

GPC PURCHASE REQUEST \$3,001 - \$25,000

SINGLE PURCHASE LIMITS WILL NOT BE INCREASED ABOVE \$3000 UNTIL THIS REQUEST HAS BEEN APPROVED

DFARS 213.301 authorizes GPC orders up to \$25,000 outside the US; however, agencies must comply with all regulatory and statutory rules which include: FAR part 8, Required Sources of Supplies and Services. Agencies must order from existing government prepriced contracts or Blanket Purchase Agreements whenever possible. "Open Market" commercial sources are the last available option for filling DoD requirements and also require competition over \$3,000. This new DoDEA 8052-1 form will ensure compliance with these regulations and provide documentation of required approvals. ALL FIELDS ON THIS FORM ARE REQUIRED TO BE FILLED IN.

PR NUMBER	GPC CARDHOLDER	REQUESTOR	DISTRICT/SCHOOL OR OFFICE	DATE REQUESTED

INDICATE SOURCE BELOW

ABILITY ONE/JWOD	GSA	PRE-PRICED CONTRACTS/ BPAs	OPEN MARKET (3 QUOTES REQUIRED)
<input type="radio"/> Not offered/available <input type="radio"/> Waiver attached			

ENTER DETAILED DESCRIPTION OF THE REQUIREMENT:	LOWEST PRICED VENDOR OR VENDOR WITH BEST VALUE MUST BE IN VENDOR COLUMN #1. QUOTES MUST BE PROVIDED WITH PURCHASE REQUEST.		
	VENDOR #1	VENDOR #2	VENDOR #3
	VENDOR NAME	VENDOR NAME	VENDOR NAME
	VENDOR POC	VENDOR POC	VENDOR POC
	TELEPHONE NUMBER	TELEPHONE NUMBER	TELEPHONE NUMBER
	CONTRACT OR BPA NUMBER	CONTRACT OR BPA NUMBER	CONTRACT OR BPA NUMBER
	DATE OF QUOTE	DATE OF QUOTE	DATE OF QUOTE

ALL ORDERS MUST SHIP FOB DESTINATION. TCN, IF REQUIRED, MUST BE REQUESTED FROM LOGISTICS.

ITEM PART NO. & DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1							
2							
3							
4							
5							
6							
7							

CARRIED OVER FROM CONTINUATION SHEET

SUBTOTAL							
SHIPPING, HANDLING, ETC.							
DISCOUNT OFFERED (E.G. AAFES DISCOUNT)							
FOREIGN CURR TOTAL @ DAILY RATE							

Enter currency exchange rate (Daily Rate) for each vendor. The form will convert the pricing to the \$US equivalent for estimate of final cost.

Select Foreign Currency:			Budget Rate Amount: [Leave blank if prices are in US Dollar]. This determines the amount deducted from your Purchase Log.
--------------------------	--	--	---

THE PRICE QUOTE BY VENDOR #1 IS CONSIDERED REASONABLE BASED ON:			
<input type="radio"/>	ADEQUATE VENDOR COMPETITION SUMMARIZED ABOVE		
<input type="radio"/>	APPROVED BEST VALUE DETERMINATION (ATTACH CONTRACTING OFFICER APPROVAL)		
<input type="radio"/>	APPROVED SOLE SOURCE OR BRAND NAME JUSTIFICATION (ATTACH CONTRACTING OFFICER APPROVAL)		

APPROVING OFFICIAL CERTIFICATION: Except as noted, approval is granted to purchase the item(s) listed above using the Governmentwide Commercial Purchase card. I certify that the supplies and services listed below and in the list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

APPROVING/BILLING OFFICIAL:	SIGNATURE:	DATE APPROVED:
-----------------------------	------------	----------------

Funds must be committed in FASTDATA

GPC OFFICE: <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	INITIALS: TEMP. LIMIT:	DATE APPROVED:
--	---	----------------

CARDHOLDER:	SIGNATURE:	DATE ORDERED:
-------------	------------	---------------

REQUESTOR RECEIVING SIGNATURE:		DATE RECEIVED:
--------------------------------	--	----------------

EMAIL REQUEST TO DODDS-E.GPCCOORDINATOR@EU.DODEA.EDU. ALL REQUESTS SENT TO THIS INBOX WILL RECEIVE PRIORITY PROCESSING.

REQUEST FOR APPROVAL PRIOR TO GPC PURCHASE

REQUISITION

Continuation Sheet (GPC 8052-1)		VENDOR #1		VENDOR #2		VENDOR #3	
ITEM PART NO. & DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
CONTINUATION SHEET SUBTOTAL							