

PURCHASING PROCEDURES

- 1. WRITTEN, SIGNED REQUEST (EXH 6) RECEIVED BY CARDHOLDER**
- 2. CARDHOLDER CHECKS NORMAL SUPPLY SOURCES (ISSD, AMDF, GSA).**
 - A. DETERMINE IF AUTHORIZED FOR LOCAL PURCHASE.**
 - B. CHECK UNAUTHORIZED PURCHASE LIST OR CONTACT DOC FOR ADDITIONAL GUIDANCE.**
- 3. ACCOUNTABLE ITEMS MUST BE LISTED IN UNIT'S AUTHORIZATION DOCUMENT; AFTER PURCHASE THESE ITEMS MUST BE ACCOUNTED FOR ON HAND RECEIPT OR PROPERTY BOOK.**
- 4. PURCHASE WITH CREDIT CARD IF:**
 - A. AUTHORIZED LOCAL PURCHASE ITEM,**
 - B. NOT AVAILABLE IN A TIMELY MANNER THROUGH THE DEPOT SYSTEM**
 - C. MORE COST EFFECTIVE TO PURCHASE LOCALLY.**
- 5. RETAIN RECEIPTS, PACKING SLIPS IN FILES**
- 6. ENSURE ACKNOWLEDGMENT OF RECEIPT (EXH 6) SIGNED WHEN REQUESTER RECEIVES SUPPLY OR SERVICE (CARDHOLDER CANNOT BE REQUESTER OR RECEIVER)**