



DEPARTMENT OF THE INTERIOR

DEPARTMENT OF THE INTERIOR ACQUISITION REGULATION (DIAR)

PART 1413 -- SIMPLIFIED ACQUISITION PROCEDURES

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SUBPART 1413.4 -- IMPREST FUND

1413.402 Agency responsibilities

(c) Regulations governing the use and administration of imprest funds within the Department are contained in [330 DM](#) Addition to the Treasury Financial Manual.

(1) HCA's shall establish written procedures for designation, by name, of personnel authorized to approve requisitions and make purchases using imprest funds. The procedures shall include a periodic review by acquisition personnel of imprest fund transactions.

1413.404 Procedures

(f) The individual authorized to make purchases using imprest funds shall be responsible for compliance with the documentation requirements of [FAR 13.403\(c\)\(2\)](#) after following the procedures in FAR 13.405.

SUBPART 1413.5 -- PURCHASE ORDERS

1413.505 Purchase order and related forms

1413.505-3 Standard Form 44, Purchase order-invoice- voucher

(e) HCA's are responsible for establishing bureau procedures to control the use of the SF 44 and accounting for all purchases made using the form. Bureau procedures shall include instructions covering -

- (1) Maintenance of a list of designated individuals authorized to make purchases using the form;
- (2) Controls for issuance of the form to authorized individuals; and
- (3) Review of purchase transactions using the form to assure compliance with authorized procedures.

SUBPART 1413.6 -- MICRO-PURCHASE

1413.601 General

(c) The procedures set forth in the Federal Supply Schedule for Governmentwide Commercial Credit Card Services, Treasury Financial Manual, TFM 4-4500, and "U.S. Department of Interior Handbook for Utilization of Government Wide Commercial Credit Card" issued by PAM contain guidance on the utilization of Governmentwide purchase card services.

1413.602-70 Policy

(a) The purchase card shall be used in preference to other methods of procurement for purchases up to \$2,500. Other small purchase methods (BPAs, imprest funds, third party drafts, SF-44 forms, and purchase orders) may be used in lieu of the Government purchase card when it is more cost-effective or practicable.

(b) The purchase card shall be issued primarily to personnel outside of procurement offices to purchase products and services up to the micro-purchase threshold (\$2,000 for construction).

(c) The purchase card may be used in procurement offices for purchases up to the simplified acquisition threshold (\$50,000 if not interim FACNET certified) not to exceed individual warrant limitations.

(d) More specific procedures for use shall be developed by each contracting activity.

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