FOB
☐ DEST
☐ OTHER
(See schedule if other)

| 9. CONTRACTOR | CODE | FACILITY CODE | 10. DELIVER TO FOB POINT BY (Date) (YYMMMDD) | 11. MARK IF BUSINESS IS |

NAME AND ADDRESS

☐ SMALL
☐ SMALL DISADVANTAGED
☐ WOMAN-OWNED

12. DISCOUNT TERMS

13. MAIL INVOICES TO

| 14. SHIP TO | CODE | 15. PAYMENT WILL BE MADE BY | CODE |

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

| 16. TYPE OF ORDER | DELIVERY | This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. |
| | PURCHASE | Reference your _____ furnish the following on terms specified herein |

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

| NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED |

☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

18. ITEM NO	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT

| * If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle. | 24. UNITED STATES OF AMERICA BY: CONTRACTING/ORDERING OFFICER | 25. TOTAL |
| | | 29. DIFFER-ENCES |

| 26. QUANTITY IN COLUMN 20 HAS BEEN ☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED | 27. SHIP. NO. | 28. D.O. VOUCHER NO. | 30. INITIALS |

☐ PARTIAL
☐ FINAL

| DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 31. PAYMENT | 32. PAID BY | 33. AMOUNT VERIFIED CORRECT FOR |

36. I certify this account is correct and proper for payment

31. PAYMENT
☐ COMPLETE
☐ PARTIAL
☐ FINAL

34. CHECK NUMBER

35. BILL OF LADING NO.

| DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER | | |
| 37. RECEIVED AT | 38. RECEIVED BY (Print) | 39. DATE RECEIVED (YYMMMDD) | 40. TOTAL CONTAINERS | 41. S/R ACCOUNT NUMBER | 42. S/R VOUCHER NO. |

DD FORM 1155, JUN 94   Previous editions may be used   **(RPSV3)**

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