

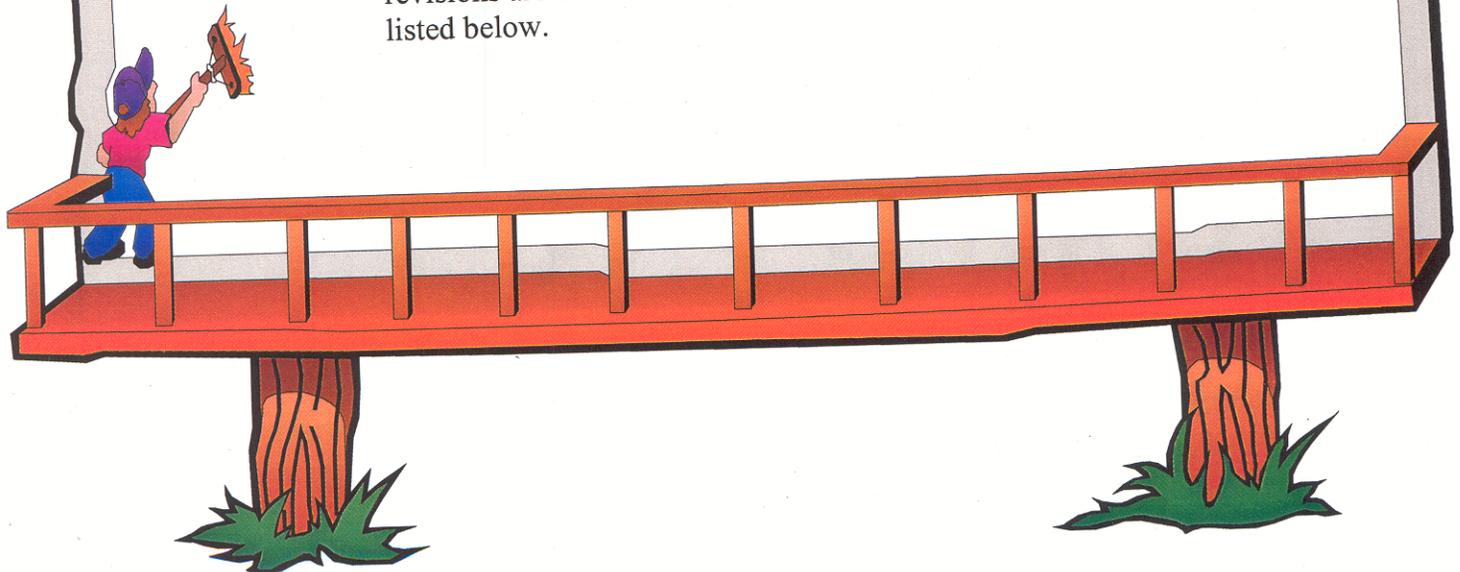
HEADQUARTERS POLICY FLASH

POLICY FLASH 2005-26

DATE: March 30, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: **Purchase Card Policy and Operating Procedures**

SUMMARY: We are issuing the March 2005 Update of the DOE Policy and Operating Procedures for use of the Purchase Card. Most of the revisions are editorial in nature but the more noteworthy changes are listed below.



- A hyperlink was added for the Headquarters Strategic Sourcing Opportunities Home Page.
- Qualification standards were added for the Agency and Organizational Program Coordinator positions. We have also adopted those terms throughout the Guide for consistency with GSA usage.
- A hyperlink was added to access the Excluded Parties List System.
- A notice was added that all purchase card transactions above \$2500 must be reported to the Federal Procurement Data System.
- Definitions of *Blanket Letter of Approval* and *Split Purchase* were added.
- A reference was added to the provision at FAR 32.1108 which allows the purchase card to be used as a method of payment under certain contracts.
- A hyperlink was added for the individual state tax exemption letters available on the GSA Home Page.
- The Affirmative Procurement Program list of recycled products was updated.

If you have questions you may call Richard Langston at 202-287-1339 or Richard.Langston@hq.doe.gov.



Michael P. Fischetti, Acting Director
Office of Procurement and
Assistance Policy
Office of Procurement and
Assistance Management

Attachment