



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

EACG

NOV 30 2020

MEMORANDUM FOR All Eighth Army Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #22, Threshold for Non-Standard Equipment Purchase Request and Commitment (PR&C)

1. References:

- a. Army Regulation 710-2, Supply Policy below the National Level, 28 March 2008.
- b. Army Regulation 735-5, Property Accountability Policies, 09 November 2016.
- c. DFAS-IN-37-1 Regulation, April 2014.
- d. Federal Acquisition Streamlining Act of 1994, P.L. 103-355, Title IV - Simplified Acquisition Threshold, Subtitle D - Micro-Purchase Procedures.
- e. U.S.C., Title 41, §1902, Procedures Applicable to Purchases Below Micro-purchase Threshold

2. Purpose. This policy establishes guidance for processing Purchase Request and Commitment (PR&C) (DA Form 3953) for non-standard equipment purchases.

3. Background. Correct processing guidance of PR&C requests ensures that leaderships are involved in the approval process, funds are properly allocated, and accountability is maintained for all equipment purchases. Requiring activities (RA), hand receipt holder (HRH), S4s, property accounting technicians, Resource Managers (RM) and commanders must ensure all requisitions are properly documented and approved.

4. Policy.

- a. Eighth Army (8A) Major Subordinate Commands (MSCs) and separates will ensure all equipment to include non-expendable items obtained through the PR&C process is captured on the property book.
- b. 8A MSCs and separates will adhere to PR&C (DA Form 3953) requirements and processing procedures outlined in DFAS-IN-37-1. MCSs will exhaust all sources of supply prior to the initiation of a PR&C.

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c. MSCs will validate and justify all requests through a letter of justification signed by the Primary Hand Receipt Holder (PHRH).

d. The approving individual is determined by the dollar amount of each PR&C request:

(1) Estimated total expenditures not to exceed \$2,500 requires 0-3 (Commander) or higher approval authority. Each request requires a legal review prior to approval.

(2) Estimated total expenditures not to exceed \$25,000 requires 0-4 (Battalion XO or S3) or higher approval authority. Each request requires a legal review prior to approval.

(3) Estimated total expenditures not to exceed \$50,000 requires 0-5 (Commander) or higher approval authority. Each request requires a legal review prior to approval.

(4) Estimated total expenditures not to exceed \$100,000 requires 0-6 (Brigade Commander or Chief of Staff) or higher approval authority. Each request requires a legal review prior to approval.

5. Proponent. The proponent for this policy is the 8A G4 at commercial 011-82-50-3355-8930 or DSN 315-755-8930.



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Commanding