PGI 208.406-1 Order placement.

- (1) When ordering from schedules, ordering offices—
- (i) May use DD Form 1155, Order for Supplies or Services, to place orders for—
- (A) Commercial products or commercial services at or below the simplified acquisition threshold; and
- (B) Other than commercial products or commercial services at any dollar value (see PGI <u>213.307</u>);
- (ii) Shall use SF 1449, Solicitation/Contract/Order for Commercial Products and Commercial Services, to place orders for commercial products or commercial services exceeding the simplified acquisition threshold (see FAR 12.204); and
- (iii) May use SF 1449 to place orders for other than commercial products or commercial services at any dollar value.
- (2) Schedule orders may be placed orally if—
- (i) The contractor agrees to furnish a delivery ticket for each shipment under the order (in the number of copies required by the ordering office). The ticket must include the—
- (A) Contract number;
- (B) Order number under the contract;
- (C) Date of order;
- (D) Name and title of person placing the order;
- (E) Itemized listing of supplies or services furnished; and
- (F) Date of delivery or shipment; and
- (ii) Invoicing procedures are agreed upon. Optional methods of submitting invoices for payment are permitted, such as—
- (A) An individual invoice with a receipted copy of the delivery ticket;
- (B) A summarized monthly invoice covering all oral orders made during the month, with receipted copies of the delivery tickets (this option is preferred if there are many oral orders); or
- (C) A contracting officer statement that the Government has received the supplies.
- (3) For purchases where cash payment is an advantage, the use of imprest funds in accordance with DFARS <u>213.305</u> is authorized when—
- (i) The order does not exceed the threshold at FAR 13.305-3(a); and
- (ii) The contractor agrees to the procedure.

- (4) If permitted under the schedule contract, use of the Governmentwide commercial purchase card —
- (i) Is mandatory for placement of orders valued at or below the micro-purchase threshold; and
- (ii) Is optional for placement of orders valued above the micro-purchase threshold.

Parent topic: PGI 208.406 Ordering activity responsibilities.