OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

ACQUISITION AND
TECHNOLOGY

DECEMBER 4, 2000

MEMORANDUM FOR SERVICE ACQUISITION EXECUTIVES
DIRECTORS, DEFENSE AGENCIES

SUBJECT: Use of the Governmentwide Commercial Purchase Card

The purpose of this memorandum is to highlight one application currently available for use of the Governmentwide commercial purchase card. The card continues to be one of the most popular simplified acquisition tools, and we encourage its use as part of our continuing efforts to reduce administrative lead times and costs through acquisition reform.

The Federal Acquisition Regulation (FAR), at 13.301, authorizes several uses of the Governmentwide commercial purchase card including placement of a task or delivery order if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement. Thus, appropriately designated individuals may use the card to place orders for supplies and services covered by Indefinite-Delivery Indefinite-Quantity contracts, Federal Supply Schedule contracts, Blanket Purchase Agreements, and other ordering instruments that may be accessible via electronic malls, such as the DoD EMall and GSA Advantage, when the contractor has agreed to accept the card.

I urge you to take advantage of this simplified acquisition process when you deem it to be consistent with good business practices. As you do so, I encourage you to consider the many small businesses that are accessible via the electronic malls. Remember, as well, to comply with the FAR Part 4, and Defense FAR Supplement Part 204, reporting requirements for purchases that exceed $25,000 in value.

Deidre A. Lee
Director, Defense Procurement