

INDIAN AFFAIRS MANUAL

Part 22
Chapter 3

Acquisition Management
Purchase Request

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- 1.1 Purpose.** This chapter establishes Indian Affairs (IA) policy to clarify and standardize the Purchase Request (PR) process and to identify when it is appropriate to use the Electronic Purchase Request (EPR) form.
- 1.2 Scope.** This policy applies to all IA headquarters, field, and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).
- 1.3 Policy.** IA will initiate a PR within the Financial and Business Management System (FBMS) when acquiring goods and services.

PRs are required to be entered into the FBMS when performing the following activities:

- acquisition actions of any goods or services over the micro-purchase threshold, as defined in Federal Acquisition Regulation (FAR) subpart 2.101;
- interagency agreements (IAA);
- grant and cooperative agreement (financial assistance) actions;
- sensitive property of any dollar amount; and
- all accountable property.

The EPR form is required for any PR that will not be approved in FBMS by the supervisor responsible for the needs assessment and funding approval.

IA's offices may not deviate from this policy regarding PRs without prior approval from the Bureau Procurement Chief.

1.4 Authority.

A. Statutes and Regulations.

- 1) 31 U.S.C. § 1341, The Anti-Deficiency Act
- 2) 48 CFR Subpart 2.101, Definitions (FAR System)

B. Guidance.

- 1) DOI Acquisition, Assistance, and Asset Policy; DOI-AAAP-0035, Purchase Requests (available: <https://www.doi.gov/pam/programs/acquisition/pamareg>)

1.5 Responsibilities.

- A. Deputy Assistant Secretary- Indian Affairs (Management) (DAS-M)** oversees the acquisition management program through the Office of the Chief Financial Officer and

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ensures it is in compliance with all applicable laws, regulations, policies, and procedures. The DAS-M ensures that acquisition management has the applicable resources, procedures, and tools necessary to fulfill the duties assigned.

- B. **Office of the Chief Financial Officer (OCFO)** is the Head of Contracting Activity (HCA) for the agency and is responsible for administering acquisition policy through the Bureau Procurement Chief
- C. **OCFO, Division of Acquisition Management, Bureau Procurement Chief (BPC)** is responsible for establishing acquisition policy, guidance and oversight through the Division of Acquisition Management under the OCFO and is responsible for providing IA policy and guidance to acquisition personnel. The BPC is responsible for approving the EPR form.
- D. **Acquisition Supervisors (ACQ_SUP)** are responsible for reviewing and approving the FBMS PRs. The review and approval authorizes the need assessment and the approval for the use of program specific funds to procure goods and/or services.
- E. **Cost Center Supervisors** approve the EPR form in cases when the Program Director or Supervisor does not have access to FBMS. This step is in the approval process for the authorization to procure goods or services and must occur in FBMS.
- F. **Property Approvers (ACQ_AO_PR, ACQ_AO_RP and ACQ_AO_FL)** are responsible for validating the purchase of accountable and sensitive property; verifying the User Product Code (UPC); and ensuring other property accounting requirements are in compliance before approving.
- G. **Information Technology (IT) Approvers (ACQ_AO_IT)** are responsible for reviewing and approving the purchase of IT related goods or services to ensure compliance with IT initiatives and accounting measures.
- H. **FBMS Requisitioners (ACQ_REQ)** are responsible for initiating and/or editing a PR in FBMS. When an EPR form is required, the designated requisitioner is responsible for entering the information into FBMS as entered and approved on the EPR, and for attaching the EPR to the FBMS PR prior to submission.
- I. **Acquisition Funds Approvers (ACQ_CFA)** are responsible for approving the fiduciary certification of funds in the FBMS requisitions process.
- J. **Purchase Cardholders** are responsible for managing purchase card(s) for a program and for ensuring that a completed and supervisor-approved EPR form is obtained before using the purchase card to complete a transaction.

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- K. Approving Officials (for purchase cards)** are responsible for approving and certifying the cardholder's monthly bank statements for the card and authorizing charge card actions.

1.6 Definitions.

- A. Accountable Property** is defined as non-expendable property with a useful life of two years or more for which detailed accountability or property control records are maintained, and which may or may not be charged to a general ledger control account. Accountable property includes system-controlled, bureau-managed, capitalized, non-capitalized, leased, and contractor-held property.

- B. FBMS** is the DOI-wide enterprise system that encompasses budget, acquisitions, financial payments, core financial statements, and personal/real property inventory. FBMS has standardized various business practices across the Department. See FBMS role descriptions below:

ACQ_CFA: A user role within FBMS that identifies an Acquisition Funds Approver

ACQ_REQ: A user role within FBMS that identifies an Acquisition Requisitioner

ACQ_SUP: A user role within FBMS that identifies an Acquisition Supervisor

ACQ_AO_FL: A user role within FBMS that identifies an Acquisition Fleet Approver

ACQ_AO_IT: A user role within FBMS that identifies an Acquisition Information Technology Approver

ACQ_AO_PR: A user role within FBMS that identifies an Acquisition Personal Property Approver

ACQ_AO_RP: A user role within FBMS that identifies an Acquisition Real Property Approver

- C. Inter-Agency Agreement (IAA)** is a written arrangement between entities of different Federal agencies (external to DOI) and generally involves the exchange of services for funds.
- D. Intra-Agency Agreement** is a written arrangement between entities of different Federal agencies (internal to DOI) and generally involves the exchange of services for funds.
- E. Sensitive Property** is property which is controlled, regardless of value, by detailed property accountability records and which is determined to be sensitive because of its high probability of theft or misuse, or misappropriation, or because it has been designated as sensitive by management. Sensitive property designated by IA include: vehicles, trailers, iPads, tasers, laptops, CPUs, Radio Communication Equipment

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(RCU), ballistic, vests, weapons, ammunition, explosives and all-terrain vehicles (ATVs).

1.7 Standards and Requirements.

A. PR must be prepared in FBMS for the following actions:

- 1) Acquisition awards over the micro-purchase threshold, regardless of funding (i.e., new purchase orders, delivery/task orders, blanket purchase agreements/calls, contracts);
- 2) Acquisition actions under the micro-purchase threshold for the purchase of **sensitive property**;
- 3) Acquisition actions under the micro-purchase threshold, if awarded through FBMS rather than through the DOI integrated charge card. (**Note:** for efficiency purposes the integrated charge card should be used to the maximum extent practicable.);
- 4) IAAs must be entered as a “Funded” PR Type in FBMS;
- 5) Financial assistance instruments (i.e. Public Law 93-638 contracts, grants, cooperative agreements);
- 6) Monetary increases to existing acquisition awards, financial assistance instruments, or IAAs;
- 7) Modifications to correct line items or funding on awards made through FBMS, due to errors, that require de-obligating funds and obligating new funds; and
- 8) De-obligations of \$1,000 or greater from acquisition awards, financial assistance instruments, or IAAs (other than those resulting from the close out process).
 - a. Contracting Officers may or may not require a PR for a de-obligation of less than \$1,000.

B. FBMS PRs are not required for the following situations:

- 1) Non-monetary changes to acquisition awards, financial assistance awards, and interagency agreements (e.g. vendor address, Contracting Officer Representatives (CORs), delivery addresses, administrative modifications, etc.)
- 2) De-obligations less than \$1,000 from acquisition actions, financial assistance instruments, or IAAs.
- 3) All de-obligations of acquisition actions, financial assistance awards, and interagency agreements, in any amount, resulting from the closeout process.

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C. Use of the EPR Form

If the FBMS approval will not be completed by the direct program supervisor, the EPR form (hardcopy) must be **completed by the requesting program or school** and signed, at a minimum, by the cost center supervisor. The FBMS Requisitioner (ACQ_REQ) is responsible for attaching the EPR to the FBMS PR. The signed EPR form must be reviewed by the FBMS Acquisition Supervisor (ACQ_SUP) prior to getting the FBMS approval in the system.

An electronic version of this form is available on the IA Online Forms webpage here:
<https://www.bia.gov/policy-forms/online-forms>

Changes/updates to the EPR form will be made **only** by the OCFO Division of Acquisition Management with BPC approval. This requirement will facilitate consistent management and ensure the form remains current.

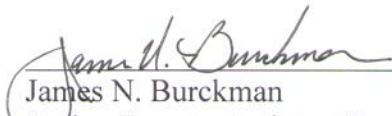
D. Government Purchase Card PRs

An approval form, email, or other written documentation **must be completed** by the purchase card holder and signed by the responsible Approving Official **before** the purchase card transaction occurs. The purchase of any accountable or sensitive property is **prohibited** by way of the government-issued purchase card.

E. De-Obligations

De-obligations that do not require a PR must have adequate documentation indicating the amount and line of accounting of the de-obligation. Adequate de-obligation documentation included in the acquisition file consists of emails from the program supervisor or delegated staff, memoranda to the file from the program, or other written communications, as well as other documentation relating to the project status or billings. All de-obligation documentation must be maintained in the acquisition file with the modification.

Approval


James N. Burckman

Acting Deputy Assistant Secretary – Indian Affairs (Management)

10/19/17
Date