

Addendum 1

Process procurement requests received from AmCit or immediate supervisor. Determines type of action necessary and sources from which the commodity or services are available. Reviews procurement requests for completeness and presence of necessary technical information, conferring with originator when needed to obtain all relevant data and details. Obtains or prepares technical specifications, estimates, government costs estimates, and identifies the ICASS account applicable to the purchase. Completes necessary training to become a Government Purchase Card (PC) holder with a \$3,000.00 limit per transaction and \$50,000.00 limit per month -- waiverable to higher amounts if needed. Requests bids or quotations by telephone, fax, Internet, and/or advertisement. Uses the PC to procure various materials or supplies from local, international, and US vendors. Reviews responses and prepares summaries and analyses, including a recommendation as to best offer, considering price, bidder's capabilities, and other relevant factors. May visit bidder's establishment to purchase some "off-the-shelf" items, and contract for certain services. 60% of Time.

Prepares purchase orders and coordinates with requester and/or the finance section to obtain the necessary funding and signatures/ authorizations to complete the action. Develops and maintains market data relative to suppliers and pricing data -- to be used to create government cost estimates. Using the Internet, searches in local and internationally to find the most appropriate and cost effective sources of supplies. 20% of Time.

Follows-up on purchase orders and requisitions to the extent necessary to insure prompt delivery by fax, phone, Internet or letter. Coordinates with various logistical sources to ensure the most expedient and cost effective delivery of the goods or services -- dependent upon the individual circumstances surrounding the purchase. Works closely with the US Despatch Agent to ensure that the most effectively method of shipment is arranged and advance copies of GBLs (Government Bills of Lading) are received. Compares carrier's Bill of Lading to Forwarder's (JIT - Just in Time) Descriptive Inventory. Coordinates with Property Management for preparation of discrepancy reports, files claims, and follows up on these issues until missing or damaged items are replacement or a refund is received. 10% of Time.

Requests payment for goods and services and compiles requisite documentation to support these requests. Prepares monthly reconciliations of government purchase card statements. Inputs data in the Federal Procurement Data System (FPDS) for reports requested by the Office of Procurement Executive (OPE). 10% of Time.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.