

**Simplified Chart of Ordering Options**

Requirement	Method
1. <u>Urgent copying/printing under GPO waiver.</u> *black and white up to \$1,000 per order. *color up to \$500 per order.	AR approved by Regional Publications Coordinator. <ul style="list-style-type: none"> <li>• Complete waiver form (Attachment B). Choose best local printer/copy firm.</li> <li>• Pay with Government purchase card.</li> </ul>
2. <u>Less urgent copying/printing up to \$2,325.</u>  A. Under \$1,000 per order  B. \$1,001 - \$2,325 per order	AR and SPA order form (Attachment D) approved by Regional Publications Coordinator.  A. No quotes required. Choose GPO vendor. GPO pays via IPAC billing.  B. Get at least 3 quotes from GPO vendors. Select the best. GPO pays via IPAC billing.
3. <u>All other requirements.</u>	AR approved by Regional Publications Coordinator. Take to CGS for award of either:  A. Order on GPO term contract, or  B. Purchase order.