



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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MEMORANDUM FOR DEFENSE LOGISTICS AGENCY (DLA)

SUBJECT: Mandatory Use of Enterprise Toner Contract to Drive Savings and Leverage Buying Power

This memorandum directs the use of the DLA Enterprise Toner Contract to dramatically reduce costs and leverage buying power. These policy changes are critical to providing optimal customer support and maximizing potential savings – key goals of the Department of Defense's Better Buying Power initiative.

This Directive-Type Memorandum (DTM) applies to Government Purchase Card (GPC) cardholders for purchases less than the micro-purchase threshold and to warranted Contracting Officers when purchases exceed the micro-purchase threshold (see Federal Acquisition Regulation 2.101 for the definition of micro-purchase threshold). It is DLA Policy that:

- Government Purchase Card (GPC) shall be utilized to purchase all available toner for individual desktop printers using the DLA Enterprise Toner Blanket Purchase Agreement (BPA) awarded to AbilityOne.
- All warranted Contracting Officers shall utilize the DLA Enterprise Toner BPA to purchase all available toner for individual desktop printers using the DLA Enterprise Toner BPA.

To streamline the ordering process, the toner contract is available for online ordering and payment via the GPC through DoD EMALL, <https://dod-emall.dla.mil>.

Primary Level Field Activity Commanders or Directors, and the Headquarters D/J-code Directors, are to ensure their GPC cardholders and warranted Contracting Officers comply with this DTM through periodic reviews of procurement actions and provide overall spending reports as required to DLA Acquisition, Acquisition Programs Division. Compliance with this DTM will be incorporated into future updates of the DLA Instruction for GPC.

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for Edward J. Case
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