

## SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

### PART 1413—SIMPLIFIED ACQUISITION PROCEDURES

#### Subpart 1413.2—Micro-Purchase

Sec.

1413.201 General.  
1413.202–70 Policy.

#### Subpart 1413.3—Simplified Acquisition Methods

1413.305 Imprest fund.  
1413.305–2 Agency responsibilities.  
1413.305–4 Procedures.  
1413.306 Standard Form 44, Purchase order—invoice—voucher.

AUTHORITY: Sec. 205(c), 63 Stat. 390, 40 U.S.C. 486(c); and 5 U.S.C. 301.

SOURCE: 75 FR 19829, Apr. 15, 2010, unless otherwise noted.

#### Subpart 1413.2—Micro-Purchase

##### 1413.201 General.

The procedures set forth in the Federal Supply Schedule for Government-wide Commercial Credit Card Services, Treasury Financial Manual, TFM 4–4500, and “U.S. Department of Interior Handbook for Utilization of Government Wide Commercial Credit Card” issued by PAM contain guidance on using Government-wide purchase card services.

##### 1413.202–70 Policy.

(a) The purchase card shall be used in preference to other methods of procurement for purchases up to \$3,000. Other small purchase methods (BPAs, imprest funds, third-party drafts, SF-44 forms, and purchase orders) may be used in lieu of the Government purchase card when it is more cost-effective or practicable.

(b) The purchase card shall be issued primarily to personnel outside of procurement offices to purchase products and services up to the micro-purchase threshold (\$2,000 for construction).

(c) The purchase card may be used in procurement offices for purchases up to the simplified acquisition threshold (\$50,000 if not interim FACNET cer-

tified) not to exceed individual warrant limitations.

(d) Each contracting activity shall develop more specific procedures for use of purchase cards.

#### Subpart 1413.3—Simplified Acquisition Methods

##### 1413.305 Imprest fund.

##### 1413.305–2 Agency responsibilities.

Policy governing the use and administration of imprest funds within the Department are contained in 330 DM, in addition to the policies and regulations outlined in FAR 13.305–1. HCAs shall establish written procedures for designation, by name, of personnel authorized to approve requisitions and make purchases using imprest funds. The procedures shall include a periodic review of imprest fund transactions by acquisition personnel.

##### 1413.305–4 Procedures.

The individual authorized to make purchases using imprest funds shall be responsible for compliance with the procedures and documentation requirements of FAR 13.305–4.

##### 1413.306 Standard Form 44, Purchase order-invoice-voucher.

HCAs are responsible for establishing bureau procedures to control the use of the SF 44 and accounting for all purchases made using the form. Bureau procedures shall include instructions covering:

(a) Maintenance of a list of designated individuals authorized to make purchases using the form;

(b) Controls for issuing the form to authorized individuals; and

(c) Review of purchase transactions using the form to assure compliance with authorized procedures.

### PART 1414—SEALED BIDDING

#### Subpart 1414.2—Solicitation of Bids

Sec.

1414.201 Preparation of invitations for bids.