

Standard Agency Buys (Example)

The following items are considered "Standard Agency Buy" items for purchases made by _____ using the Government issued purchase card.
(Cardholder Name)

Approving Official

Date

	<u>Item</u>	<u>Remarks</u>
B	Boxes	For Storage and Archiving Records
	Binders	Including all types, size, and color
C	Calendars	Including blotters, wall, desk, and refills
	Cellular Phone Bills (Not exceeding the micro-purchase for one year.)	Monthly Cell Phone Charges
F	Filing Materials	Including Folders of all types, size, and color
P	Paper	Copy Paper, writing paper