

Non-Required Sources Vendor Approval Form

The USDA Purchase Card Program Guide, Section 6.3.1, requires cardholders to adhere to the requirements of Federal Acquisition Regulation (FAR) Part 8, which requires agencies to acquire supplies and services from designated sources if they are capable of providing them. Cardholders must review the Required Sources of Supply prior to placing an order with a commercial vendor. Part 8.002 of the FAR sets forth statutory requirements to acquire supplies and services from priority sources when available and meets your office's needs. Other sources may be considered for use only after the priority sources have been considered for fulfilling requirements. When considering sources of supply, the cardholder must keep in mind that the need, as expressed by a request or other requirement for services or supplies, is basic to a specified task. Whatever is supplied must serve the end use purpose.

Complete this form only when purchases are made using non-required sources.

Cardholder: _____ Approving Official: _____

Date of Purchase: _____

Vendor Name: _____

Description of Requirement:

Is the requirement for standard commercial item(s) readily available from priority sources? YES NO

If "No", no further justification required. If "Yes", you must consider a required source vendor. If you cannot utilize a required source, please provide a justification below:

Please retain this completed form on file along with the other supporting documentation related to this purchase transaction.