

Blanket Purchase Agreements Checklist

Item Number	Reference: FAR 13.303, <i>Blanket Purchase Agreements (BPAs)</i> Reference: FAR 16.7, <i>Agreements</i>	Applicable and Present
1	Does it meet the circumstances at FAR 13.303-2?	
2	Is it prepared in accordance with FAR 13.303-2?	
3	Are the proper clauses incorporated into the BPA (services, commodities)?	
4	Is there a statement that the government is obligated only to the extent of authorized purchases made under the BPA? (FAR 13.303-3)	
5	Is there a statement that specifies the dollar limitations for each individual purchase under the BPA? (FAR 13.303-3)	
6	Are individuals who are authorized to purchase under the BPA identified? (FAR 13.303-3)	
7	Have you given customer training on ordering procedures and the use of delivery tickets?	
8	Did you give a letter to the contractor identifying who is authorized to place calls on BPA and explain how it works?	
9	Before placing a call on an authorized procurement request, ensure that funds are available.	
10	Are you reconciling orders and invoices with the using organization on a regular (monthly) basis?	
11	Are you conducting annual inspections on BPA files?	

