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Contracting

**PREPARATION AND USE OF 913 AW FORM 2,
GPC PURCHASE AUTHORIZATION AND 913
AW FORM 4, GOVERNMENT PURCHASE LOG**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 913 LG/LGC (Mr. Joseph M. Madden)
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This instruction implements Air Force Policy Directive 64-1, *The Contracting System*. It is the prescribing directive and provides guidance on the preparation and use of the 913th Airlift Wing Form 2, **GPC Purchase Authorization** and the 913th Airlift Form 4, **Government Purchase Log (GPL)**. It applies to all members of the Willow Grove ARS and its' geographically separated units (GSU).

SUMMARY OF REVISIONS

Air Force Instruction 64-117, *Air Force Government-wide Purchase Card Program*, provides Government Purchase Card (GPC) procedures. This revision prescribes directions, and updates, for 913 AW Form 2 and Form 4. A bar (|) indicates revision from the previous edition.

1. Responsibilities.

1.1. Cardholders. When a cardholder is attempting to purchase any item requiring special authorization (see paragraph 1.2.), they must get signed authorization from the functional area office of primary responsibility (OPR) using the 913 AW Form 2, **GPC Purchase Authorization**. The cardholder will follow any additional procedures for purchasing those items provided by the OPR. The cardholder may use the 913 AW Form 4, **Government Purchase Log (GPL)**, to document all purchases made with the credit card and track all monies spent. It is the cardholders responsibility to verify that all appropriate items are received and the dollar amounts are correct. Commanders are also responsible for ensuring that appropriate GPC items are migrated to their Custodian Authorization/Custody Receipt Listing (CA/CRL) or to their unit's accountable computer equipment listing, whichever is appropriate.

1.2. Purchases requiring written authorization in advance are potentially hazardous materials, computer equipment, telephone instruments and related equipment, video equipment and services, civil engineering materials, real property installed equipment, professional services, non-expendable accountable supplies and equipment, personal protective equipment (PPE), Morale, Welfare and Rec-

reaction (MWR) type equipment, aircraft parts, repair service, construction services up to \$2,000.00, advertisements, rental/lease of motor vehicle, rental/lease of Materials Handling Equipment (MHE) and aircraft support equipment and medical items.

1.2.1. Safety glasses and safety footwear will be authorized by a representative from the Wing Safety office and documented on 913 AW Form 2, **GPC Purchase Authorization**.

1.2.2. Computers and Information systems related hardware is centrally purchased through the wing and AFRC. All software (regardless of cost), computer items (i.e. desktops, notebooks, monitors, printers, scanners, etc.) exceeding \$500.00 in total value and wireless communications (i.e. Palm Pilots, PDA's, etc.) regardless of cost. Units will only purchase computer related expendables (i.e. toner, printer cartridges, floppy disks, CDs, etc.) and items under \$500.00 their GPC.

1.2.3. Potentially Hazardous Materials (SGPB/Supply) - Identified in Federal Log (FEDLOG) with Hazardous Material Indicator Code (HMIC) of "Y". In addition to the 913AW Form 2, an approved AF Form 3952, **Chemical Hazardous Material Request/Authorization**, must also be obtained prior to purchase. For example: Acetone; Refrigerants; Alcohol; Poisons; Benzol; Radioactive Materials; Ether; Corrosive Materials; Gasoline; Cleaning Solvents; Naphtha; Color Toner for Photocopiers; Paint; Ozone Depleting Substances; Pesticides

1.2.4. Telephone Instruments and Related Equipment (SC). For example: handsets, answering machines, and amplified sound handsets.

1.2.5. Video Equipment and Services (SC). For example: VCRs, cameras, digital video display, and photography.

1.2.6. Personal Protective Equipment (SE). The following items require approval: safety glasses, prescription safety glasses, safety footwear, hard hats (not helmets) and items procured for personal protection. The approved 913 AW Form 2 will be kept in the purchasers GPC folder.

1.2.7. MWR Type Equipment (LGS). For example: sports equipment and athletic clothing.

1.2.8. Aircraft parts (LGS).

1.2.9. Repair Services (LGC). The Contracting Office must be contacted prior to any repair service to verify that the repair is not already covered by an existing preventative maintenance agreement. The name of the person in Contracting shall be entered on the 913 AW Form 2.

1.2.10. Construction Services up to \$2,000 (LGC).

1.2.11. Advertisements (LGC).

1.2.12. Rental/Lease of Motor Vehicle (LGT).

1.2.13. Rental/Lease of Material Handling Equipment and Aircraft Support Equipment (LGT).

1.2.14. Medical Items (MDS).

1.3. Geographically Separated Units (GSU) located more than 50 miles from Willow Grove ARS may obtain telephonic approval and annotate the 913 AW Form 2 with the name of the individual providing the authorization.

2. Procedures.

2.1. The 913 AW Form 4. The cardholder may use the 913 AW Form 4 to record GPC purchases. Completion of the form is self-explanatory. Maintain a completed form for as long as it is necessary. The log will be filed in T64-4, R26, GPC Administration file.

2.2. The 913 AW Form 2. The cardholder will generate a 913 AW Form 2 when authorization is required for any of the purchases identified in paragraph 1.2. Completion of the form is self-explanatory. After authorization is obtained the cardholder will maintain the completed form as supporting documentation in Table 64-4, Rule 26.

3. Availability. Both the 913 AW Form 2 and the 913 AW Form 4 are located in drive (path: nxxnt05/Infobase) in a folder labeled 913 Forms.

4. Prescribing Directive. This is the prescribing directive for 913 AW Form 2 and 913 AW Form 4.

TIMOTHY J. THOMSON, Colonel, USAFR
Commander