

Government Purchase Card Quick Reference - 08AUG25

	Category						References
		Threshold	Small Business Program Applies	Federal Prison Institute	Competition Requirements	Warrant - SF 1402 Required	
1	Micro-Purchase Thresholds						
	GPC General ³	\$10,000	N	Y > \$3,500	Equitably Distributed	N	2018-00013 of 13 Apr 2018
	Convenience Check	\$5,000	N	N		N	FMR Vol 10, Chap 23
	GPC Construction ¹	\$2,000	N	N		N	FAR 2.101 & FAR 13.2
	GPC Service Contract Labor Standard Services ²	\$2,500	N	N		N	
2	Other Authority						
	GPC Training, Education & Professional Development (TE&PD) with SF-182 ⁴	\$25,000	N	N		N	FMR Vol 10, Chapter 12
3	Acquisition Type	Notes ⁵ :					
	Ammunition	Prohibited					NSTC M-1533.2D
	Appliances in the Work Place	Can be purchased only for "common spaces".					DON Simplified Acquisition Procedures Guide (Apr 18)
	Clothing, non-uniform (Polo shirts, PT clothing, ball caps, etc.)	Prohibited					GAO, Principles of Federal Appropriations Law
	Ball caps, uniform	Limited to AD staff. (Prior approval must be obtained from the N9 NROTC National Program Manager). Does NOT include MIDN, STA-21 or MECEP.					NAVADMIN 184 14; NAVADMIN 200 14, NAVPERS 156641 & PCAN 15Aug14
	Flowers for presentation	Prohibited					GAO, Principles of Federal Appropriations Law
	Food and/or Water/Beverages (incl. plates, cups, silverware, napkins, etc.) including retirement ceremony, change of command, commissioning, VIP receptions, etc.	Prohibited					
	Furniture	\$1 - \$3,499, no mandatory source. \$3,500 and above FPI (UNICOR) is mandatory source or obtain waiver.					NAVSUPINST 4200.99D and Purchase Card Administrative Notice (PCAN) FY21 15
	Hazardous Materials (HAZMAT)	Must be screened through Regional CHRIMP Center					NAVSUPINST 4200.99D
	Information Technology	Information Technology Procurement Request (ITPR) required					NAVADMIN 003/23
	Invitations, for retirement ceremony, change of command	Defense Logistics Agency Document Services is mandatory source.					NAVSUPINST 4200.99D
	Lodging	Prohibited (contract required)					DON Simplified Acquisition Procedures Guide (Apr 18)
	Medical expenses (Lab Bills, Emergency Room Bills)	Prohibited					NSTC M-1533.2D
	Service or Supply involving Terms & Conditions (T&Cs)	Prohibited					NAVSUPINST 4200.99D
	Trailers, purchase for equipment transportation	Prohibited (contract required)					NAVSUPINST 4200.99D
	Video Surveillance Cameras, Commerical Unmanned Aerial Systems, and Commercial Off The Shelf (COTS) Radio Frequency Devices	Prohibited					NAVSUPINST 4200.99D
	Vehicle rental/lease	Prohibited					NAVSUPINST 4200.99D
	Wireless services (cell phones), U.S. domestic ⁶	SPIRAL 4 DOD Wireless Services Contracts					DoD CIO Memo - Policy memorandum of 23 May 2024

1 For acquisitions of construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction), \$2,000.

2 For acquisitions of services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards, \$2,500.

3 FAR 13.201 - Purchases at or below the micro-purchase threshold may be conducted using any of the methods described in Subpart 13.3, provided the purchaser is authorized and trained, pursuant to agency procedures, to use those methods.

4 DoDI 1400.25 Volume 410 - Authorizes payment of approved SF-182s up to \$25,000.