

Office Memorandum
No. 715-1-1

15 June 1983

Procurement
REQUISITIONS FOR SUPPLIES FROM GSA SELF-SERVICE STORE

1. Purpose. This office memorandum prescribes the procedures for requisitioning and purchasing items from GSA Self-Service Store.
2. Applicability. Applicable to all organizational units of the Little Rock District.
3. Reference. None.
4. Implementation.
 - a. Catalogs used in preparation of requisitions are furnished as requested by Office of Administrative Services. Supplements and revisions to these catalogs are distributed as issued by GSA. It is the responsibility of the requisitioner to show correct description, stock number, and correct cost accounts for each item.
 - b. Units of the District Office will prepare GSA Form 3146 to show description, stock number, and cost accounting charge for each item. A GSA credit card will be obtained at the Blank Forms Room by the unit representative making the purchase. After purchase, the completed GSA Form 3146 shall be returned to the Blank Forms Room with the credit card. Employees of OAS will prepare the necessary cost vouchers.
 - c. Division, branch, and section chiefs; staff officers; resident engineers/managers; and their assistants are authorized to sign requisitions. Upon delivery of supplies, receipt may be signed by the person receiving the supplies.
 - d. Specialty-type items such as electronic calculators will not be purchased direct from the GSA Store. Requisitions for these items will continue to be routed to Procurement and Supply Division on SWD Form 47-R with proper justification.
 - e. Purchases by Resident Offices will be made on trips to the District Office.
 - f. Blank forms, as listed in the catalogs, will not be ordered on these requisitions. Necessary blank forms will continue to be requisitioned from the District Blank Forms Room.

This office memorandum supercedes LRDR 715-1-1 dated 15 November 1976.

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5. Stock on hand in each office will be kept to a minimum. This policy will not only result in supply economy, but will assure that items are fresh.
6. Items requiring open market procurement will continue to be purchased by the Procurement and Supply Division.
7. The Procurement and Supply Division will continue to perform usage checks as prescribed by existing regulations.

FOR THE COMMANDER:



RAY E. MASSEY
Major, Corps of Engineers
Deputy Commander

DISTRIBUTION A