

**FOR AGENCY USE ONLY**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
PURCHASE ORDER**

1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
OF								
9a TYPE PURCHASE (Check One)			9b SELLER'S IDENT. NO.		9c FORM 1099		9d TAXPAYER'S IDENT. NO.	
<input type="checkbox"/> PURCHASE ORDER			<input type="checkbox"/> DELIVERY ORDER		<input type="checkbox"/> NO <input type="checkbox"/> YES			

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)	11	11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
		<b>SHIP TO</b>
		PHONE (A/C & No.)
		Check One FTS
		COMM

12 LINE ITEM	13 QUANT. REC'D	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)( ).								
21 F.O.B. POINT			22 DISCOUNT AND/OR NET PAYMENT TERMS		22a TYPE COMMODITY/PAYMENT CODE		<b>Sub-Total</b>	25
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)			24 SHIP VIA		26 ESTIMATED FREIGHT		<b>TOTAL</b>	27

- 2	A 5	B 10	C 5	3	D 4	E 1	4	1	2	2

31b ORDERED BY (Name and Title)					
32 SIGNATURE AND TITLE				31c COMMERCIAL PHONE (Area Code and Number)	31d FTS PHONE NO.
33 RECEIPT DATE	34 TYPE SHIPMT	35 RECEIVING OFFICE PHONE (A/C & No.)	FTS	COMM	31e AUTHORIZED SIGNATURE

**UNITED STATES DEPARTMENT OF AGRICULTURE  
PURCHASE ORDER**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES, AND PAPERS RELATING  
TO THIS ORDER

PAGE NO.  OF	CONTRACT NUMBER	ORDER DATE	ORDER NUMBER	SUB.
TYPE PURCHASE (Check One) <input type="checkbox"/> PURCHASE ORDER (See Reverse) <input type="checkbox"/> DELIVERY ORDER		SELLER'S IDENT. NO.	FORM 1099 <input type="checkbox"/> NO <input type="checkbox"/> YES	TAXPAYER'S IDENT. NO.

TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)

**SHIP  
TO**

Consignee, Address, Zip Code, and Place of Inspection and Acceptance

LINE ITEM	ACT CODE	DESCRIPTION	<b>S E L L E R · S O R I G I N A L</b>	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT

THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)( ).

F.O.B. POINT	DISCOUNT AND/OR NET PAYMENT TERMS		<b>TOTAL</b>	
DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	SHIP VIA			



ISSUING OFFICE NAME AND ADDRESS	ORDERED BY (Name and Title)
	COMMERCIAL PHONE (Area Code and Number)
	AUTHORIZED SIGNATURE

U.S. DEPARTMENT OF AGRICULTURE  
**PURCHASE ORDER TERMS AND CONDITIONS**

If "Purchase Order" is checked in Block 9a on Form AD-838, the following clauses are incorporated by reference with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. (If "Delivery Order" is checked, the order is subject to the terms and conditions of the contract under which it was placed.) If any clause referenced below has been superseded, or changed as a result of an authorized deviation, its replacement or the text of the deviation will be shown in the body of the purchase order or in an attachment. Otherwise, the clause text shall be as it appears in the referenced regulation for the date shown. The derivation of these clauses is the Federal Acquisition Regulation (48 CFR Chapter 1) and the Agriculture Acquisition Regulation (48 CFR Chapter 4). Some of the following clauses are limited in their applicability to the order by the conditions shown in a parenthetical remark after the clause date. This list of clauses may be supplemented by the contracting officer.

**GENERAL. The following clauses apply to all purchase orders:**

- 52.203-1 Officials Not to Benefit (APR 1984)
- 52.203-3 Gratuities (APR 1984) (NA to personal services.)
- 52.203-5 Covenant Against Contingent Fees (APR 1984)
- 52.203-6 Restrictions on Subcontractor Sales to Gov. (JUL 1985)
- 52.203-7 Anti-Kickback Procedures (OCT 1988)
- 52.222-3 Convict Labor (APR 1984)(Unless precluded by FAR 22.2)
- 52.225-13 Restrictions on Contracting With Sanctioned Persons (MAY 1989)
- 52.232-1 Payments (APR 1984) (NA to personal services.)
- 52.232-8 Discounts for Prompt Payment (APR 1989)
- 52.232-11 Extras (APR 1984)
- 52.232-25 Prompt Payment (APR 1989)
- 52.233-1 Disputes (APR 1984)
- 52.233-3 Protest After Award (AUG 1989)
- 52.246-1 Contractor Inspection Requirements (APR 1984)

**Additional clauses that apply when applicable:**

- 52.204-3 Taxpayer Identification (SEP 1989)(Applicable if Block 9c is marked "Yes".)
- 52.212-9 Variation in Quantity (APR 1984)(Variations, if any, will be stated in the text of the order.)
- 52.213-2 Invoices (APR 1984) (Applicable when advance payments are authorized for subscriptions and other pubs.)
- 52.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990) (Applicable to orders over \$10,000 except personal services.)
- 52.222-4 Contract Work Hours and Safety Standards Act - Overtime Compensation - General (MAR 1986) (Applicable to orders over \$2,500 unless precluded by FAR 22.3)
- 52.222-26 Equal Opportunity (APR 1984) (Applicable if an order, or aggregate orders in a year, exceeds \$10,000.)

- 52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984) (Orders of \$10,000 or more.)
- 52.222-36 Affirmative Action for Handicapped Workers (APR 1984) (Applicable to orders over \$2,500.)
- 52.222-37 Employment Reports on Special Disabled Veterans and Vets of the Viet Nam Era (JAN 1988) (Orders of \$10,000 or more.)
- 52.223-6 Drug-Free Workplace (JUL 1990) (Applicable to orders within individuals.)
- 52.227-19 Commercial Computer Software-Restricted Rights (JUN 1987) (Applicable to orders for commercial software.)
- 2.232-23 Assignment of Claims (JAN 1986) (May be applicable to orders over \$1,000.)

**EQUIPMENT AND SUPPLIES. Additional clauses applicable to the purchase of equipment and supplies:**

- 52.210-5 New Material (APR 1984)
- 52.222-20 Walsh-Healey Public Contracts Act (APR 1984) (Applicable to orders over \$10,000 unless exempt by statute or regulation.)
- 52.225-3 Buy American Act - Supplies (JAN 1989)
- 52.243-1 Changes - Fixed Price (APR 1984)
- 52.247-34 F.O.B. Destination (APR 1984)
- 52.247-35 F.O.B. Destination within Consignee's Premises (APR 1984) (Applicable if "inside delivery" is specified.)
- 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 1984)

**SERVICES. Additional clauses applicable to purchase of services:**

- 52.222-40 Service Contract Act of 1965, as Amended - Contracts of \$2,500 or Less (MAY 1989)
- 52.222-41 Service Contract Act of 1965, as Amended (MAY 1989) (Applicable to orders over \$2,500 for services subject to the Act.)
- 52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 1989) (If applicable, rates shown in text of order.)
- 52.222-44 Fair Labor Standards Act and Service Contract Act - Price Adjustment (MAY 1989)
- 52.243-1 Changes - Fixed Price (AUG 1987), Alternate I (APR 1984)
- 52.249-4 Termination for Convenience of the Government (Services) (Short Form) (APR 1984)
- 52.249-5 Termination for Convenience of the Government (APR 1984) (For Educational and Other Non-Profit Inst.)

**PERSONAL SERVICES. Substitute the following if personal services:**

- 52.249-12 Termination (Personal Services) (APR 1984)
- 52.232-3 Payments Under Personal Services Contracts (APR 1984)