EPA

United States
**Environmental Protection Agency**
Washington, DC 20460

PROBWAS-AL3S28

**BANKCARD PROCUREMENT REQUEST/ORDER**

| | | |
|---|---|---|
| 29(a) Customer Area | 1. Name of Originator: Brandon Walters | 2. Date of Requisition: 04/24/2017 |
| 29(b) Local Tracking / Miscellaneous | 3. Mail Code | 4. Telephone Number: (202) 564-1662 |
| | | 5. Date Item Required: 05/01/2017 |

6. Signature of Originator: CN=Brandon Walters/OU=DC/O=USEPA/C=US

7. Recommended Procurement Method: ☐ Competitive ☐ Other than full and open competition ☒ Sole source small purchase

| | | | |
|---|---|---|---|
| 8. Deliver To (Project Officer): Brandon Walters | 9. Address | 10. Mail Code | 11. Telephone Number: (202) 564-1662 |

12. Suggested Source (Name, Address, ZIP Code, Phone/Contact)
Name Grainfes
Address 5845 Richmond Highway Suite 300
City Alexandria State VA Zip 22303
Phone 7038368159 Contact

13. Amount of money committed is: ☐ Increase ☐ Decrease ☒ Original ☐ Cancellation

14. For Small Purchases Only Contracting Office is authorized to exceed the amount shown in Block 26 by 10% or 100, whichever is less. ☐ Yes ☒ No

**15. Approvals**

| | | | |
|---|---|---|---|
| a. Branch/Office | Date | d. Property Management Officer/Designee: (b)(6) Signature Philip Baker/FMSD | Date: 4/26/17 |
| b. Division/Office: CN=Dale Perry/OU=DC/O=USEPA/C=US Dale Perry | Date: 04/24/2017 | e. Other (Specify): Robin Clarke- Approving Official | Date |
| c. Funds listed in Block 26 and Block 14 (if any) are available and reserved. (Signature and phone number of Certifying Officer) CN=Naneka Mason/OU=DC/O=USEPA/C=US Naneka Mason | Date: 04/24/2017 | f. Other (Specify): Cardholder | Date |

| 16. Date of Order | 17. Order Number | 18. Contract Number (if any) | 19. Discount Terms |
|---|---|---|---|
| | | | |

| 20. FOB Point | 21. Delivery of FOB Point by ON or before (Date) | 22. Person Taking Order/Quote and Phone Number |
|---|---|---|
| | | |

23. Contractor (Name, Address, Zip Code) (b) (6) (b)(6) Signature (b) (6)
Purchase approved 5-4-17

24. Type of Order: ☐ a. Purchase
Reference your Quote (See block 22)
Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.
☐ b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (See Block 18)
☐ Oral ☐ Written ☐ Confirming

**25. Schedule**

| Item Number (a) | Supplies or Services (b) | Quantity Ordered (c) | Unit (d) | Estimated Unit Price (e) | Unit Price (f) | Amount (g) | Quantity Accepted (h) |
|---|---|---|---|---|---|---|---|
| 1 | Labor to receive, deliver and install | 5 | Fee | $57.00 | | 285.00 | |
| 2 | Project management services | 1 | Fee | $63.00 | | 63.00 | |
| 3 | armless chairs | 1 | Each | $313.34 | | 313.34 | |
| 4 | chairs with arms | 8 | Each | $334.84 | | 2,678.72 | |
| | | | | | Total $ | 3,340.06 | |

**26. Financial And Accounting Data**

| | DCN (Max 7) | Budget/FYs (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | SFO |
|---|---|---|---|---|---|---|---|
| 1 | RRE712 | 1718 | C | 26RR000 | 301FK8 | 3120 | 27 (MAX 2) |
| 2 | | | | | | | |
| 3 | | | | | | | |

| | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
|---|---|---|---|---|
| 1 | $3,340 | 06 | | 2 6A4C |
| 2 | | | | |
| 3 | | | | |

| 27. United States of America By (Signature) | 28. Typed Name and Phone of Contracting Officer | Phone |
|---|---|---|
| | | |

EPA Form 1900-8 (Rev. 8-94) Electronic and paper version acceptable. (WebForms v2.3)

COPY 1 – PROCUREMENT FILE / CONTRACTING OFFICER