

## SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

### PART 813—SMALL PURCHASE AND OTHER SIMPLIFIED PURCHASE PROCEDURES

#### Subpart 813.5—Purchase Orders

Sec.

813.505-2 Agency forms in lieu of Optional Forms 347 and 348.

813.506-70 Oral purchase orders.

813.507 Clauses.

AUTHORITY: 38 U.S.C. 210 and 40 U.S.C. 486(c).

#### Subpart 813.5—Purchase Orders

##### **813.505-2 Agency forms in lieu of Optional Forms 347 and 348.**

(a) VA Form 90-2138, Order for Supplies or Services, and VA Form 90-2139, Order for Supplies or Services (Continuation), provide in one interleaved set of forms a purchase or delivery order, vendor's invoice, and receiving report. They will be used in lieu of and in the same manner as Optional Form 347, Order for Supplies or Services and Optional Form 348, Order for Supplies or Services Schedule—Continuation.

(b) The following order forms are for use when ordering the indicated medical, dental and ancillary services up to \$10,000 per authorization when such services are not available under existing contracts.

(1) VA Form 10-7078, Authorization and Invoice for Medical and Hospital Services.

(2) VA Form 10-7079, Request for Out-patient Medical Services.

(3) VA Form 10-2570d, Dental Record, Authorization and Invoice for Out-patient Services.

(c) In authorizing patient travel as set forth in VA Manual MP-1, Part II, Chapter 3, VA Form 10-2511, Authority and Invoice for Travel by Ambulance or Other Hired Vehicle, will be used as provided by that manual.

(d) Standard Form 182, Request, Authorization, Agreement, and Certification of Training, will be utilized for the procurement of training in the manner prescribed in 870.104.

(e) VA Form 10-2421, Prosthetics Authorization and Invoice, will be used as prescribed in 801.670-15 for indicated services not in excess of \$300.

[49 FR 12599, Mar. 29, 1984]

##### **813.506-70 Oral purchase orders.**

Oral purchase orders, when considered advantageous to the Department of Veterans Affairs, may be used for transactions not in excess of \$2,500. This limitation does not apply to delivery orders against existing contracts, e.g., delivery orders against FSS Contracts. The transaction will be assigned a purchase order number and receipt documentation will be obtained on the copies of the purchase request utilized as a property voucher and receiving report. Documentation as to competition will be in accordance with FAR 13.106c.

[52 FR 28560, July 31, 1987]

##### **813.507 Clauses.**

When using VA Form 90-2138 for maintenance contracts involving services performed on Government property and which have the potential for property damage and liability claims, the Contractor's Responsibilities clause found in 852.237-70 will be attached. Applicable maintenance contracts include but are not limited to window washing, pest control and elevator maintenance.

[49 FR 12599, Mar. 29, 1984]

## PART 814—SEALED BIDDING

### Subpart 814.1—Use of Sealed Bidding

Sec.

814.103 Policy.

814.103-1 General.

814.104 Types of contracts.

814.104-70 Fixed-price contracts with escalation.

### Subpart 814.2—Solicitation of Bids

814.201 Preparation of invitations for bids.

814.202 General rules for solicitation of bids.

814.202-4 Bid samples.

814.203 Methods of soliciting bids.