## 13.302-1 General.

- (a) Except as provided under the unpriced *purchase order* method (see  $\underline{13.302-2}$ ), *purchase orders* generally are issued on a fixed-price basis. See  $\underline{12.207}$  for *acquisition* of *commercial products* and *commercial services*.
- (b) Purchase orders shall-
- (1) Specify the quantity of *supplies* or scope of services ordered;
- (2) Contain a determinable date by which delivery of the *supplies* or performance of the services is required;
- (3) Provide for *inspection* as prescribed in <u>part 46</u>. Generally, *inspection* and acceptance *should* be at destination. Source *inspection should* be specified only if required by <u>part 46</u>. When *inspection* and acceptance will be performed at destination, advance copies of the *purchase order* or equivalent notice *shall* be furnished to the consignee(s) for material receipt purposes. *Receiving reports shall* be accomplished immediately upon receipt and acceptance of *supplies*;
- (4) Specify f.o.b. destination for *supplies* to be delivered within the *United States*, except Alaska or Hawaii, unless there are valid reasons to the contrary; and
- (5) Include any trade and prompt payment discounts that are offered, consistent with the applicable principles at 14.408-3.
- (c) The contracting officer's signature on purchase orders shall be in accordance with 4.101 and the definitions at 2.101. Facsimile and electronic signature may be used in the production of purchase orders by automated methods.
- (d) Limit the distribution of copies of *purchase orders* and related forms to the minimum deemed essential for administration and transmission of contractual information.
- (e) In accordance with 31 U.S.C.3332, electronic funds transfer (EFT) is required for payments except as provided in 32.1110. See <u>subpart 32.11</u> for instructions for use of the appropriate clause in *purchase orders*. When obtaining oral quotes, the *contracting officer shall* inform the quoter of the EFT clause that will be in any resulting *purchase order*.

**Parent topic:** 13.302 Purchase orders.