

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.
- 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 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 (IAAs);
- financial assistance actions including grants and cooperative agreements;
- sensitive property of any dollar amount; and
- all accountable property.

IA offices may not deviate from this policy without prior approval from the Head of the Contracting Activity (HCA).

1.4 Authority.

A. Statutes and Regulations.

- 1) 31 U.S.C. § 1341, The Antideficiency Act
- 2) 48 CFR Subpart 2.101. Definitions (FAR System)
- 3) 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 4) Federal Acquisition Regulation (FAR) Part 8 - Required Sources of Supplies and Services

B. Guidance.

- 1) DOI-AAAP-0035, Purchase Requests

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1.5 Responsibilities.

- A. **Chief Financial Officer (CFO), IA** oversees the acquisition management program for IA, and ensures the program is in compliance with all applicable laws, regulations, policies, and procedures. The CFO is the Bureau Procurement Executive (BPE) ensures that acquisition management has the applicable resources, procedures, and tools necessary to fulfill the duties assigned.
- B. **Head of the Contracting Activity (HCA)** is responsible for establishing acquisition policy, guidance and oversight to IA acquisition personnel.
- C. **Acquisition Supervisors (ACQ SUP)** are responsible for reviewing and approving the FBMS PRs.
- D. **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.
- E. **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.
- F. **FBMS Requisitioners (ACQ REQ)** are responsible for initiating and/or editing a PR in FBMS, to include attaching documents for a complete PR package, as required (SOW, IGCE, ITAAP approval, etc.).
- G. **Acquisition Funds Approvers (ACQ CFA)** are responsible for certifying the proper use and availability of funds. The ACQ_CFA is the last approver in the workflow. Once approved, the PR will be fully approved, and funds are committed.
- H. **Purchase Cardholders** are responsible for managing purchase card(s) for a program and for ensuring that written documentation is obtained before using the purchase card to complete a transaction
- I. **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.

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1.6 Definitions. Additional definitions can be found in FAR 2.101.

- 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. 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-DOI Agreement (IDA)** is a subset of inter-agency agreements in which both parties to the agreement are Department of the Interior entities/offices. These are also sometimes called intra-agency agreements or reimbursable support agreements.
- E. Cooperative Agreement** is a written legal instrument reflecting a relationship between IA and a non-Federal entity (e.g., a Tribal government) in which the principal purpose is to transfer money, property, services, or anything of value to the non-Federal entity to stimulate or support a public purpose authorized by Federal statute. Substantial involvement is anticipated between IA and the non-Federal entity during performance of the contemplated activity.
- F. Grant Agreement** is the same type of instrument as a cooperative agreement except that no substantial involvement is anticipated by the Federal Government during the grant.

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- G. 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 includes weapons, vehicles, trailers, Tablets/iPads, Tasers, Laptops, Promethean Boards, Central Processing Units (CPUs), Radio Communication Equipment (RCU), Ballistic Vests, Weapons, Ammunition, and Explosives.
- H. Real property** is any property and improvements of any type permanently attached to or permanently affixed to land, including the land itself. The term "real" should be associated with realty, land, and all structures integrated or affixed to the land, including buildings, wells, dams, roads, and heritage assets. Real property is capitalized at \$250,000 or more.
- I. Personal property** is property of any kind or an interest therein, except: (1) real property, (2) records of the Federal Government, and (3) naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines. Specifically, personal property includes all equipment, materials and supplies, and museum objects. It does not include property that is incorporated in, or permanently affixed to, real property.
- J. Excess Personal Property** is any personal property under the control of any federal agency that is no longer required for that agency's needs, as determined by the agency head or designee.

1.7 Procedures.

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) Inter-agency agreements;
- 5) Financial assistance instruments (i.e., Public Law 93-638 contracts, grants, cooperative agreements);

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- 6) Monetary increases to existing acquisition awards, financial assistance instruments, or inter-agency agreements;
- 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 \$25,000 or greater from acquisition awards, financial assistance awards, and interagency agreements unless the de-obligation results from the closeout process.

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

- 1) IA requisitioners/cardholders must use excess personal property as the first source of supply for agency and cost-reimbursement contractor requirements when practicable and must make positive efforts to obtain and use excess personal property (including property suitable for adaptation or substitution) before initiating a contract action or using a charge card to purchase personal property. Excess personal property will be acquired through the GSAXcess property automated system, and all property acquired through GSAXcess will be accounted for in FBMS.
- 2) 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.).
- 3) When conducting closeouts of all acquisition actions, financial assistance awards, and interagency agreements, in any amount, resulting from the closeout process. All de-obligations of acquisition actions, financial assistance awards, and interagency agreements, in any amount, resulting from the closeout process.

C. Government Purchase Card PRs

An approval form, email, or other written documentation **must be completed** by the purchase card holder and approved 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.

D. De-Obligations and Non-monetary Changes

De-obligations and Non-monetary actions 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

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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

JASON
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Jason Freihage
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Date