

Panama Canal Commission

3513.505-2

(1) Chief, Inventory Management Branch for acquisition of inventory stocks;

(2) Chief, New Orleans Branch for acquisition of parts in the New Orleans area for the Motor Transportation Division and such other items as may be designated by the General Services Director;

(3) Chief, Construction Division, Engineering and Construction Bureau, for the rental of construction equipment; and

(4) Chief, Purchasing and Contracts Branch for acquisition of supplies or services not covered under paragraphs (a) (1) through (3) of this section.

[55 FR 7645, Mar. 2, 1990; 55 FR 38331, Sept. 18, 1990]

3513.203 Establishment of Blanket Purchase Agreements.

3513.203-1 General.

(a) Blanket purchase agreements may be established for supplies or services which are readily available and for which their purchase does not require detailed technical specifications, technical inspection, or complex terms and conditions.

(b) Only the contracting officer (CO) and officials authorized by a CO and designated in the BPA shall be permitted to request deliveries. Delivery (call) orders shall usually be made by telephone or in person. Before placing a call order against the BPA, each requirement shall be screened for availability from Commission inventory sources and from the mandatory sources of supply prescribed in FAR part 8. Necessary controls shall be maintained by the person placing the call orders under the BPA to ensure that any limitation stated therein is not exceeded. The BPA identification number shall be specified each time a delivery is requested.

(c) The procedure for establishing and using BPA's is prescribed in the Commission's Financial Systems Manual 14.020, covering BPA's in general, and 14.007, covering BPA's for automotive parts.

3513.204 Purchases under Blanket Purchase Agreements.

(a) Individual call orders under a BPA shall not exceed the dollar limitation specified in the BPA, which limitation shall not exceed the dollar limitations established by the:

(1) Engineering and Construction Director for the rental of construction equipment, and

(2) General Services Director for all other BPA's.

(b) Purchases under BPA's shall be documented on Panama Canal Form No. 3099, Request For Purchase/Call Order.

Subpart 3513.5—Purchase Orders

3513.505 Purchase order and related forms.

3513.505-2 Agency order forms in lieu of Optional Forms 347 and 348.

The following Commission order forms may be used in lieu of Optional Forms 347 and 348 for the purposes described below:

(a) *Panama Canal Form No. 1010, Purchase Order.* This form may be used by the Inventory Management Branch (1) for the small purchase acquisition of standard stock items, and (2) as a delivery order for ordering or scheduling deliveries against established contracts or from Government sources of supply.

(b) *Panama Canal Form No. 1820, Purchase Order.* This form may be used by the Purchasing and Contracts Branch (1) for the small purchase acquisition of non-stock items and services, and (2) as a delivery order for ordering or scheduling deliveries against established contracts or from Government sources of supply.

(c) *Panama Canal Form No. 3083, Purchase Order Continuation.* This form may be used with Panama Canal Form No. 1820 when additional space is needed.

(d) *Panama Canal Form No. 3163, Division Purchase Order.* This form may be used by all activities having contracting authority for the decentralized procurement of supplies and services (see 3513.505-71).

(e) *Panama Canal Form No. 3163-MTD, Division Purchase Order.* This form may