Justification and Approval for Micro-purchase Procurement

In accordance with FAR 13.2, DFARS 213.270, NAVSUPINST 4200.85D, and 4200.99, the Government-wide Commercial Purchase Card (GCPC) shall be used to purchase or pay all micro-purchase requirements unless a written determination is provided. Please fill out all applicable items listed below.

1. Does your activity have a GCPC holder(s)?

____ Yes.

____ No.

If yes, is there any reason why you do not intend to utilize the GCPC for this particular requirement?

___ a. Use of the GCPC is not currently available (e.g. expired or exceed the monthly limitation).

___ b. The requested item(s) is (are) not authorized to procure through GCPC IAW NAVSUPINST 4200.99.

Specify the item:
_____
_____

___ c. The Source of Supply (SOS)/prospective vendor does not accept GCPC.

Specify the vendor's name:
_____

___ d. The requested item(s) require(s) contract terms and conditions.

Specify the item:
_____
_____

____ e. Other reasons:
_____
_____

2. How did your activity satisfy this particular requirement before?
_____
_____

3. Other comments:
_____
_____

REQUIRING ACTIVITY COMMANDING OFFCER OR DIRECTOR	FISC YOKOSUKA CONTRACTING OFFICER
_____	_____
Signature Date	Signature Date
Print Name & Title _____	___Approved ___Disapproved