

Procurement & Property Division Policy Memorandum

Subject: Government Printing Office (GPO) Waivers			Number: 8-01
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Background

Questions sometimes arise concerning the role of the procurement official, in assuring that an appropriate GPO waiver is obtained before a procurement action is taken for printing requirements, that are not done by or through the Government Printing Office.

Policy Guidance

AGAR Subpart 408.8 specifically states that “the contracting officer shall verify that the requisite approval (waiver) has been received by the publication liaison officer or requisitioner.” In addition, “the approval shall be maintained in the contract file.”

For your information, requisitioners can request a waiver directly from their cognizant Regional GPO Printing and Procurement Office for printing needs up to \$1,000. If the printing estimate exceeds \$1,000, then all requests for GPO approval, must go directly to the USDA’s Office of Communications, who will then submit the request to the Joint Committee on Printing (JCP). The Office of Communications has no approval authority; however they will obtain the approval/disapproval from the JCP and then forward it back to the requisitioner.

It is not the responsibility of procurement personnel to obtain these approvals or waivers for printing requirements. These approvals are required to be included in the AD-700 and the statement of work before the procurement staff can determine that the requirement is complete and “ready” for procurement action. Policy on printing requirements is contained in REE P&P 151.1-ARS.

If the purchase card is used, the file must contain the appropriate approval documentation.

PAOs must distribute to locations.

Action Required by REE Contracting Officers

Assure that the requisitioner has provided the necessary approval when submitting their printing requirement that requests it not be done through GPO.

If you have any questions on this, please contact your cognizant Area Procurement Officer to obtain proper guidance.

PPD Point of Contact

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Approved:

_____/s/_____
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