

## EOTA – Business Form

	<b>Document Title:</b> <b>Government Purchase Transaction Worksheet</b>
	<b>Document Number:</b> ADMF-002 Rev 10_0331
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<b>Parent Document:</b> ADMP-001, Procurement Process	<b>Notify of Changes:</b> ADM, MGT
<b>Referenced Documents:</b> N/A	

**Revision History:**

Rev.	Description of Change
09_0325	Initial Release
09_0903	Worksheet modified to remove vendor tax identification number.
10_0331	Added Treasury Account Symbol (TAS) identifier per guidance from GPC Manager

**Definitions:**

**Green Purchase** – Term used to identify that a purchase meets Federal environmental protection requirements, these requirements are identified on the instructions included on the Purchase Authorization form.

**GPC Preferred Vendor** – Vendor preference criteria associated with purchases executed using the Government Purchase Card GPC, this criteria is identified on the instructions included on the Purchase Authorization form.

**GSA Approved Vendors** – General Services Administration (GSA), a listing of vendors approved for use by government managed organizations. All GSA approved vendors can be viewed at <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0> .

