

Subchapter 3013.3 Simplified Acquisition Methods**3013.301 Government-wide commercial purchase card.**

(b) DHS policies and procedures for the use of the DHS Purchase Card Program are contained in the DHS Financial Management Policy Manual (FMPM) Chapter 3, Section 3.2, Part 3.2.2 Purchase Card Manual.

3013.301-70 Use of strategic sourcing contract vehicles.

(a) Before using a purchase card, regardless of value, the contracting officer or ordering official shall review DHS Directive 060-01, Development and Use of Strategic Sourcing Contract Vehicles. All DHS strategic sourcing contract vehicles are mandatory for use unless the procurement meets one of the exceptions listed in the Directive, the contracting officer obtains a waiver from the CPO, or the CPO specifically designates the vehicle as non-mandatory..

3013.302 Purchase orders.**3013.302-3 Obtaining contractor acceptance and modifying purchase orders.**

(b) The SF 30 shall be used to modify a purchase order.

3013.303 Blanket purchase agreements (BPAs).**3013.303-3 Preparation of BPAs.****3013.303-370 Modification of a BPA.**

The SF 30 shall be used to modify a BPA.

3013.303-6 Review procedures.**3013.303-670 Review responsibility.**

(a) The contracting officer or the designated representative of the contracting officer is responsible for the review of all calls placed under the BPA.

3013.305 Imprest funds and third party drafts.**3013.305-2 Agency responsibilities.**

Head of the Contracting Activities (HCAs), in conjunction with the Component Chief Financial Officer or other appropriate authorized financial official, shall establish procedures for designation of personnel authorized to approve requisitions and make purchases using imprest funds. HCAs may require that only contracting officers approve requisitions using imprest funds.

3013.305-3 Conditions for use.

(a) The Component Chief Financial Officer or other appropriate authorized financial official, with coordination through the HCA, is delegated the authority to approve the imprest fund transaction limit.

3013.306 SF 44, Purchase Order--Invoice--Voucher.

(a)(1) Fuel and lubricant purchases for USCG cutters and aircraft are permitted up to a limitation of \$25,000.

(d) Components are responsible for establishing procedures to control the use of SF 44s and to account for all purchases made using the form, including:

- (1) Maintenance of a list of designated individuals authorized to make purchase using the form;
- (2) Controls for issuance of the form to authorized individuals; and
- (3) Review of purchase transactions using the form to assure compliance with authorized procedures.