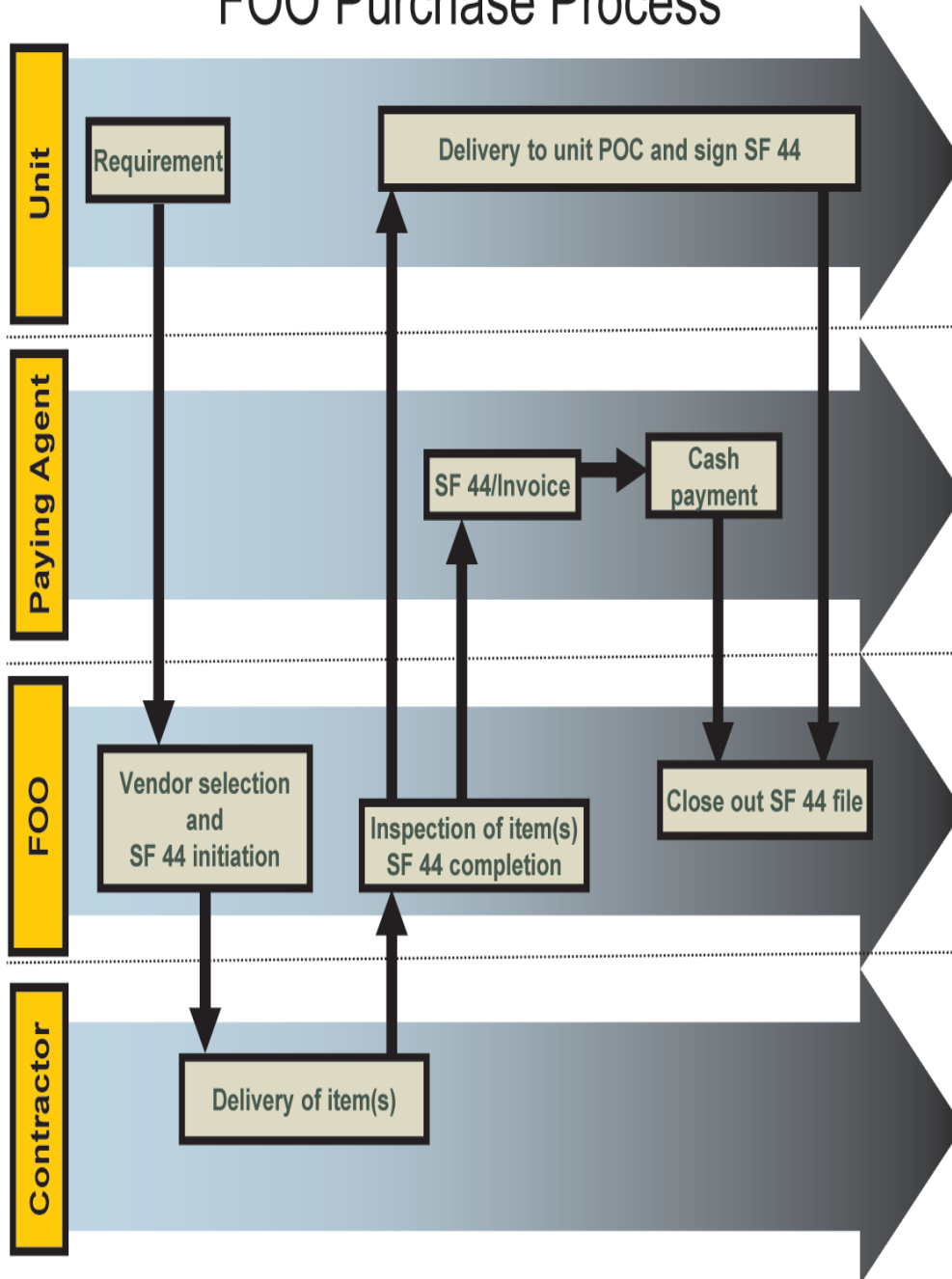


FOO Purchase Process



Basic Acquisition Team (know your team):

Contracting Officer:

Trains and appoints FOOs to expressly authorize purchases.

Name: _____ Phone# _____ Email: _____

Paying Agent:

Responsible for distribution, controlling, and tracking of FOO funds.

Name: _____ Phone# _____ Email: _____

Finance:

Provides training and guidance to the paying agent and is responsible for distribution and controlling funds.

Name: _____ Phone# _____ Email: _____

Miscellaneous others:

Other personnel from outside the acquisition team who may also be useful (i.e., base/FOB mayor)

Name: _____ Phone# _____ Email: _____

Name: _____ Unit: _____ Phone# _____ Email: _____

SF44

U.S. GOVERNMENT PURCHASE ORDER-INVOICE-VOUCHER

DATE OF ORDER Insert date	ORDER NO. Insert assign #		
PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)			
P A Y E E Vendor information			
FURNISH SUPPLIES OR SERVICES TO (Name and Address) Unit information			
SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
AA Batteries	100	.50	\$50.00
Copy paper	10	\$10	\$100.00
or see attached itemized receipt			
AGENCY NAME AND BILLING ADDRESS			TOTAL \$150.00
P A Y O R Finance Office issuing funds (ask your paying agent)			DISCOUNT TERMS % _____ DAYS
ORDERED BY (Signature and title) FOO name, signature, title, and rank			DATE INVOICE RECEIVED Insert date
PURPOSE AND ACCOUNTING DATA Insert complete accounting code (65 characters). Changes with every PR&C/when you clear monthly. Paying agent will have this information.			

Unit

PURCHASER- To sign below for over-the-counter delivery of items

RECEIVED BY
Unit POC receiving items (not FOO or paying agent)

TITLE Insert DATE Insert date

Vendor

SELLER- Please read instructions on Copy 2

PAYMENT RECEIVED \$ Insert amount PAYMENT REQUESTED \$ _____

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER BY Vendor signature or MFR for no signature DATE Insert date

Paying Agent

\$ Insert amount paid

Paying agent signature
Title and rank

(Authorized certifying officer)

PAID BY CASH

OR _____ (Check No.)

DATE PAID

Insert date

VOUCHER NO.

* PLEASE INCLUDE
ZIP CODE

1. SELLER'S INVOICE
(See instructions on Copy 2)

STANDARD FORM 44a (Rev. 10-63)
PRESCRIBED BY GSA
FAR (48 CFR) 53.213(c)

Watch Out! Items that you need to be careful about:

- Don't split purchases to avoid purchasing limits. Do not break down (split) requirements aggregating more than your established micro-purchase threshold into several purchases merely to avoid exceeding it.
- The enemy deliberately targets a FOO and/or paying agent. Like the "Wild West," news travels very fast when someone is carrying cash.
- Upon receipt of a request, you must review the request to ensure the items are not on the forbidden purchase list.
- Transactions relating to the expenditure of public funds require the highest degree of public trust and an impeccable standard of conduct. As a general rule, avoid any conflict of interest or even the appearance of a conflict.

Tips: Hints for saving time and other headaches:

- Use your understanding of the local culture for successful outcomes. It takes understanding, planning, and patience when working with foreign contractors in a deployed environment. When communicating, always ensure your language is clear and concise (avoid jargons). Above all, keep a professional working relationship. Take cultural factors into account, but discern the difference between culture and excuses.
- Have a designated alternate FOO trained to fill in the gap when the primary FOO is not available; e.g., mission, injury, or mid-tour leave.
- Ensure you know the names, phone numbers, and email addresses of all acquisition team members.
- Vendor signatures always preferred . . . document if refused.

Reminders: Key helpful information:

- Contracting can provide a source list of local vendors, if required.
- The paying agent must accompany the FOO when making any purchases. Only the FOO negotiates with vendors, and only the paying agent safeguards and accounts for the funds.
- AAFES may offer a 10 percent discount for purchases made with an SF 44. Consult your AAFES manager before making purchases to ensure you get the discount.
- If in doubt about a pending purchase, contact your contracting officer. You can either receive permission to purchase (get it in writing [e.g., email]) or receive further guidance.
- SF 44s are a controlled document and should be safeguarded.

NOTE: The term FOO is recognized by DAU and joint staff and is synonymous with ordering officer as described in AFARS 5101.602-2-90.

FOO file should include the following:

- A copy of FOO appointment orders or a letter from the contracting officer, with any changes or terminations.
- A copy of the paying agent appointment orders or letter from finance.
- A copy of Department of Army Form 3953, Purchase Request and Commitment, providing funds for the FOO's activities.
- All correspondence concerning duties.
- Names and position titles of individuals on the acquisition team.
- Records of all purchases (Standard Form 44s [Purchase Order–Invoice–Voucher], ledgers, and invoices).
- Memorandums for record (MFRs) of any meetings and discussions with any contractor/vendor or others pertaining to purchases.
- Nomination memorandums from the unit commander.
- Documentation of all ongoing clearance memos with contracting and finance.

As a minimum, finance/contracting will routinely check the following items:

- Review all orders for compliance with dollar limitation and type of purchases made.
- No evidence of splitting requirements.
- Sufficient funding for purchases.
- Authorized personnel awarding purchases.

FOO and/or paying agents who fail to comply with guidelines may have their purchase authority terminated and cause their organization to lose the SF 44 program. Additionally, they may be held accountable, and punitive or administrative action may occur.

