

Government Purchase Card Quick Reference - 17MAR23

Category	Threshold					References
	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. 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 4200.99C and Purchase Card Administrative Notice (PCAN) FY21 15
Hazardous Materials (HAZMAT)	Must be screened through Regional CHRIMP Center					NAVSUPINST 4200.99C
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 4200.99C
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 4200.99C
Trailers, purchase for equipment transportation	Prohibited (contract required)					NAVSUPINST 4200.99C
Video Surveillance Cameras, Commerical Unmanned Aerial Systems, and Commercial Off The Shelf (COTS) Radio Frequency Devices	Prohibited					PCAN FY19 03
Vehicle rental/lease	Prohibited					NAVSUPINST 4200.99C
Wireless services (cell phones), U.S. domestic ⁶	NAVSUP FLC San Diego Wireless Contracts mandatory source.					NAVSUPINST 4200.99C

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.