



Pegasys Quick Reference Guide

Blanket Purchase Agreements: Intro

- Blanket purchase agreements (BPA) are pre-negotiated agreements between GSA and vendors. To track spending against a BPA, the BPA number and its terms and conditions must be entered on the **Blanket Agreement Maintenance** table. Purchase requests are used to establish the BPA in Pegasys and include:
 - **BL-BPA with Limitations** - BPA that commits funding and reduces the budget's availability.
 - **BP-BPA without Limitations** - BPA that does not reduce the budget's available balance.
- These purchase requests are similar in function to the GSA Form 300/GSA Form 3521.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.

GSA Policy

- The roles of Requisitioner, Direct Payer and Contracting Officers have the authority to update the **Blanket Agreement Maintenance** table.
- BPAs with limitations require Account Classification, Funds Authorization and Manager Approvals.
- If the BPA is \$3,000 or more, an Authorized Buyer's approval is required. If the BPA is more than \$3,000, a Contracting Officer's approval is required.
- BPAs without limitations do not require approvals.
- GSA will not use the **Update Blanket Agreement** feature on the BPA documents.