

## **GSA ORDER**

Subject: General Services Administration Acquisition Manual; GSAM Case 2020-G523, Update Rewrite Part 513

1. Purpose. This order transmits revisions to the General Services Administration Acquisition Manual (GSAM) to update Part 513.
2. Background. As part of GSA's regulatory reform efforts, GSA conducted a review of GSAM Part 513 in order to determine what updates should be made. This case makes various editorial changes, updates outdated forms and authorities, deletes irrelevant or unnecessary sections, and adds new language wherever necessary.
3. Effective date. Date of Signature.
4. Explanation of changes. Currently, GSAM 513.302-70 makes references to placing orders through the FSS-19 system, which has been decommissioned. This case removes references to the FSS-19 system.

In addition, GSAM 513.301 cites GSA Order, Guidance on Use of the Credit Card for Purchases (CFO 4200.1), as the authority which establishes procedures for using the Governmentwide commercial purchase card to make purchases and payments. However, CFO 4200.1 was cancelled by OAS 4200.1. This case updates GSAM 513.301 to reflect that OAS 4200.1 now establishes procedures for the management and use of the GSA SmartPay® Purchase Card.

Furthermore, GSAM 513.370-2 instructs readers to verify price reasonableness using the conditions contained in FAR 13.202(a). However, FAR 13.202(a) has since been redesignated as FAR 13.203. This case updates GSAM 513.370-2 accordingly.

Finally, this case makes a variety of editorial changes to GSAM Part 513 (e.g., updating form names, inserting links to forms that are not currently there, and improving sentence structure, wording, and spacing wherever necessary).

This amendment includes only non-regulatory changes. For full text changes of the amendment see Appendix A, GSAM Text Line-In/Line-Out.

This amendment revises the language of the following GSAM subparts, changes summarized below:

#### GSAM 513.1 (Procedures)

- Amend subsection 513.106-1 by
  - Removing from paragraph (a) “Urgency” and adding “The term ‘urgency’” in its place.
  - Removing from paragraph (a) “1(a)(1)(iii) and 13.106-1(b).”
  - Adding, at the beginning of paragraph (b), “Soliciting from a single source.”
  - Adding, in paragraph (b), after the word “consider,” the word “taking.”

#### GSAM 513.3 (Simplified Acquisition Methods)

- Amend section 513.301 by
  - Removing from paragraph (a) “GSA Order, Guidance on Use of the Credit Card for Purchases (CFO 4200.1), establishes procedures for using the Governmentwide commercial purchase card to make purchases and payments” and adding “The GSA Order providing the policy on the management and use of the GSA SmartPay® Purchase Card is available on GSA Insight at <https://insite.gsa.gov/topics/acquisition-purchases-and-payments/gsa-purchase-card>” in its place.
  - Removing paragraph (b).
- Amend subsection 513.302-70 by
  - Removing, in paragraphs (a) and (b), the word “the” whenever it is found immediately preceding the name and number of a GSA form.
  - Adding, in paragraphs (a) and (b), the full names of GSA forms whenever they are missing.
  - Updating, in paragraphs (a) and (b), the names of GSA Forms that currently have incorrect or incomplete names.
  - Removes a reference to the decommissioned FSS-19 system mentioned in paragraph (c).

- Amend subsection 513.303-3 by
  - Adding, prior to paragraph (a), “GSA Form 300 or SF 1449, Blanket Purchase Agreement, may be used to prepare a BPA.”
  - Removing from paragraph (a) “The GSA Form 3521, Blanket Purchase Agreement, may be used to prepare a blanket purchase agreement.”
  - Adding, in paragraph (c), the word “their” in between the words “document” and “efforts.”
  - Adding, in paragraph (d), spaces between the number “5” and the word “workdays” whenever spaces are missing.
  
- Amend subsection 513.370-2 by
  - Removing from paragraph (a) “Purchases are subject to FAR Part13 and part 513 and these limitations” and adding “Purchases are subject to FAR Part 13, part 513, and these limitations” in its place.
  - Removing paragraph (a)(4).
  - Adding, in paragraph (b)(1), an extra space before the word “Verify” at the beginning of the paragraph.
  - Removing from paragraph (b)(1) “FAR 13.202(a)” and adding “FAR 13.203” in its place.
  - Adding, in paragraph (c), an extra space before the word “Authorized” at the beginning of the paragraph.
  - Adding, in paragraph (c), the title of GSA Form 2010 immediately after the phrase “GSA Form 2010.”
  
- Amend subsection 513.370-3 by
  - Adding, in paragraph (d), a space between the number “5” and the word “workdays.”
  - Removing from paragraph (d)(1) the word “and” found between the phrase “(corporation, sole proprietorship/partnership, or other),” and the word “certification.”
  - Removing from paragraph (d)(1) an extra space after the phrase “PEGASYS Document Number (PDN)” at the end of the paragraph.
  - Removing, from paragraph (d)(2), the word “the” found between the phrase “PDN number, accounting information, TIN, and” and the phrase “type of business.”

GSAM 513.4 (Fast Payment Procedure)

- Amend section 513.401 by removing “GSA contracting activities are authorized to use fast payment procedures solely for utility service payments” and adding “Fast payment procedures prescribed by FAR subpart 13.4 shall only be used for utility service payments” in its place.

5. Cancellations. None.

6. Point of contact. For clarification of content, contact Clarence Harrison, GSA Acquisition Policy Division, at [gsarpolicy@gsa.gov](mailto:gsarpolicy@gsa.gov).

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## TAB A – GSAM Text, Line-In/Line-Out

### GSAM Baseline: Change 118 effective 11/04/2020

- Additions to baseline made by rule are indicated by [bold text in brackets]
- Deletions to baseline made by rule are indicated by ~~strikethroughs~~
- Five asterisks (\*\*\*\*\* ) indicate that there are no revisions between the preceding and following sections
- Three asterisks (\*\*\*) indicate that there are no revisions between the material shown within a subsection

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### Part 513—Simplified Acquisition Procedures

#### Subpart 513.1—Procedures

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#### 513.106-1 Soliciting competition.

(a) [**Usage. The term**] “U[**u**]rgency”, as used in FAR 13.106-1(a)(1)(iii) and 13.106-1(b), includes situations which, if not corrected immediately, will result in unnecessary expenditure of funds, property damage, personal injury, or interruption of agency functions.

~~(b) To avoid unnecessarily restricting competition for urgent requirements, consider the following actions:~~

- ~~(1) Inviting prospective offerors to visit the site.~~
- ~~(2) Informing them orally of the exact requirements.~~
- ~~(3) Requesting them to prepare quotations.~~

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#### Subpart 513.3—Simplified Acquisition Methods

#### 513.301 Governmentwide commercial purchase card.

(a) ~~GSA Order, Guidance on Use of the Credit Card for Purchases (CFO 4200.1), procedures for using the Governmentwide commercial purchase card to make purchases and payments~~[**The GSA Order providing the policy on the management and use of the GSA SmartPay® Purchase Card (OAS 4200.1) is available on GSA Insight at <https://insite.gsa.gov/topics/acquisition-purchases-and-payments/gsa-purchase-card>.**]

~~(b) Holders of the Governmentwide commercial purchase card must comply with all procedures and documentation requirements that apply to the procurement action.~~

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513.302-70 Purchase order and related forms.

(a) GSA Form 300, Order for Supplies and Services, is a multipurpose form **[that may be]** used for purchases of supplies or services, orders under existing contracts or agreements, and orders from required sources of supplies and services. ~~All clauses, t[erms and conditions applicable to the type of order, which are not included in the underlying contract, shall be incorporated in the order. Clauses can be incorporated by reference or in full text. See GSA Order, Guidance on Use of the Credit Card for Purchases (CFO 4200.1), for forms required for purchase card actions.~~

(1) Use GSA Form 300, Order for Supplies or Services, when making purchases payable through PEGASYS.

~~(2) The GSA Form 300 may also be used to make other purchases when a specific form is not prescribed. It may be used as a delivery or task order instead of SF 1449, Solicitation/Contract/Order for Commercial Items. The contracting officer may require the signature of the contractor on the GSA Form 300, Order for Supplies and Services, when used as a purchase order or task order.~~

~~(3[2]) Prepare and process GSA Form 300. Use GSA Form 300-A, Order for Supplies or Services—Continuation, if additional space is needed.~~

(b) Use GSA Form 1458, Motor Vehicle Shop Work Order, Repair and Purchase Order **[Maintenance, Repair and Service Purchase Order]**, or the GSA Form 300 when making purchases in connection with the maintenance, servicing[, ] or repair of GSA fleet management vehicles.

(c) Use GSA Form 300, Order for Supplies or Services, or GSA Form 3186, Order for Supplies or Services, or GSA Form 3186-B, Order for Supplies or Services (EDI), when making simplified acquisitions or placing orders against established contracts through the FSS-19 system.

(1) Use GSA Form 3186 for mail orders placed against established contracts.

(2) Document the file for a delivery **[ order]**, task **[ order]**, or purchase order transmitted to contractors electronically using Electronic Data Interchange (EDI) procedures by generating a GSA Form 3186-B or GSA Form 300.

(d) Use GSA Form 8002B, Motor Vehicle Delivery Order, to order fleet management vehicles. Do not use this form as a purchase order for simplified acquisitions.

**[(e)]** Use GSA Form 8002A, **Motor Vehicle Requisition Status**, to notify the consignee of the status of motor vehicle requisitions.

**[(f)]** The GSA Order providing the policy on the management and use of the GSA SmartPay® Purchase Card (OAS 4200.1) prescribes the forms required for purchase card actions (see 513.301.)

513.303 Blanket purchase agreements (BPAs).

513.303-3 Preparation of BPAs.

**[The GSA Form 300 or SF 1449 may be used to prepare a BPA.]**

(a) *Description of agreement.* Describe limitations, if any, on the geographic area to be served. ~~The GSA Form 300, Blanket Purchase Agreement, may be used to prepare a blanket purchase agreement.~~

(b) *Delivery tickets.* Instruct the contractor to include the name of the individual placing the order on the delivery ticket. The individual receiving the item or service must sign and date the delivery or service ticket. Both the supplier and the receiving office must retain a copy of the delivery ticket.

(c) *Invoices.* If the contracting officer has exhausted all efforts to get a supplier to accept one of the invoicing statements outlined in FAR 13.303-3(a)(6), the contracting officer may deviate in order to permit the submission and payment of invoices for each delivery under the BPA. The contracting officer shall document **[their]** efforts and the contractor's refusal.

(d) *Processing invoices.* The designated billing office must time-stamp invoices to indicate the date of receipt. The ordering office must forward an invoice to the appropriate Finance Division within 5[ ]workdays of its receipt or acceptance of the supplies or services. An exception applies if the BPA provides for the accumulation of invoices for a specified period. If this exception applies, the ordering office must forward the accumulated invoices within 5[ ]workdays after the specified period for accumulation. Mark all invoices to indicate that purchases were made under a BPA.

513.307 ~~[Reserved]~~

513.370 Certified invoice procedure.

513.370-1 Applicability.

If advantageous to the Government, the contracting officer may acquire supplies or services on the open market from suppliers using a vendor's invoice instead of a purchase order.

513.370-2 Limitations.

(a) Purchases are subject to FAR ~~[p]Part 13[,] and part -513[,] and these limitations:~~

(1) The amount of any one purchase must not exceed the micro-purchase threshold.

(2) Neither the supplier nor the Government require a purchase order.

(3) The individual making the purchase does not have a Governmentwide commercial purchase card or the card is not accepted by the supplier.

~~(4) Appropriate invoices can be obtained from the supplier.~~

(b) If the contracting officer uses certified invoice procedures, the contracting officer ~~still~~ must:

(1) Verify price reasonableness using the conditions contained in FAR 13.20~~[3]2(a).~~

(2) Certify that the quality and quantity of ~~items~~**[supplies]**/services furnished comply with the verbal agreement made with the supplier.

(c) Authorized individuals without warrants may solicit quotations. Although FAR 1.601(a) states that contracts may be entered into and signed on behalf of the Government only by contracting officers, a non-warranted Government employee may place a micro-purchase when a contracting officer approves in advance the placement of an order. Approval must be in writing on GSA Form 2010[, **Simplified Acquisition Tabulation Source List/Abstract,**] or other documentation unless the geographic distance makes it impracticable. In those cases, the contracting officer may provide approval by telephone or e-mail. The authorized individual must document the file accordingly.

513.370-3 Invoices.

(a) If the contracting officer uses these procedures, s/he must require the suppliers to immediately submit properly prepared itemized invoices.

(b) Upon receipt of the invoice, the receiving office must take all the following actions:

- (1) Time-stamp the invoice to indicate the date the invoice is received.
- (2) Verify the accuracy of the invoiced amount.
- (3) Verify that the supplies or services have been received and accepted.

Whenever possible, require that inspection and acceptance or rejection occur within 7 calendar days of delivery or completion.

(c) Before certifying the invoice and forwarding it to the appropriate office, the contracting officer or a designated representative must obtain a certification of receipt and acceptance from the individual who actually inspected and accepted the supplies or services.

(d) Within 5[ ]workdays after receipt of the invoice or acceptance of the supplies or services, whichever is later, forward the invoice stamped with the Certified Invoice Stamp.

(1) Complete the accounting information, received and accepted dates, taxpayer identification number (TIN), type of business ([e.g.,] corporation, sole proprietorship/partnership, or other), and certification, and PEGASYS Document Number (PDN)-.

(2) If a Certified Invoice Stamp is not available, place the following statement on the invoice along with the PDN number, accounting information, TIN, and the type of business. (Note: In some organizations, the PDN number is determined by a budget or executive office within the service or staff office.)

"I certify that these goods and/or services were received on [Date] and accepted on [Date]. An oral purchase was authorized and no confirming order has been issued."

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Signature of Contracting/Ordering Officer

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Print name and telephone no.  
invoice received

Date

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Subpart 513.4 - Fast Payment Procedure

513.401 General.

~~GSA contracting activities are authorized to use f~~**[F]**ast payment procedures  
**[prescribed by FAR subpart 13.4 shall only be used]** ~~solely~~ for utility service  
payments.

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