United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, DC 20240

DEC 30 2013

Department of the Interior Guidance (DIG) Release 2014-02

Subject: **Purchase Requests**

References: The Anti-Deficiency Act, codified at 31 USC §1341

1. Purpose:

DIAPR 2008-4 (which was effective October 1, 2008) established a requirement for the use of purchase requests in the procurement system of record when performing acquisition actions over the micro-purchase threshold, as defined in FAR 2.101. The purpose of this DIG is to update that policy document and to expand its scope to include interagency agreements (IAA), and financial assistance actions.

This DIG supersedes DIAPR 2008-4 and its amendments. This guidance is mandatory for all Department of the Interior (DOI) bureaus and offices.

2. Effective Date:

Effective upon signature.

3. Expiration Date:

No expiration unless superseded or canceled.

4. Background and Explanation:

All DOI bureaus and offices have implemented the Financial and Business Management System (FBMS). This policy communicates the continued requirement to use FBMS to create purchase requests for applicable actions using a standard, DOI-wide business process.

This policy applies to acquisition actions, interagency agreements (IAAs), intra-agency agreements, and financial assistance actions.

5. Action required:

A purchase request must be prepared in FBMS by the program/requisitioning for actions resulting in the following:

- All new acquisition awards over the micro-purchase threshold, regardless of funding (i.e., new purchase orders, delivery/task orders, blanket purchase agreements/calls, and contracts);
- New acquisition actions under the micro-purchase threshold, if awarded through FBMS rather than the DOI integrated charge card. (Such actions should be the exception and not the rule; requirements under the micro-purchase threshold should be procured using a DOI integrated charge card to the maximum extent practicable);
- All new interagency agreements (IAA);
- All new financial assistance instruments;
- Monetary increases to existing acquisition awards, financial assistance instruments, or IAAs;
- Modifications to correct line items or funding on awards made through FBMS that require deobligating funds and obligating new funds to replace the deobligated funds; and
- Deobligations of $25,000 or greater from acquisition awards, financial assistance instruments, or IAAs (other than those resulting from the close out process).

Purchase requests are not necessary in the following situations:

- Non-monetary changes to acquisition awards, financial assistance instruments, or IAAs (e.g., vendor address, COTRs, delivery addresses, etc.);
- Deobligations of amounts less than $25,000 from acquisition actions, financial assistance instruments, intra-agency agreements, or IAAs; and
- All deobligations of acquisition actions, financial assistance instruments, or IAAs in any amount resulting from the close out process.

Please disseminate this guidance within your bureau. It will also be available on the web at http://www.doi.gov/pam. You may contact Megan Olsen of this office on (202) 513-0692 or megan_olsen@ios.doi.gov if you have any questions regarding this policy issuance.

Debra E. Sonderman

Debra E. Sonderman, Director
Office of Acquisition and Property Management