

13.303-3 Preparation of BPAs.

Prepare BPAs on the forms specified in [13.307](#). Do not cite accounting and appropriation data (see [13.303-5\(e\)\(4\)](#)).

(a) The following terms and conditions are mandatory:

(1) *Description of agreement.* A statement that the supplier *shall* furnish *supplies* or services, described in general terms, if and when requested by the *contracting officer* (or the authorized representative of the *contracting officer*) during a specified period and within a stipulated aggregate amount, if any.

(2) *Extent of obligation.* A statement that the Government is obligated only to the extent of authorized purchases actually made under the BPA.

(3) *Purchase limitation.* A statement that specifies the dollar limitation for each individual purchase under the BPA (see [13.303-5\(b\)](#)).

(4) *Individuals authorized to purchase under the BPA.* A statement that a list of individuals authorized to purchase under the BPA, identified either by title of position or by name of individual, organizational *component*, and the dollar limitation per purchase for each position title or individual *shall* be furnished to the supplier by the *contracting officer*.

(5) *Delivery tickets.* A requirement that all *shipments* under the agreement, except those for newspapers, magazines, or other periodicals, *shall* be accompanied by delivery tickets or sales slips that *shall* contain the following minimum information:

(i) Name of supplier.

(ii) BPA number.

(iii) Date of purchase.

(iv) Purchase number.

(v) Itemized list of *supplies* or services furnished.

(vi) Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided that the *invoice* is itemized to show this information).

(vii) Date of delivery or *shipment*.

(6) *Invoices.* One of the following statements *shall* be included (except that the statement in paragraph (a)(6)(iii) of this subsection *should* not be used if the accumulation of the individual *invoices* by the Government materially increases the administrative costs of this purchase method):

(i) A summary *invoice shall* be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipt copies of the delivery tickets.

(ii) An itemized *invoice shall* be submitted at least monthly or upon expiration of this BPA, whichever

occurs first, for all deliveries made during a billing period and for which payment has not been received. These *invoices* need not be supported by copies of delivery tickets.

(iii) When billing procedures provide for an individual *invoice* for each delivery, these *invoices shall* be accumulated, provided that-

(A) A consolidated payment will be made for each specified period; and

(B) The period of any discounts will commence on the final date of the billing period or on the date of receipt of *invoices* for all deliveries accepted during the billing period, whichever is later.

(iv) An *invoice* for subscriptions or other charges for newspapers, magazines, or other periodicals *shall* show the starting and ending dates and *shall* state either that ordered subscriptions have been placed in effect or will be placed in effect upon receipt of payment.

(b) If the fast payment procedure is used, include the requirements stated in [13.403](#).

Parent topic: [13.303 Blanket purchase agreements \(BPAs\)](#).