of supplies or performance of services is required.

- (g) The contracting officer's signature on purchase orders shall be in accordance with 4.101. Facsimile signature may be used in the production of purchase orders by automated methods.
- (h) Distribution of copies of purchase orders and related forms shall be limited to those copies required for essential administration and transmission of contractual information.

13.502 Unpriced purchase orders.

- (a) An unpriced purchase order is an order for supplies or services, the price of which is not established at the time of issuance of the order.
- (b) An unpriced purchase order may be used only when—
- (1) It is anticipated that the transaction will not exceed
- (i) \$50,000, or (ii) \$100,000 when the contracting activity of an agency has certified interim or full FACNET (see 13.103(b)).
- (2) It is impractical to obtain pricing in advance of issuance of the purchase order; and
 - (3) The purchase is for—
- (i) Repairs to equipment requiring disassembly to determine the nature and extent of repairs;
- (ii) Material available from only one source and for which cost cannot be readily established; or
- (iii) Supplies or services for which prices are known to be competitive but exact prices are not known (e.g., miscellaneous repair parts, maintenance agreements).
- (c) Unpriced purchase orders may be issued by using written purchase orders or electronically (see 13.506). A realistic monetary limitation, either for each line item or for the total order, shall be placed on each unpriced purchase order. The monetary limitation shall be an obligation subject to adjustment when the firm price is established. The contracting office shall follow-up each order to ensure timely pricing. The contracting officer or the contracting officer's designated representative shall review the invoice price and, if reasonable (see 13.106-2(a)), process the invoice for payment.

13.503 Obtaining contractor acceptance and modifying purchase orders.

- (a) When it is desired to consummate a binding contract between the parties before the contractor undertakes performance, the contracting officer shall require written acceptance of the purchase order by the contractor.
- (b) A purchase order may be modified by use of

- (1) Standard Form 30, Amendment of Solicitation/Modification of Contract;
- (2) An agency-designed form or an agency-approved automated format; or (3) A purchase order form, if not
- prohibited by agency regulations.
- (c) Each purchase order modification shall identify the order it modifies and shall contain an appropriate modification number.
- (d) Contracting officers need not obtain a contractor's written acceptance of a purchase order modification, unless the written acceptance is—
- (1) Determined by the contracting officer to be necessary to ensure the contractor's compliance with the purchase order as revised; or
 - (2) Required by agency regulations.

13.504 Termination or cancellation of purchase orders.

- (a) If a purchase order that has been accepted in writing by the contractor is to be terminated, the contracting officer shall process the termination action as prescribed by Part 49.
- (b) If a purchase order that has not been accepted in writing by the contractor is to be canceled, the contracting officer shall notify the contractor in writing that the purchase order has been canceled, request the contractor's written acceptance of the cancellation, and proceed as follows:
- (1) If the contractor accepts the cancellation and does not claim that costs were incurred as a result of beginning performance under the purchase order, no further action is required; i.e., the purchase order shall be considered canceled.
- (2) If the contractor does not accept the cancellation or claims that costs were incurred as a result of beginning performance under the purchase order, the contracting officer shall process the termination action as prescribed by Part 49.

13.505 Purchase order and related forms.

13.505–1 Optional Form (OF) 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule-Continuation.

- (a) Optional Form 347 (illustrated in 53.302–347) and Optional Form 348 (illustrated in 53.302–348) are multipurpose forms designed for the following:
- (1) Negotiated purchases of supplies or services.
 - (2) Delivery orders.
 - (3) Inspection and receiving reports.
 - (4) Invoices.
- (b) Agencies may use order forms other than Optional Form 347 and 348 and may print on those forms the clauses they consider to be generally

suitable for their purchases using simplified acquisition procedures. The clauses may include agency clauses, if they do not conflict with clauses prescribed by the FAR and are designated as agency clauses.

13.505-2 [Reserved]

13.505–3 Standard Form 44, Purchase Order-Invoice-Voucher.

- (a) Standard Form 44, Purchase Order-Invoice-Voucher (illustrated in 53.301–44) is a pocket-size purchase order form designed primarily for onthe-spot, over-the-counter purchases of supplies and nonpersonal services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher.
- (b) Standard Form 44 may be used if all of the following conditions are satisfied:
- (1) The amount of the purchase is at or below the micro-purchase threshold, except for purchases made under unusual and compelling urgency or in support of a military contingency operation. Agencies may establish higher dollar limitations for specific activities or items.
- (2) The supplies or services are immediately available.
- (3) One delivery and one payment will be made.
- (4) Its use is determined to be more economical and efficient than use of other simplified acquisition methods.
- (c) General procedural instructions governing the use of Standard Form 44 are printed on the form and on the inside front cover of each book of forms.
- (d) Since there is, for all practical purposes, simultaneous placing of purchase orders on Standard Form 44 and delivery of the items ordered, clauses are not required for purchases using this form.
- (e) Agencies shall provide adequate safeguards regarding the control of forms and accounting for purchases.

13.506 Unsigned electronic purchase orders.

- (a) An unsigned electronic purchase order (EPO) may be issued when the following conditions are present—
- (1) Its use is more advantageous to the Government than any other simplified acquisition method;
 - (2) It is acceptable to the supplier;
- (3) It is approved by the contracting officer;
- (4) It does not require written acceptance by the supplier; and
- (5) The purchasing office retains all contract administration functions.
 - (b) When an unsigned EPO is used—