

Use your established Line or Staff Office process for justification and approval, or if needed, you may use this form.

**NOAA JUSTIFICATION AND APPROVAL FOR NON-USE OF DOC BLANKET  
PURCHASE AGREEMENT (BPA) FOR PERSONAL COMPUTERS AND ACCESSORIES**

Use of DOC's BPA for desktop computers, laptops, monitors and other accessories is required for the Department of Commerce. Desktop, laptops, monitors and accessories purchased outside of the BPA, must be justified and approved by the Line Office Chief Information Officer or their designate and for Systems Support Division in the Office of the Chief Information Officer, for purchase orders, contracts, or purchase card transactions.

**Justification and Supporting Documentation:** Provide specific information regarding basis for non-use including Apple products, ruggedized laptops, think clients, and ultra-high performance workstations below:

Requested by: \_\_\_\_\_  
Signature Date

Name of Purchase Cardholder or Contracting Officer

Approved by: \_\_\_\_\_  
Signature Date

Name and Title of Approving Official: \_\_\_\_\_  
(Line Office ACIO or designate/  
NOAA OCIO Systems Support Division) Signature Date