

**U.S. DEPARTMENT OF STATE  
BLANKET PURCHASE AGREEMENT (BPA) PURCHASE LOG  
CONTRACTING OFFICER COMPLETES**

BPA NO. <b>S</b> _____	VENDOR NAME _____
\$ LIMITATION PER PURCHASE* _____ \$ LIMITATION FOR THIS BPA _____ BPA EFFECTIVE DATE _____ BPA EXPIRATION DATE _____	TELEPHONE NO. _____  TYPE OF BUSINESS ( <i>Check one</i> ) <input type="checkbox"/> Small U.S. <input type="checkbox"/> Large U.S. <input type="checkbox"/> Small Disadvantaged U.S. <input type="checkbox"/> Other U.S. <input type="checkbox"/> Small Woman-Owned U.S. <input type="checkbox"/> Non U.S./Outside U.S.

\* Individual purchases exceeding \$2,500 must comply with FAR 13.106

**AUTHORIZED PURCHASER COMPLETES (Except where noted)**

PURCHASE (CALL ) NO.			
DESCRIPTION OF ITEMS OR SERVICES (Attach additional sheet, if necessary)			
DELIVERY LOCATION			
DATE FUNDS AVAILABILITY CERTIFIED			
COMPETITION 1 = Per BPA File Folder 2 = Per FAR 13.106-1(b)			
CALL PLACED BY (FULL NAME)			
DATE CALL PLACED			
VENDOR'S REPRESENTATIVE (FULL NAME)			
TYPE OF ORDER (O= oral, W = written)			
QUANTITY			
UNIT COST			
TOTAL PRICE			
DELIVERY DATE			
DATE RECEIVING OFFICE NOTIFIED			
ORDER RECEIVED BY (FULL NAME)			
DATE ORDER RECEIVED			
DELIVERY TICKET/SALES SLIP W/ORDER?			
INVOICE RECEIVED BY (FULL NAME)			
DATE INVOICE RECEIVED			
INVOICE NO.			
INVOICE DATE			
INVOICE AMOUNT			
DATE INVOICE TO FINANCE OFFICE			

COPY OF CURRENT LOG TO FINANCE/CERTIFYING OFFICE AND CONTRACTING OFFICE BY 5TH WORKDAY OF EACH MONTH