



## **APD ALERT**

### **Use of the Purchase Card or Convenience Check for Purchases Above the Micropurchase Threshold**

#### **Purpose**

The goal of this alert is to remind acquisition personnel that a contracting instrument must be generated for all open market purchases (including Intramall purchases) over \$2,500 when the payment method is by purchase card or convenience check. Accordingly, the contracting instrument must include applicable Federal Acquisition Regulation (FAR) clauses. It is not necessary to incorporate FAR clauses into orders from indefinite delivery contracts (e.g. General Services Administration Federal Supply Schedules) or Blanket Purchase Agreements because the clauses are already included in the master documents.

#### **Policy**

FAR 13.302-5 mandates the incorporation of all applicable clauses for acquisitions above the micro-purchases threshold except as noted above. To streamline the Purchase Order (PO), FAR 52.213-4, Terms and Conditions-Simplified Acquisitions (Other Than Commercial Items) should be incorporated into simplified acquisitions above the micro-purchase threshold when non-commercial items are being acquired. FAR Subpart 12.301 should be reviewed to determine the appropriate clauses to incorporate into the PO when acquiring commercial items above the micro-purchase threshold. Please note, 52.232-36, Payment by Third Party, should also be included.

**How does this affect me?**

Acquisition personnel should submit the appropriate contract clauses to vendors via electronic transmission or by mail. As a reminder, contract actions above the micro-purchase threshold should be numbered since the purchase data must be entered into the Federal Procurement Data System-New Generation.

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