

**NOMINATION & APPOINTMENT OF AUTHORIZED ORDERING OFFICER
For
GPO SMALL PURCHASE AGREEMENTS**

SUPERVISOR'S NOMINATION and INITIAL CGS APPROVAL

I nominate this employee to participate in the Simplified Purchase Agreement (SPA) program for buying printing and copying services from Government Printing Office contractors. This employee already has micropurchase authority in the Government Commercial Purchasecard Program and has demonstrated consistent responsibility and good judgment in using that authority. I understand the purposes and limitations of the SPA program, and, as this employee's supervisor, I will ensure that s/he will fully comply with its requirements.

Employee's name: _____ **Position:** _____
Telephonenumber: (____) _____ **Fax number:** (____) _____
E-mail address: _____
Mail address: _____
Micropurchase card authority: \$ _____ **maximum per order**
Requested SPA authority: \$ _____ **max. per order (\$2,325 unless otherwise stated)**

_____, 20____
Supervisor's Printed Name and Signature _____ Title _____ Date

Nomination approved. This employee is recommended for GPO training.

_____, 20____
Printed Name and Signature _____ Chief, Division of Contracting & General Services _____ Date

EMPLOYEE'S CERTIFICATIONS

1. I have read the Division of Contracting and Facilities Management Policy Memorandum No. 04-23 and its attachments. I understand the policies and limitations stated there, and I will ask my supervisor or the Regional CGS Chief if any questions should arise over the proper interpretation of those policies.
2. I have read the "Responsibilities" printed on the other side of this form. I understand them and I agree to fully comply with them if I am appointed as an authorized SPA ordering officer. I realize that this authority is a privilege which may be withdrawn at any time, and that it is not automatically transferable to other positions within the U.S. Fish and Wildlife Service.
3. I have successfully completed the Government Printing Office's training course. A copy of my training certificate is attached.

_____, 20____
Printed Name and Signature _____ Title _____ Date

APPOINTMENT

I hereby appoint _____ as an authorized ordering officer for printing and copying services under the Simplified Purchasing Agreement program of the Government Printing Office. This appointment is continuous until it is terminated by me or my successor, but only while this employee occupies her/his current position within Region ___ of the U.S. Fish and Wildlife Service.

MAXIMUM PURCHASING AUTHORITY IS LIMITED TO \$ _____ PER ORDER.

_____, 20____
Printed Name and Signature _____ Chief, Division of Contracting & General Services _____ Date

RESPONSIBILITIES OF SPA PROGRAM AUTHORIZED ORDERING OFFICERS**If appointed as an authorized ordering officer in the Simplified Purchasing Agreement (SPA) program:**

1. I will only use printers which are participating in the SPA program. To determine this, I will check the latest list of GPO-approved SPA vendors before placing each order.
2. I will not use my SPA program purchasing authority if I am told by my Regional Printing Coordinator that the work I need done is covered by a GPO term contract. Instead, I will refer the requirement to a warranted Contracting Officer for award.
3. I will not split work orders to remain within the SPA program limit of \$2,325 per order or my personal authorization limit, whichever is least.
4. If the work is expected to cost more than \$1,000, I will obtain quotes from at least 3 participating SPA printers. If for any reason I do not obtain at least 3 quotes, I will explain why in a note to the file. If I decide to not to select the printer with the lowest-priced quote, I will write a brief note to the file explaining why I believe it is in the Government's best interest to pay the higher price.
5. If the material being printed or copied has public or educational value, I will complete a *Notification of Intent to Publish* (GPO Form 3868) and submit it to the Superintendent of Documents on-line at http://www.access.gpo.gov/su_docs/forms/3868/index.html
6. If I encounter any quality control or delivery problems with SPA printers, I will ask my Regional Publications Coordinator for assistance in resolving them.