

**MICRO-PURCHASE
NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) SECTION 889 REPRESENTATION FORM**

Merchant/Company Name (Offeror)		DUNS Number		Cage Code Number	
Owner or Authorized Representative		Title		e-mail	
Company Street Address		City		State	Zip
Telephone Number		Company Website (if applicable)			

INSTRUCTIONS TO MERCHANT

Reference: Federal Acquisition Regulation (FAR: <https://acquisition.gov/browse/index/far>),
Subpart 52.204-24 through Subpart 52.204-26.

1. Please fill in the top section and complete the following representation:

FAR 52.204-24.

(d) **Representation.** The Offeror represents that—

(1) It ☐ will, ☐ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—
It ☐ does, ☐ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

Signature of Merchant Owner or
Designated Representative

Valid Through Date

2. Return this document to the sender. If representing that — “It ☒ does use covered telecommunications equipment”, please link to the FAR reference above regarding any relevant disclosure information to attach.

INSTRUCTIONS TO GOVERNMENT PURCHASE CARDHOLDER (CH)

1. Refer to the *Representation(d)(2)* provided by the Merchant (Offeror) above to determine the appropriate 889 annotation to input into Access Online (Refer to the appropriate US Bank guidance for location).

889 Annotation	Comment
889 Merchant Rep	Merchant provided a “does not” response. Cardholder relied upon the merchant representation to make the purchase.
889 Agency	Merchant provided a “does” response. Cardholder determined the required supplies services are covered by a FAR 4.2104 approved Executive Agency waiver. Cardholder relied upon the Executive Agency waiver to make the purchase. Contact Contracting Office to determine if this applies.
889 Exception	Merchant provided a “does” response. Cardholder, in conjunction with written support and approval from the supporting contracting office, determined a FAR 52.204-25 (c) exception applies. Cardholder relied upon the exception to make the purchase. Contact Contracting Office to determine if this applies.

2. File this form or the 889 Annotation.pdf, as appropriate, in the Transaction Record in Access Online.