

PURCHASE CARD REQUEST FOR SUPPLIES or SERVICES

I. PURCHASE APPRO for purchase:	DVAL: The items specified are considered in the Agency's best interests, are for offici	al Government business only, an	d are approved	
SIGNATURE OF AF	PPROVING OFFICIAL	Requestor Name:	Requestor Name:	
Type Name:				
Signature:		Requisition Number:		
II INSTRUCTIONS TO CARDHOLDERS: Complete this form for each purchase charged to an Agency VISA Purchase Card. Establish funds availability and AO pre-approval prior to executing a transaction. Do not exceed authorized single purchase limit. Ensure purchases are tax exempt. Mission cardholders may apply Value Added Tax (VAT) as applicable.		Bureau/IO or Mission:		
SPECIAL INSTRUCTIONS/JUSTIFICATION:		Assigned Cardholder:		
		Amount from continuation page		
Name/Position	OVERS as applicable	Delivery/Shipping/ Miscellaneous charges; as applicable. (i.e., VAT and/ or Surcharges)		
Signature:		Final Cost		
ADDITIONAL APPROVERS as applicable		Deliver to	Deliver to	
Name/Position		Office	Warehouse	
Signature:		Pouch	Other	
Vendor Name and A	Address (UEI if applicable)	Deliver Via		
		Parcel Post	UPS	
		FedEx	Other	
III. Mandatory Source of Supply:	Is the selected vendor from a Mandatory Source of Supply per FAR Part 8? Yes, or No? If no; please explain market research performed	GSA CONTRACT/B	PA NUMBER:	
IV. Purchases above the Micro-Purchase Threshold	For purchases above the micro-purchase threshold, was the vendor selected considered "Sole Source"? Yes, or No? If yes, please explain:	For purchases above the micro-purchase threshold, please list vendors selected for competition:		
V. Receipt of Goods or Services	Type Name: Office:	Building:		
or Services		Room Number:		
	Signature:	Date Received:		
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Quantity	VI. DESCRIPTION OF ITEM	Unit of	Cost	Total
	NOTE: The government purchase card may only be used for official government business where the appropriate "Statutory Authority" exists. The GPC may not be used for official travel related expenses; Airlines, Hotels, Taxis, and Meals.	Issue	(Tax Free)	Cost
				Total Cost

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