

duplicate payment of the transportation charges involved.

**§ 101-41.303-4 Lost original commercial bills of lading subsequently recovered.**

When the original commercial bill of lading or commercial express receipt is recovered after conversion of an authentic copy of the commercial document to a GBL, the original commercial document shall be forwarded to the paying office of the agency concerned, with an appropriate reference to the previous conversion. If the transportation charges on the GBL converted from the copy of the commercial document have already been paid, the recovered original commercial bill of lading or commercial express receipt shall be marked "VOID"; annotated with the disbursing office (D.O.) symbol number, the D.O. voucher number (or the GSA certificate of settlement number), and payment date; and transmitted to the General Services Administration (BWAA/C), Washington, DC 20405.

(31 U.S.C. 952, 31 U.S.C. 3726 and 40 U.S.C. 486(c))

[46 FR 42664, Aug. 24, 1981, as amended at 48 FR 27726, June 17, 1983]

**§ 101-41.304 Exception to the use of GBL's.**

**§ 101-41.304-1 Local storage, drayage, and haulage.**

GBL's shall not be used when local storage, drayage, and hauling services are procured by contract. They may be used, however, when such services are provided for in established tariffs, schedules, or tenders.

[42 FR 36672, July 15, 1977; 42 FR 41129, Aug. 15, 1977]

**§ 101-41.304-2 Limited authority to use commercial forms and procedures.**

(a) *Discretionary authority to approve use of commercial forms and procedures.* Subject to the limitations in paragraph (b) of this section, the head of an agency or his designee may elect to use commercial bills of lading or commercial express receipts and commercial procedures, rather than the regular GBL and related procedures to procure freight or express transportation services for certain small shipments. This

discretionary authority is directed generally toward those situations involving shipments of a recurring nature where it is cumbersome and impractical to issue GBL's. In implementing this small shipment procedure, agencies shall adhere to the restrictions on the use of foreign-flag carriers as set forth in § 101-41.302-4(b).

(b) *Limitations on use of commercial forms and procedures.* The use of commercial forms and procedures for small shipments is subject to the limitations and instructions set forth in paragraphs (b)(1) through (b)(4) of this section.

(1) Upon determination that commercial forms and procedures are to be used, the agency shall establish administrative regulations and procedures clearly defining the particular shipping circumstances and conditions for their use. Notice of adoption and of any subsequent cancellation of the small shipment procedure prescribed in this § 101-41.304-2 shall be sent to the General Services Administration (BWCP), Washington, DC 20405.

(2) The use of commercial forms and procedures for small shipments, as prescribed in § 101-41.304-2, shall be optional on the part of carriers and forwarders. However, a letter of agreement signifying acceptance of the arrangements must be executed and filed with the participating agency by the carrier or forwarder. That letter shall include the following provision:

The shipments covered by this agreement are subject to the terms and conditions (except as to billing carrier and prepayment) set forth in Standard Form 1103, U.S. Government Bill of Lading, and any other applicable contract or agreement of the carrier for the transportation of shipments for the United States on U.S. Government bills of lading.

The letter of agreement also shall include, where applicable, the carrier's concurrence in the use of cash for payment of transportation charges for these shipments as set forth in paragraph (d)(3) of this section.

(3) The commercial forms and procedures authorized in § 101-41.304-2 are to be applied only to the following types of shipments:

(i) Shipments for which the transportation charges ordinarily do not exceed