

**October 2006 Update**

**Contracting activities and authorized contractor SMARTPAY participants may revise the content to reflect their specific circumstances, e.g., identify your local coordinator; identify your central receiving office, etc. Revisions may not delete prohibitions or reduce the level of controls required by the GSA Purchase Card Guide or these DOE Guidelines. The GSA Master Contract and the Contract Guide, listed as Attachment 1, are available on GSA's Home Page.**

**DEPARTMENT OF ENERGY**

**POLICY AND OPERATING PROCEDURES  
FOR USE OF THE  
GSA SMARTPAY PURCHASE CARD  
BY DOE AND AUTHORIZED CONTRACTOR PERSONNEL**

**ISSUED BY THE DIRECTOR  
OFFICE OF PROCUREMENT AND ASSISTANCE MANAGEMENT**

**October 2006 REVISION**

**DEPARTMENT OF ENERGY**  
**POLICY AND OPERATING PROCEDURES**  
**FOR USE OF THE**  
**GSA SMARTPAY PURCHASE CARD**  
**BY DOE AND AUTHORIZED CONTRACTOR EMPLOYEES**

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## **LINKS AND ATTACHMENTS**

1. **GOVERNMENT-WIDE COMMERCIAL CREDIT CARD SERVICE CONTRACT GUIDE  
GS-23-98004**

### **FAR REFERENCES**

2. **FAR SUBPART 3.104, PROCUREMENT INTEGRITY**
3. **FAR PART 8, REQUIRED SOURCES OF SUPPLIES**
4. **FAR PART 12, ACQUISITION OF COMMERCIAL ITEMS**
5. **FAR PART 13, SIMPLIFIED ACQUISITION PROCEDURES**
6. **FAR PART 23, ENVIRONMENTAL CONSIDERATIONS**

***PURCHASE CARD FORMS AND THE SELF ASSESSMENT QUESTIONNAIRE ARE AT THE DOE  
PROCUREMENT HOME PAGE AT CHAPTER 13 OF THE DOE ACQUISITION GUIDE***

7. **DISPUTE (STATEMENT OF QUESTIONED ITEM) FORM**
8. **DOE PURCHASE CARD DESTRUCT NOTICE FORM**
9. **PURCHASE CARD TELEPHONE QUOTATION WORKSHEET**
10. **PURCHASE CARD TELEPHONE ORDER LOG**
11. **U.S. TAX EXEMPT CERTIFICATE**
12. **SELF ASSESSMENT QUESTIONNAIRE**
13. **APPLICATION/RECORD FORM PURCHASE CARDHOLDER**
14. **SAMPLE APPROVING OFFICIAL APPOINTMENT LETTER**

**DEPARTMENT OF ENERGY POLICY AND OPERATING PROCEDURES FOR THE USE OF THE  
GOVERNMENT SMARTPAY PURCHASE CARD BY DOE AND AUTHORIZED CONTRACTOR  
EMPLOYEES**

1. **PURPOSE**

The purpose of this document is to establish DOE policy for the use of the Government purchase card. These procedures supplement and implement procedural aspects of the "U.S. General Services Administration Federal Supply Service Government-wide Commercial Credit Card Service, Contract Guide GS-23F-98004". In the event of any inconsistencies between these Guidelines and the terms and conditions of the Contract Guide or Federal Acquisition Regulation (FAR) Parts 3, 8, 13 and 23, the inconsistency will be resolved in favor of (1) the FAR, (2) the terms and conditions of the Contract Guide, and (3) these procedures .

Commercial purchase card services provide DOE with a means to simplify its small purchase procedures and improve its cash management by:

- a. offering an alternative to the use of purchase orders, blanket purchase agreements (BPAs), and imprest funds;
- b. streamlining the acquisition process by reducing paperwork, improving lead times, and expediting Contractor payments;
- c. reducing the administrative costs associated with small purchases, BPAs, and imprest fund transactions; and
- d. providing greater and more detailed statistical data and an audit trail as an aid in managing purchasing activities.

2. **DEFINITIONS**

The following definitions supplement the definitions contained in the Federal Supply Schedule.

- a. Administrative Office is the office with oversight responsibility for the DOE Purchase Card Program.
- b. Approving official is the individual delegated approving authority by the Head of the Contracting Activity (HCA) or designee who is responsible for reviewing the monthly Statement of Account for each cardholder under his or her cognizance to ensure that purchases are made in accordance with all regulatory and procedural guidance contained or referenced herein. The approving official is usually the cardholders supervisor or a person independent of the cardholder at a level equivalent to a supervisor.
- c. Agency Program Coordinator (APC), is the individual having overall responsibility for the management of the DOE-wide purchase card program. Serves as the lead DOE representative in discussions with the Bank at the Agency level.
- d. Best Value means the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement.
- e. Blanket Letter of Approval is a written approval issued by an approving official identifying certain types of purchases that their Cardholders may make without seeking their Approving Official's approval prior to the transaction.
- f. Cardholder is a DOE, or authorized contractor, employee with purchasing authority who:
  - (1) Is issued the DOE Purchase Card;
  - (2) Has his or her name embossed on the card;
  - (3) Is the sole user of the card; and
  - (4) Is the custodian of the card.

- g. Certificate of Appointment (SF-1402) is a formal written Contracting Officer warrant that is issued by the HCA to a cardholder, stating any limitations on the scope of authority to be exercised. The SF-1402 shall be used to evidence the contracting officer appointment for delegation of purchase cardholders exceeding micro-purchase authority.
- h. Consolidated Statement is a monthly statement sent by Bank of America to the Finance Office which shows purchases by and credits issued to all the Cardholders under their purview.
- i. Delegation of Authority is a formal written delegation of DOE Purchase Card purchasing authority that is issued by the HCA or designee, to a cardholder with single purchase limit authority up to **the micro-purchase ceiling**. This purchasing authority is not evidenced by a Certificate of Appointment. This delegation specifies the single purchase and monthly dollar limitations and any other conditions applicable to DOE Purchase Card purchases made by that individual, including identification of their approving official.
- j. Government Purchase Card is a distinctly designed VISA purchase card issued by the Bank of America under the General Services Administration SMART PAY Program. The plastic purchase card is embossed with the employee's name and can only be used by the employee. "U. S. Govt Tax Exempt\*" is also embossed on the card. The card is uniquely designed so that it will not be easily confused with other cards. Unlike most personal credit card programs, the SMARTPAY Program is not a revolving credit program.  
  
Beginning in 2006, based on DOE legal advice, cards issued to management contractors will be generic cards that are not embossed with "US Government Tax Exempt." Authorized contractor or management contractors are management and operating contractors as that term is defined in FAR 17.601.
- k. Head of the Contracting Activity (HCA), means the official in charge of the purchasing function for a contracting activity.
- l. Individual Statement of Account is a monthly listing of all payments authorized for purchases and credits by a cardholder and billed by the merchant during a designated billing period.
- m. Limits
  - (1) Single Purchase Limit is the maximum dollar limit for an individual purchase card transaction.
  - (2) Monthly Spending Limit is the maximum dollar amount authorized to be spent by the cardholder within a 30-day period.
  - (3) Cycle limit is maximum dollar amount authorized to be spent by a cardholder within the billing cycle.
- n. Oral Purchase Procedure, as used herein, is a procedure where an order is placed or a purchase is made through an oral agreement which is made in person or by telephone by the cardholder. No written purchase order or contract is issued by the Government. The supplies or services are provided by the merchant and payment is made using the DOE Purchase Card.
- o. Organizational Program Coordinator (OPC), is responsible for managing the purchase card program at the contracting activity or contractor organization.
- p. Split purchase is the deliberate practice of splitting a transaction into two or more smaller transactions to keep the purchase beneath a cardholder's single purchase limitation, or other stated purchase limitation. If a purchase would exceed a cardholder's single purchase limit, the purchase must be accomplished using other acquisition procedures, as appropriate. These purchases will be accomplished by the local purchasing staff.
- q. 30-Day Cycle is a monthly reporting/billing cycle which begins on the 28th of one month and ends on the 27th of the following month.

### 3. **RESPONSIBILITIES**

a. The Head of the Contracting Activity or designee will:

- (1) Designate an individual to serve as the organizational program coordinator for the contracting activity.
- (2) Determine who the approving officials and cardholders will be and ensure that purchasing authority is delegated to cardholders and approving officials in writing. An Approving Official sample letter is provided at attachment 14. This sample letter can be revised to suit local needs.
- (3) Authorize purchase cards to the minimum extent necessary to carry out the contracting activities mission.
- (4) Establish a single purchase limit as part of the Delegation of Purchasing Authority or Certificate of Appointment (SF-1402) for each cardholder.
- (5) Establish a monthly spending limit by the Certificate of Appointment or Delegation of Purchasing Authority for each cardholder.
- (6) Establish the monthly office limit consistent with budget restrictions.
- (7) Establish and maintain written local procedures for use of the DOE Purchase Card consistent with the procurement regulations, the GSA Contract Guide terms and conditions, and this document. This will include the establishment of procedures to ensure the physical security and proper use of the DOE Purchase Card Program and the conduct and documentation of an annual review addressing at least the considerations in the Self Assessment Questionnaire at Attachment 12.
- (8) Ensure that training on the DOE Purchase Card Program and related responsibilities are developed and provided to approving officials, cardholders, and other appropriate personnel. The training should include the best value concept. Conduct refresher training based upon these procedures, lessons learned over time, and feedback from annual reviews. The refresher training should be provided to cardholders and approving officials at least biennially.
- (9) Authorize no more than one purchase card to an individual cardholder unless the Head of the Contracting Activity or designee determines that a cardholder has a need for more than one card.
- (10) Ensure that personnel procedures include return of the card in the departing employee's checklist. The procedures should ensure that the card is returned to the Organizational Program Coordinator, or designee, who will deactivate the cardholder account and dispose of the card.
- (11) Ensure that departing employees leave their log and records with the approving official or another designated employee for appropriate retention.
- (12) Consider suspending or terminating cardholder accounts if the cardholder does not submit monthly account reconciliations in a timely manner.
- (13) Authorize cards only for employees of the contracting activity or contractors managing DOE facilities.
- (14) Counsel and, if necessary, replace approving officials who do not submit monthly account reconciliations in a timely manner.

(b) Organizational Program Coordinators, or their designee, will:

- (1) Review and coordinate the approval of Delegations of Purchasing Authority or Certificates of Appointments.
- (2) Process applications for new cardholders through Bank of America.
- (3) Arrange for or provide training, including biennial refresher training, for cardholders and approving officials as needed.
- (4) Maintain and process changes for cardholders.
- (5) Maintain records of cardholder training and purchase limits.
- (6) Handle problems or issues related to the purchase card program with the cardholders and/or Bank of America.
- (7) Arrange for or conduct reviews and assessments of cardholders' purchases to ensure compliance with the regulations, policies, and agency procedures.
- (8) Refer cardholders to the Head of the Contracting activity or designee for suspension or termination if monthly account reconciliations are not submitted in a timely manner.
- (9) Maintain an up-to-date inventory of purchase cardholders.
- (10) Deactivate purchase card accounts of past employees.

- (11) Refer approving officials to the Head of the Contracting Activity or designee if monthly account reconciliations are not submitted in a timely manner.
- (c) Cardholders will:
- (1) Certify that the quantity and quality of the items/services furnished are in accordance with the agreement (verbal or written) with the vendor.
  - (2) Ensure that funds are reserved prior to the items being purchased.
  - (3) Obtain the approval of their approving official prior to the transaction unless the transaction is a purchase covered by a blanket letter of approval issued by the approving official.
  - (4) Comply with the requirements of FAR Part 8 entitled, Required Sources of Supplies and Services, and Part 13 entitled, Simplified Acquisition Procedures, when making purchases using the DOE Purchase Card as well as these procedures.
  - (5) Maintain physical custody of the DOE Purchase Card at all times. The cardholder must not allow anyone to use the purchase card or account number. A violation of this trust may require that the card be withdrawn from the cardholder with the possibility of subsequent disciplinary action. The cardholder will take care to separate the Government card from personal cards in order to prevent its accidental use for personal transactions.
  - (6) Not "split" purchases in order to fall within the single purchase limit. If a purchase would exceed a cardholder's single purchase limit, the purchase must be accomplished using other acquisition procedures, as appropriate. These purchases will be accomplished by the local purchasing staff.
  - (7) Make purchases only in accordance with the requirements of these Guidelines and its references.
  - (8) Save all customer receipts.
  - (9) Review (see Sections 18. and 19.), complete, sign and date the Individual Statement of Account.
  - (10) Submit completed Statement of Account and customer receipts to approving official within 5 working days.
  - (11) Comply with monetary and activity limits.
  - (12) Immediately report lost or stolen cards to Bank of America, to the approving official, and to the Organizational Program Coordinator.
  - (13) Inform the merchant that the purchase is tax exempt if applicable, to prevent being charged with taxes (See Section 28. for use of Standard Form 1094, "U.S. Tax Exemption Certificate").
  - (14) Perform follow-up on purchases to ensure items are received prior to processing the Individual Statement of Account.
  - (15) Ensure compliance with property requirements.
  - (16) Ensure that supplies and services that are purchased with the card are consistent with appropriations guidelines.
  - (17) Complete training prescribed at section 32 **and provide proof of training to the OPC.**
  - (18) Federal cardholders with single purchase limits exceeding the **micro-purchase threshold effective FY 2007** will complete Annual Financial Disclosure Report (OGE 450) or Executive Branch Public Financial Disclosure Report (SF-278). All Federal cardholders shall complete the annual online Ethics Training or equivalent which is approved by GC-77, phone (202) 586-4040 or contact local counsel.
- (d) Approving officials will:
- (1) Nominate employees to serve as cardholders by submitting a form such as that illustrated at Attachment 13.
  - (2) Ensure that each cardholder has access to the Policy and Operating Procedures and understands the requirements for use of the DOE Purchase Card.
  - (3) Review and approve, prior to purchase, DOE Purchase Card purchases, except those having blanket letters of approval.
  - (4) Review and approve, in a timely manner, cardholders' monthly Statements of Account ensuring that the statements have supporting documentation and are complete, accurate, and reflect only authorized purchases.
  - (5) Promptly sign, date, and forward all cardholders' Statements of Account and any dispute forms to the Finance Office so that the statements are received by the Finance Office not later than the date required by the Finance Office.
  - (6) Complete the training prescribed at section 33 and provide proof of training to the OPC..

- (e) Finance Offices will:
  - (1) Review and reconcile all Statements of Account to the invoice submitted from the Bank of America.
  - (2) Ensure that payments to the Bank of America are made in accordance with the Prompt Payment Act.
  - (3) Distribute DOE Purchase Card charges and credits to the appropriate accounts.
  - (4) Assure all payments meet the requirements of applicable law and regulations, including determining the availability of appropriations as to purpose for items purchased.
  - (5) Establish procedures for receiving and verifying the amount of rebates received from Bank of America and depositing rebate checks received from Bank of America.
  - (6) Notify purchase card Organizational Program Coordinator of any problems with individual cardholder accounts.
  - (7) Ensure that:
    - (a) proper approvals are present on all statements before charging program office accounts;
    - (b) instances in which cardholders statements are not received in a timely manner are referred to the Organizational Program Coordinator; and,
    - (c) program accounts are only charged in accordance with the funding direction provided on approved cardholder statements.

#### 4. **PROGRAM FEATURES**

- (a) The DOE Purchase Card is a VISA commercial purchase card that has a unique numbering system which identifies the Agency/Bureau, subunit, single purchase limit, and the cardholder number. The DOE Purchase Card is not to be used by anyone other than the employee whose name appears on it and shall not be used for personal purchases.
- (b) Bank of America will be paid the actual cost of transactions for which the DOE Purchase Card was used.
- (c) Purchases that have been made using the DOE Purchase Card will be paid in accordance with the Prompt Payment Act.
- (d) Bank of America provides program services support, full reporting, purchase authorization, customer service, and account setup services.
- (e) Purchases can be returned within 120 days following purchase to the merchant for credit.
- (f) Purchases are tax exempt in those states which honor the tax exempt status of the U.S. Government. See Tax Exemption State Letters at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=13558&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=13558&noc=T)
- (g) DOE Purchase Cards are mailed to the cardholders' offices. Bank of America will have no record of the cardholder's home address, personal credit history, or social security number.

#### 5. **PURCHASING AUTHORITY**

Each cardholder must have purchasing authority evidenced by either a Delegation of Authority or a Contracting Officer's Certificate of Appointment. This authority allows the cardholders to use the DOE Purchase Card to purchase goods and services within established single purchase and monthly spending limits. The single purchase and monthly or cycle dollar limitation delegated to the purchase cardholder shall accurately reflect the dollar levels of purchases that the cardholder will be making as part of their official duties.

#### 6. **CONDITIONS FOR USING THE DOE PURCHASE CARD**

The DOE Purchase Card will be used for purchases that meet the dollar and activity limits authorized on the DOE Purchase Card. Purchases accomplished using the DOE Purchase Card must meet the following conditions:

- (a) The total of a single purchase may comprise multiple items and cannot exceed the authorized single purchase limit stated in the delegation of authority or the notice of limitations and conditions.
- (b) All purchases accomplished using the DOE Purchase Card will be in accordance with [Part 8, "Required Sources of Supplies and Services"](#) and [Part 13, "Simplified Acquisition Procedures"](#) of the [Federal](#)

[Acquisition Regulation \(FAR\)](#) and the Policy and Operating Procedures and the Cardholder's Delegation of Purchasing Authority.

- (c) The supplies or services must be available and received prior to the end of the billing period wherever practicable. Items or services not received prior to the end of the billing cycle may not be approved for payment by the cardholder and approving official on the monthly Statement of Account.

FAR 13.301, Government wide commercial purchase card, states the card may be used to (1) make micro-purchases; (2) place a task or delivery order (if authorized); or (3) make payments, when the contractor agrees to accept payment by the card. Pursuant to FAR 32.1108, the purchase card may be used as a method of payment under certain contracts provided the contract contains a clause authorizing such method of payment through a clause such as that at FAR 52.232-36, Payment by Third Party.

## 7. **PERSONAL PROPERTY MANAGEMENT AND ACCOUNTABILITY**

### (a) **Personal Property Management**

- (1) DOE maintains a personal property management program to maintain adequate inventory controls and accountability systems for all property under its control. A critical element of the personal property management program involves the acquisition and receipt of needed items and the recording of the transaction on the formal accountable records of the Department. The acquisition of personal property can be accomplished by a number of methods, including credit card purchases.
- (2) In all acquisitions of personal property, after receiving the item, the physical property must be issued for use or placed into service and the documentation of receipt must be forwarded to the property management office. Generally, this responsibility lies with other than the end user of the property. However, when the end user has acquired the personal property with a credit card and the property is delivered directly to the cardholder, the cardholder becomes accountable for the property and assumes responsibility for ensuring that the property items are recorded in the property management system.

### (b) **Property Accountability**

- (1) Purchases Shipped or Delivered by the Vendor. All personal property acquired by using the purchase card should generally be delivered to and processed by the receiving office. This will ensure inventory control identification, as appropriate and recording in the personal property management records.
- (2) Purchases Hand Carried by the Cardholder. Personal property purchased and hand carried by the cardholder or delivered directly to the cardholder requires inventory control identification and recording in the personal property management records, as appropriate. As soon as practicable following the purchase of the personal property, the cardholder will advise the property management office in writing (i.e., via E-mail or facsimile) requesting that the equipment/property be identified and recorded, as appropriate. Written confirmation should include the following information:
  - (a) Cardholder name, office symbol, telephone number, building and room number;
  - (b) Brief description of the personal property;
  - (c) Model No. and Serial No. of the personal property; and
  - (d) Receipt verification witness name, office symbol, telephone number, building and room number.

## 8. **PROHIBITIONS AND RESTRICTIONS**

- (a) DOE Purchase Card purchases are subject to the following restrictions and prohibitions:  
The following are prohibited uses of the DOE Purchase Card:
  - (1) Cash advances;
  - (2) Rental or lease of land or buildings;
  - (3) Purchase of software requiring a negotiated license agreement between DOE and the contractor (excludes "shrink wrap" license affixed to commercially available software);

- (4) Reserved.
- (5) Purchases of food, beverages and entertainment, except under very limited circumstances generally associated with away from work place training that must be approved in advance in all cases ; and
- (6) The DOE Purchase Card will not be used in lieu of the Government authorized travel charge card.
- (7) Purchases that utilize third party payment vendors such as PayPal and MyPay are prohibited except with written approval of Organizational Program Coordinator. Use of such vendors circumvents merchant code blocking, and hinders oversight and data mining capabilities, as well as forfeits disputes rights with the Bank of America.
- (8) Generally, the following items are centrally managed and procured. Check for local guidance before using the purchase card to obtain the following.

- (1) Messenger services and package delivery services;
- (2) Office supplies and paper;
- (3) Lease or purchase of Government vehicles;
- (4) Building alterations;
- (5) Office moves;
- (6) Carpet installation and repair;
- (7) Shuttle bus service;
- (8) Printing jobs;
- (9) Photocopier equipment;
- (10) Books, publications, subscriptions, etc.
- (11) Products or services to be furnished by Federal Prison Industries require formal documentation of market research and analysis in accordance with FAR 8.6. Consult your local procurement office for assistance if contemplating a purchase from FPI.

- (c) The Bank groups vendors within merchant categories based on their type of business. Purchases from the following merchant category codes have been blocked. Should a cardholder need to make a valid purchase from a vendor in one of these category codes, their Purchase Card Coordinator will need to clear the purchase with the Bank.

3000 - 3441 Airlines & Rental Cars	6010 Manual Cash Disburse
4111 Commuter Transp, Ferries	6011 Automated Cash Disburse
4112 Passenger Railways	6051 Non FI, Money Order
4119 Ambulance Services	6211 Security Brokers/Dealers
4411 Cruise Lines	6300 Insurance Underwriting, Pre
4511 Airlines, Air Carriers	6760 Savings Bonds
4722 Travel Agencies, Tour Operators	7012 Timeshares
4723 TUI Travel - Germany	7032 Sporting/Recr Camps
4761 Transportation Travel	7033 Trailer Parks, Campgrounds
4829 Wires, Money Orders	7273 Dating/Escort Services
5309 Duty Free Stores	7276 Tax Preparation Service
5681 Fur Stores	7297 Massage Parlors
5698 Wig and Toupee Stores	7832 Motion Picture Theaters
5718 Fireplace Accessory Stores	7841 Video Tape Rental Stores
5735 Record Shops	7932 Billiard/Pool Establishments
5814 Fast Food Restaurants	7933 Bowling Alleys
5921 Package Liquor Stores	7941 Sports Clubs/Fields
5932 Antique Shops	7992 Golf Courses - Public
5933 Pawn Shops	7993 Video Game Supplies
5937 Antique Reproductions	7994 Video Game Arcades
5944 Jewelry Stores	7995 Betting/Casino Gambling
5945 Hobby, toys and Game shops	7996 Amusement Parks/Carnivals
5960 Direct Marketing - Insurance	7998 Aquariums
5962 Direct Marketing - Travel	8661 Religious Organizations
5972 Stamp and Coin Stores	8675 Automobile Associations

5973 Religious Goods Stores  
5977 Cosmetic Stores  
5993 Cigar Stores and Stands  
5996 Swimming Pools Sales/Serv

9223 Bail Bonds Payments  
9311 Tax Payments  
9700 Automated Referral Serv

9. **PURCHASES**

Purchases of goods and services should be made based upon a properly approved requisition signed by an authorized employee, independent of the purchase cardholder, describing the goods or services to be purchased, the delivery requirements, potential sources, and documentation that funds are available for the purchase. In limited circumstances, as provided by the Head of the Contracting Activity or designee, purchases may be authorized without prior review. The goods or services to be purchased shall be those necessary to meet the Government's best value, given cost, schedule, and performance requirements.

Purchases of services may be made with the purchase card, however, if the nature of the service is subject to the Service Contract Act, refer the matter to the contracting officer. Such purchases should be fixed price or fixed hourly rate with a maximum ceiling. If the services are purchased on a recurring basis, consideration should be given to consolidation under a contract. The card may not be used unless ordering and delivery of the services can both occur within the billing period. The card should not be used to procure services subject to the Service Contract Act in an amount of \$2,500 or greater. Service contracts provide labor that are other than bona fide executive, administrative or professional in nature.

Purchases of construction may be made with the purchase card only if local procedures provide for such use. Purchase card purchases of construction may not exceed \$2,000.

If the cardholder purchases goods or services directly from a merchant, the merchant should give the cardholder a copy of the charge slip and, if applicable, any other customer receipt. The cardholder must ensure that the charge slip contains full documentation of items purchased. The cardholder is required to save the charge slip and any other receipt for forwarding to the cognizant approving official along with the monthly Statement of Account. In addition, if an item is returned to the merchant and a credit is given, the credit slip should also be saved and attached to the Statement of Account which shows the credit.

10. **PREPARATION OF INTERNAL REVENUE SERVICE FORMS FOR CERTAIN PURCHASES**

Purchases of services exceeding \$600.00 necessitate the issuance of a Standard Form 1099 to the merchant and the Internal Revenue Service. When making such purchases, the cardholder should obtain the merchant's Taxpayer Identification Number and provide it to the finance office. Purchases made through use of the DOE/C Web system already conform to this requirement. Likewise purchases, where funds are reserved through use of the STARS system, will conform to this requirement. In the case of purchases outside either of these systems, the cardholder should check with the finance office concerning any special procedures to facilitate this requirement.

11. **RESERVED**

12. **TELEPHONE ORDERING**

Care must be taken to ensure that the items are received prior to the end of the billing cycle. Since the Statement of Account will be issued to the cardholders immediately after the end of each billing cycle, the following instructions will apply:

- (1) Telephone ordering should allow enough time for purchases to be delivered within the same cycle;
- (2) Subscriptions may be telephonically ordered and payment authorized even though the subscription has not been received by the end of the billing cycle;
- (3) Merchants must agree to not charge the DOE Purchase Card account number until the shipment is made;

- (4) Cardholders must instruct the merchant to include the following information on the shipping document or packing slip:
  - Cardholder name;
  - Cardholder telephone number;
  - Building number, room address, street address, city, and state of delivery point.

13. **ORAL PURCHASES (INCLUDING TELEPHONE ORDERS) AND MAIL ORDER PURCHASES**

- (1) Oral Purchases and mail order purchases to acquire supplies or services may be accomplished using the DOE Purchase Card provided that (1) the supplies or services can be described in sufficient detail so that the parties have a clear understanding of what is required; (2) the amount of the purchase is **at or below the micro-purchase threshold**; and (3) a purchase order or contract is not required by either the merchant or DOE. These types of purchases must be documented. Documentation will address such things as extent of competition (see Section 35).
- (2) As used in these Guidelines, oral purchasing procedures mean a procedure whereby an order is placed using the purchase card through a verbal agreement which is made in person or via telephone. The cardholder verbally places the order, the vendor supplies the items or services requested by the cardholder, and payment is made to the vendor using the purchase card.
- (3) When an order is placed via telephone using the purchase card, the cardholder will:
  - (a) Notify the vendor that the purchase is tax exempt if applicable (see section 28). Should a vendor refuse to acknowledge the tax exempt status of the purchase, the ultimate recourse for the cardholder is to inform the vendor that the Government's purchase will be taken elsewhere. If necessary, give the merchant a completed SF 1094, U.S. Tax Exemption Certificate, as illustrated at Attachment 11 of these procedures. Contractors may or may not be tax exempt depending on the contractor's own tax exempt status.
  - (b) Ensure that the items or services acquired will be received prior to the end of the billing cycle. Items or services not received prior to the end of the billing cycle may not be approved for payment by the cardholder and approving official on the monthly Statement of Account. Therefore, the cardholder should confirm that the vendor agrees not to charge the purchase card until shipment is made so that the receipt of supplies may be certified on the monthly Statement of Account.
  - (c) Ensure that the price quoted represents the full obligation of the Government for the item or service acquired. Cardholders will ensure that the prices quoted represent the total price to the Government, including shipping charges, packaging, etc., to avoid future billing and payment problems.
  - (d) Instruct the vendor to include the following information on the shipping document or packing slip, if required. This information will alert the receiving officer and the requisitioner that the supplies have been purchased with the purchase card:
    - (i) Cardholder's name and routing symbol;
    - (ii) Building number, room number, street address, city and state of delivery point; and
    - (iii) Cardholder's telephone number.
- (4) The cardholder will execute and maintain appropriate records of each transaction.

14. **RECORD KEEPING**

All cardholders must keep complete and accurate records of their purchases in accordance with Attachments 9 and 10 and the instructions for their use included in Section 18 of these Guidelines. This shall include evidence of receipt of any property or supplies purchased using The Purchase Card. Central filing of such documentation is acceptable. Automated systems are acceptable provided they provide equivalent documentation. Records of departing employees should be maintained by the approving official or another employee for the appropriate retention period.

15. **RESERVATION/OBLIGATION OF FUNDS**

Local procedures shall be established to certify and obligate funds.

16. **CARD ABUSE**

Use of the card for other than Official Government business may be considered as an attempt to commit fraud against the U. S. Government and may result in immediate cancellation of the card and disciplinary action against the cardholder under applicable Departmental or Government-wide administrative procedures. Suspected fraudulent misuse should be reported to the Office of the Inspector General and the Organizational Program Coordinator. The cardholder will be personally liable to the Government for the amount of any non-approved purchases and possible subjection to a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both under 18 U.S.C. 287.

17. **REPORTING**

At the end of the billing cycle, Bank of America will issue detailed statements as follows:

- a. Cardholders will receive an individual Statement of Account showing all purchases and credits processed by Bank of America during the billing cycle.
- b. The Finance Office will receive a consolidated statement of all purchases and credits applicable to all cardholders.

18. **REVIEW PROCESS**

Each monthly statement must be reviewed and approved, in a timely manner, by both the cardholder and an approving official. An approving official should normally be responsible for no more than five cardholders, or 500 transactions per month, except with the approval of the HCA or designee. For NNSA contracting activities, an approving official should be responsible for no more than a reasonable number of cardholders consistent with the activities normal span of supervisory control except with the approval of the HCA or designee.

Upon receipt of the statements from Bank of America, the following actions will be performed:

- a. Cardholders will:
  - (1) Reconcile the Statement of Account with their Bankcard Ordering Log, copies of charge/credit slips and any other customer receipts, and certify that the supplies and services are in accordance with the orders that were placed.
  - (2) Retain any charge/credit slips and customer receipts for purchases not listed on the Statement of Account for the next billing cycle.
  - (3) Document statement errors with an explanation using the Bank of America cardholder dispute form and forward a copy to Bank of America.
  - (4) Certify the receipt and accuracy of all purchases by signing and dating the Statement of Account.
  - (5) Forward the reconciled Statement of Account, charge/credit slips, other customer receipts and, if applicable, the completed dispute form to the approving Official within five working days of receipt of the Statement of Account.
  - (6) If Cardholder does not have a customer copy of the charge/credit slip, the cardholder will mark the word "lost" over in the date of purchase column on the Statement of Account and attach an explanation. If the charge slip is lost, ask the merchant for a copy. If the cardholder is planning to be on travel or on leave and will not be available to review the Statement of Account at the time it is received, the cardholder should provide the approving official with the charge/credit slips.
- b. Approving officials will:

- (1) Review the individual cardholder's Statement of Account for accurate reconciliations, supporting documents, authorized purchases, credits, budget and cost classifications, and other related information.
  - (2) Obtain any other necessary information in a timely manner from the cardholders within their jurisdiction.
  - (3) Approve by signing and dating the reconciled Statements of Account and forward them to the Finance Office by the 15th day of each month. Return receipts and other supporting documentation to the cardholder for record maintenance unless local procedures provide for Finance Office maintenance of records.
- c. Finance Offices will:
- (1) Review Individual Statements of Account and any dispute forms for accurate reconciliations.
  - (2) Account for all DOE Purchase Card transactions.
  - (3) Reconcile Finance Offices consolidated statement with cardholders' Statements of Account.
  - (4) Reconcile the Bank of America's invoice with the consolidated report.
  - (5) Make payment to Bank of America in accordance with the Prompt Payment Act.
    - (6) Forward any dispute forms to Bank of America.
    - (7) Assure all payments meet the requirements of applicable law and regulations, including determining the availability of appropriations as to purpose for items purchased.

19. **BILLING ERRORS AND DISPUTES**

a. Dispute Form

If a cardholder receives a statement that lists a transaction for an item or service that has not been received, or represents an unauthorized charge, the cardholder or approving official will complete the cardholder dispute form and forward a copy of the form to Bank of America and the original to the Finance Office with the cardholder's reconciled monthly Statement of Account and supporting documentation. Bank of America will credit the transaction until the dispute is resolved. Bank of America will assist in reconciling the questioned item only if it is evidenced by the dispute form within 60 days from the date of the Statement of Account that first contained the questioned item. However, it is the responsibility of the cardholder to make every effort to resolve errors, discrepancies and disputes.

b. Defective Items

If items purchased with the purchase card are found to be defective, the cardholder has the responsibility to obtain replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct a faulty item, then the purchase of the item will be considered in dispute. Items in dispute are handled in the same manner as billing errors in that disputed items are reported using the dispute form by forwarding a copy to Bank of America and a copy to the Finance Office with the monthly Statement of Account. The 60 day period applies to defective items as well as questioned items.

20. **DEPARTURE OF EMPLOYEES**

a. Employees Leaving the Agency

If a cardholder's employment is ending (e.g., resignation, retirement), the DOE Purchase Card should be destroyed prior to the release date. The cardholder must complete the form entitled "DOE Purchase Card Destruct Notice Form" (See Attachment 8) or local equivalent. This completed form should be forwarded through the approving official to the Organizational Program Coordinator who will notify the Bank of America. The Cardholder's letter of delegation or Contracting Officer warrant will be cancelled at the same time.

b. Transferring Employees

If a cardholder is transferring to another position, which will also require use of the purchase card, the cardholder will notify the Organizational Program Coordinator. The Organizational Program Coordinator, in consultation with the losing and gaining approving officials and Bank of America will arrange for transfer of the account to the gaining office. The gaining and losing offices will cancel and reissue the Cardholders letter of delegation or Contracting Officer warrant. If it is determined that the purchase card should not be retained by the cardholder, the purchase card should be destroyed and the notification procedures outlined above should be followed by the cardholder.

21. **UTILIZATION OF SMALL BUSINESS**

Federal Acquisition Regulation (FAR) Part 13 (copy attached) prescribes that acquisition of supplies and services of an anticipated dollar value of \$3,000 through \$100,000 will be reserved exclusively for small business concerns. Only when there is no reasonable expectation of obtaining the goods or services from two or more responsible small business concerns that will be competitive in terms of market price, quality, and delivery, may the purchase be made from a large business. Each such purchase will be appropriately documented.

22. **COMPETITION**

Purchases not exceeding \$3,000 are called "micro-purchases" and may be made without securing competitive quotations if the cardholder considers the prices obtained from a single source to be reasonable. Purchases made without securing competition will be distributed among qualified suppliers by means of rotating recurring purchases among vendors. If a purchase recurs frequently, consideration should be given to consolidating the requirements to obtain quantity discounts. Refer such matters to your Organizational Program Coordinator.

23. **MICRO-PURCHASES UNDER THE DOE PURCHASE CARD PROGRAM**

The Federal Acquisition Streamlining Act (FASA) of 1994 was signed into law by President Clinton on October 13, 1994. FASA established "micro -purchase" procedures for acquiring products and services valued at \$3,000 and below.

The primary objective of micro-purchase procedures is to dramatically simplify the method in which Government officials can acquire low-dollar value products and services in the performance of their mission duties and responsibilities.

Key streamlining features of the micro-purchase program are that (1) purchases may be made without securing competitive quotations if it is determined that the price for the purchase is reasonable, and (2) purchases are exempt from the provisions of the Buy American Act and the small business set-aside provisions of the Small Business Act.

The following requirements apply to micro-purchases:

- (1) Micro-purchases do not need to be competed. However, noncompetitive micro-purchases should be equitably distributed among qualified vendors, i.e., if there are multiple vendors and a recurring requirement, rotate the award among the vendors.
- (2) The mandatory sources described in Section 29 of the Guidelines and Operating Procedures apply to micro-purchases. In addition, all other requirements contained in the Guidelines and Operating Procedures apply to micro-purchases.

24. **PROCUREMENT INTEGRITY REQUIREMENTS FOR FEDERAL EMPLOYEE PURCHASE CARDHOLDERS**

FAR Subpart 3.104 implements the Federal Government's policy related to conduct and procurement activities of Federal employee procurement officials. For the purposes of these procedures, purchase cardholders are considered procurement officials. This applies to the cardholder's approving officials to the extent that the approving official had personal and substantial participation in a purchase card transaction.

For cardholders, whose purchases do not exceed the Simplified Acquisition Threshold, \$100,000, the requirements of FAR 3.104-3(c) do not apply. Namely, if a cardholder or approving official is contacted by a person who is a bidder or offeror for a purchase transaction regarding non-Federal employment, the cardholder or approving official need not:

- Promptly report the contact in writing to his/her supervisor and to the designated agency ethics official; and

- Reject the possibility of non-Federal employment; or
- Disqualify himself/herself from further personal and substantial participation in that purchase.

**Prohibited Conduct of Federal Procurement Officials** - During the conduct of any Federal agency procurement, including purchase card transactions, of property or services, no procurement official will knowingly:

- (1) Solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage, directly or indirectly, in any discussion of future employment or business opportunity with, any officer, employee, representative, agent, or consultant of a competing contractor;
- (2) Ask for, demand, exact, solicit, seek, accept, receive, or agree to receive, directly or indirectly, any money, gratuity, or other thing of value from any officer, employee, representative, agent, or consultant of any competing contractor for such procurement; or,
- (3) Disclose any proprietary or source selection information regarding such procurement directly or indirectly to any person other than a person authorized by the head of such agency or the contracting officer to receive such information.

25. **ACQUISITION REGULATION**

The Federal Acquisition Regulation applies to card purchases. See especially, FAR Subpart 3.104, FAR Part 8, FAR Part 12 and FAR Part 13. Links to these parts are provided herein.

26. **PROGRAM SUPPORT**

The purchasing and finance offices will provide full program support and assistance to cardholders and approving officials. Each of these offices will identify staff members who can assist cardholders and resolve problems which may be encountered.

27. **HEAD OF THE CONTRACTING ACTIVITY REVIEWS**

The HCA is responsible for the conduct of an effective and efficient acquisition program. Accordingly, purchase cardholders and approving officials are responsible for the card purchases in accordance with the Policy and Operating Procedures and Guidelines and the references attached. The HCA should conduct and document annual reviews of cardholder records to determine the extent of adherence to prescribed procedures, guidelines, policies, regulations, and good management practices, and to identify any needs for improvement, guidance and/or training. Annual reviews should include an assessment of the appropriateness of transaction dollar limitations as well as a validation of the need for the account based upon usage, e.g. no transactions within the past 6 months. A copy of the annual review shall be forwarded to the Agency Program Coordinator. If purchases are at significantly lower levels, lower spending limitations should be considered. Attachment 12 to this Guideline provides a review checklist that should be used in conducting this annual review. Additionally, the Organizational Program Coordinator should conduct monthly oversight reviews to identify any seemingly abnormal purchases so that they may be promptly reviewed and any problems resolved.

28. **U.S. GOVERNMENT TAX EXEMPT PURCHASES**

Each DOE Purchase Card is embossed with the notice: "U.S. GOVT TAX EXEMPT." The cardholder must inform the merchant prior to placing the telephone order or making an over the counter purchase, that the purchase is exempt from all state or local taxes, including sales taxes. Depending on an organization's ownership type, the Management and Operating Contractor may be tax exempt. For this reason, contractor cards are being reissued as generic cards without the "U.S. Government Tax Exempt" logo.

To the extent that the merchant does not initially acknowledge that DOE Purchase Card purchases are exempt from state and local taxes, the cardholder will specifically instruct the merchant that the Government wide card provides that all Card purchases will be exempt from state and local taxes. In addition, FAR Subpart 29.302, "Application of state and local taxes to the Government," states that purchases and leases made by the

Federal Government are immune from state and local taxation. FAR Subpart 29.305, "State and local tax exemptions," states that evidence of exemption from state and local taxes includes copies of purchase orders, shipping documents, purchase card imprinted sales slips, paid or acknowledged invoices, or similar documents that identify an agency of the U.S. as the buyer.

Another method of evidencing the purchase as tax exempt from state and local taxes is by furnishing a copy of the U.S. Tax Exemption Certificate (SF-1094) to the merchant. This Certificate may be executed by the cardholder. A copy of the SF-1094 (U.S. Tax Exemption Certificate) is made a part of these Guidelines and Operating Procedures as Attachment 11.

Each state has provided GSA a tax exemption letter discussing its statutes in this area. They are available at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=13558&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=13558&noc=T)

## 29. **MANDATORY SOURCES**

- a. Cardholders are subject to the regulatory requirements contained in FAR Part 8, "Required Sources of Supply," a copy is attached.
- b. By law, the Javits-Wagner-O'Day Act Program (JWOD) is a mandatory source program for the Federal Government. The program was established as a result of the passage of the Wagner-O'Day Act of 1938. That Act, and subsequent amendments are designed to promote the socioeconomic goal of generating employment and training opportunities for persons who are blind or are otherwise severely disabled. The JWOD program carries the highest socioeconomic priority involving Federal acquisitions in that no other provision of the FAR permits exception to the mandatory nature of JWOD products and services provided by the National Industries for the Blind and NISH nonprofit agencies. In addition, the provisions of the Federal Acquisition Streamlining Act of 1994 do not amend the mandate to procure JWOD products and services set forth in the JWOD Act. Purchase cardholders are prohibited from acquiring supplies equivalent to JWOD items from other sources, including discount office supply stores and firms supplying Federal agencies under consolidated office supply contracts except as provided for at Section 30 below. Further detailed guidance for the purchase of office supplies follows in Section 30 below.
- c. Federal Prison Industries (Unicor) is a mandatory source for items listed in the FPI schedule at <http://www.unicor.gov> but purchases from Unicor require special analysis. Before procuring from Federal Prison Industries, nonprocurement cardholders should consult with their procurement office.

## 30. **OFFICE SUPPLIES AND JWOD**

Under the provisions of the Javits-Wagner-O'Day Act, JWOD contractors are the exclusive distributors of JWOD office supplies with the following ordering options:

**WWW.JWOD.COM.** This is JWOD's on-line system for ordering next-day delivery of thousands of Skillcraft and other JWOD products. This is the recommended ordering option for purchase cardholders using the purchase card as the most convenient and efficient method of purchasing office supplies.

JWOD Corporate Single Award Schedule (NIB/NISH). This schedule offers a variety of office supplies that includes computer paper, writing instruments and desk supplies.

GSA Advantage On-Line Shopping Service. This Internet site (<http://www.gsaadvantage.gov>) allows customers to browse, search and review prices and delivery options before placing an order on the Internet. GSA's National Help Line at 800-488-3111 will answer questions and refer you to local JWOD Program assistance through Customer Service Directors in each state.

31. **COMPLEX-WIDE STRATEGIC SOURCING OPPORTUNITIES DOE-WIDE ACQUISITION VEHICLES READY TO USE**

Strategic Sourcing acquisition instruments are available on the DOE Procurement Home Page for use by all U.S. Department of Energy (DOE) activities. In addition, subject to the specific ordering procedures of each award, DOE site and facility contractors are eligible to use these instruments. Hyper-text links are provided so you can examine each instrument and then the 'Schedule' to determine what is available and at what price. An activity or contractor can easily place Orders against the contract by following the Ordering Procedures linked under each instrument.

It is at <http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/Complex-wide+strategic+sourcing+opportunities?OpenDocument>

32. **QUALIFICATIONS AND TRAINING REQUIREMENTS FOR PURCHASE CARDHOLDERS**

Federal Acquisition Regulation (FAR) Subpart 1.603-3 Appointment, states that contracting officers shall be appointed in writing on a Standard Form (SF) 1402, Certificate of Appointment, stating any limitations on the scope of authority to be exercised. The SF 1402 shall be used to evidence the contracting officer appointment for delegation of purchase cardholders exceeding micro-purchase authority (i.e. above \$3,000). A Certificate of Appointment is not required for cardholders exercising only micro-purchase authority. A Delegation of Purchasing Authority will evidence this appointment. In accordance with the August 23, 2006, Acquisition Letter 2006-07, entitled DOE Order 361.1A, Acquisition Career Development Program, the following training and experience is required for purchase cardholders. Contractor personnel, while not held to Federal training standards, should possess equivalent training and experience while serving in purchase cardholder positions.

Minimum Training Requirement for All Purchase Cardholders

- All cardholders should receive training on the Purchase Card Program arranged for or presented by the local Organizational Program Coordinator. This should include self study of this Purchase Card Guide chapter and any local implementing instructions or training materials. Offices may grant 3 hours training credit for this local training.
- GSA SMARTPAY Purchase Card Program, a 4 hour online training course addressing responsible use of the purchase card at <http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm> A Learner ID and password are required before taking this course online.
- and 1 hour training entitled *Affirmative and Environmentally Preferable Procurement Training for Purchase Card Users and Approving Officials* available at <http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/Acquisition+and+the+Environment?OpenDocument>
- 16 hours of continuous learning training every two years

Recommended Training for Micropurchase Cardholders

1-day Government-wide Purchase Card courses available from the GSA Interagency Training Center; USDA Graduate School, Management Concepts, Inc., and other training centers.

**Minimum Experience and Additional Training Requirement for Cardholders with single purchase limit exceeding the micro-purchase threshold through \$25,000 (These requirements are in addition to the requirements immediately above.)**

- Experience: At least 6 months of experience as a cardholder at the micro-purchase threshold; and,

### **Minimum Training:**

- Training course of at least 16 hours on simplified acquisition techniques, including market research, competition, commercial item purchasing, best value source selection, and socioeconomic procurement programs. This training may be waived by the HCA for experienced cardholders who have acquired experience equivalent to this training.
- 16 hours of continuous learning training every two years

### **Other Training Requirements**

In addition to this formal training, the Organizational Program Coordinator will conduct, biennially, a refresher training seminar for all cardholders using this Guideline, lessons learned throughout the year, and feedback from the annual review source material. As part of this refresher training, Cardholders will complete a certification that they have read and understand the DOE purchase card policy and procedures.

### **Minimum Experience and Additional Training Requirements for Cardholders with single purchase limits above \$25,000-through \$100,000 (These requirements are in addition to the requirements immediately above.)**

- Experience: At least 1 year of experience as a cardholder
- Certified Level I under the Purchasing Program/Acquisition Career Development Program
- 80 hours of continuous learning every two years

### **33. APPROVING OFFICIAL TRAINING**

#### **a. Training**

The Purchase Card Program Coordinator shall arrange for or provide approving official training. This training should be at least four hours in length and encompass the roles and responsibilities of an approving official as well as an understanding of the responsibilities of the cardholder. Biennial refresher training will be provided. As part of this refresher training, Approving Officials will complete a certification that they have read and understand the DOE purchase card policy and procedures.

#### **b. Available Online Training**

Online training is available.

- Course Title: GSA SMARTPAY Purchase Card Program. This online training tool addresses responsible use of the purchase card by your cardholders. <http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm>. A Learner ID and password are required to taking this course online.
- Affirmative and Environmentally Preferable Procurement Training for Purchase Card Users and Approving Officials at <http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/Acquisition+and+the+Environment?OpenDocument>

### **34. QUALIFICATION STANDARDS FOR AGENCY AND ORGANIZATIONAL PROGRAM COORDINATORS**

Individuals appointed as Agency and Organizational Program Coordinators shall be experienced contracting personnel. The Agency Program Coordinator must have Level III Contracting Certification in the Energy Acquisition Career Development Program. Organizational Program Coordinators must have Contracting Level II Certification and Level III is preferred for those larger organizations with large numbers of cardholders. All Coordinators shall complete the SmartPay on Line Training available at: <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=13445>.

Coordinators are also expected to participate in recurring telephone conference calls which will be scheduled by the Agency Program Coordinator. Contractor personnel serving in these positions should have course work equivalent to that associated with the DOE Certification levels. All Coordinators are encouraged to attend the Annual Purchase Card Training Conference sponsored by the Bank and the General Services Administration. Cardholders, Approving Officials, and Coordinators have a one year period to complete any new training requirements.

35. **DOCUMENTATION FOR EACH PURCHASE**

Each card purchase will be manually or electronically documented by completion of the following forms:

- Purchase Card Quotation Worksheet
- Bankcard Telephone Ordering Log
- Evidence of Property Receipt

Similar local forms which capture the necessary information are acceptable. A copy of each of these forms will be submitted with the monthly Cardholder Statement of Account to the approving official. The original of each of these forms will be maintained by each cardholder for record keeping purposes.

36. **LOST OR STOLEN CARDS**

a. **Telephone Notification**

If the purchase card is lost or stolen, it is the responsibility of the cardholder to notify their Organizational Program Coordinator and the Bank of America as soon as practicable at the following telephone numbers 24 hours/day:

Inside the continental United States - 1-800-472-1424

Outside the continental United States - call collect 1 (757) 441-4124

b. **Written Notification**

The cardholder will also notify the approving official and the contracting activity program coordinator of the lost or stolen card within 1 work day after discovering the card missing, or as soon as practicable. The approving official will submit a written report to the local program coordinator within 5 work days. The report will include the following information:

- (1) Card number;
- (2) Cardholder's complete name;
- (3) Date and location of the loss;
- (4) Date and time Bank of America was notified;
- (5) Any purchases made on the day the card was lost/stolen, or the last known purchase before the card was lost/stolen;
- (6) Any other pertinent information.

c. **Card Replacement**

A new card will be mailed within 2 business days of the loss or theft. A card that is subsequently found should be cut in half and given to the approving official. The approving official will be responsible for notifying Bank of America that the card has been destroyed.

d. **Unauthorized Use**

The Government will not be liable for any unauthorized use of the card. "Unauthorized use" means the use of the purchase card by a person other than the cardholder, who does not have the actual, implied, or apparent authority for such use, and from which the cardholder receives no benefit. A cardholder who makes unauthorized purchases or carelessly uses the card may be liable to the Government for the total dollar amount of unauthorized purchases made in connection with the intentional or negligent use of the card. In addition, the cardholder may be subject to disciplinary

action for unauthorized or negligent use of the card, including a fine not to exceed \$10,000 or imprisonment for not more than 5 years, or both pursuant to Title 18 United States Code 287.

37. **AFFIRMATIVE PROCUREMENT PROGRAM**

This section discusses Government practices for maximizing the purchase of recycled products. These requirements have been incorporated into the Department of Energy facility management contracts so purchase cardholders, Federal or contractor, need to be aware of these requirements. Section 6002 of the Resource Conservation and Recovery Act and Executive Order 13101, Greening the Government through Waste Reduction, Recycling and Federal Acquisition, require Federal agencies to develop Affirmative Procurement Programs for Environmental Protection Agency (EPA)-designated items when purchases of these items exceed \$10,000 in a fiscal year.

The EPA is responsible for designating items that are or can be made with recovered materials. EPA-designated items are listed at 40 CFR Part 247, "Comprehensive Guideline for Procurement of Products Containing Recovered Materials" (CPG). Current items are identified in the attached list. In addition, EPA's Recovered Materials Advisory Notice (RMAN) provides recovered material content ranges for designated items. EPA's Home Page for this topic is <http://www.epa.gov/epaoswer/non-hw/procure/index.htm>

One hundred percent of an agency's purchases of EPA-designated items are to contain recovered materials unless written justification is provided that the recycled item does not meet performance, availability, competition, or price criteria.

**DOE's Affirmative Procurement Program**

The Department's Environmental Executive has issued the U.S. Department of Energy Affirmative Procurement Program for Recovered Materials. This guidance outlines the Department's affirmative procurement program for purchasing EPA-designated items. Extensive information on this program is available on the Internet at <http://www.eh.doe.gov/p2/epp>.

On January 11, 2005, the U.S. Department of Agriculture published a final rule to establish a Biobased Preference Program for Federal agencies. A FAR Case to implement this case across the Government has begun. When complete, the Program requirements are expected to be a part of the Affirmative Procurement Program.

The Department of Energy Acquisition Regulation (DEAR), Parts 923 and 970, provide for the acquisition and use of environmentally preferable products and services, including recycled products. It includes a clause for incorporating environmentally preferable purchasing into the Department's facility management contracts.

**Best Practices**

Affirmative Procurement Program purchases must be reported. Procedures vary from site to site. If cardholders purchase these items they should consult their Site Recycling Coordinator. In the case of purchases through the GSA Advantage system, if your order from GSA stores stock with your GSA Account (Activity Address Code) GSA will report the purchase. If you order direct from the vendor or create your own order in GSA Advantage, you need to report the purchase. You should also report purchases from Federal Supply Schedule vendors.

Procurement initiators should consider Federal supply sources such as the GSA, the Government Printing Office, and the Defense Supply Center as sources for recycled products. These sources offer products that have been competitively bid, and meet or exceed recycled content and performance standards. EPA-designated items purchased through GSA do not have to be tracked and reported by individual agencies as GSA performs this function.

Procurement initiators should include recycled content requirements in their statements of work/specifications. Contracting officers do not process procurement requests for EPA-designated items without the requisite recycled content unless a justification accompanies the request.

## **ITEMS LISTED IN EPA'S COMPREHENSIVE PROCUREMENT GUIDELINES**

### **Construction Products**

- Building insulation products
- Carpet (Polyester)
- Carpet cushion
- Cement and concrete containing
  - fly ash
  - ground granulated blast furnace slag
  - Cenospheres
  - Silica fume
- Consolidated and reprocessed latex paint
- Floor tiles
- Flowable fill
- Laminated paperboard
- Modular threshold ramps
- Nonpressure pipe
- Patio blocks
- Railroad grade crossing surfaces
- Roofing materials
- Shower and restroom dividers/partitions
- Structural fiberboard

### **Landscaping Products**

- Compost made from yard trimmings or food waste
- Garden and soaker hoses
- Hydraulic mulch
- Lawn and garden edging
- Plastic lumber and landscaping timbers

### **Miscellaneous Products**

- Awards and plaques
- Bike racks
- Blasting grit
- Industrial drums
- Manual grade strapping
- Mats
- Pallets
- Signage
- Sorbents

### **Non-Paper Office Products**

- Binders, clipboards, file folders, clip portfolios, and presentation folders
- Office furniture
- Office recycling containers
- Office waste receptacles
- Plastic desktop accessories

Plastic envelopes  
Plastic trash bags  
Printer ribbons  
Toner cartridges

**Paper and Paper Products**

Commercial/Industrial sanitary tissue  
Miscellaneous papers  
Newsprint  
Paperboard and packaging products  
Printing and writing paper

**Park and Recreation Products**

Park benches and picnic tables  
Plastic fencing  
Playground surfaces  
Playground equipment  
Running tracks

**Transportation Products**

Channelizers  
Delineators,  
Flexible delineators  
Parking stops  
Traffic barricades  
Traffic cones

**Vehicular Products**

Engine coolants  
Rebuilt vehicular parts  
Re-refined lubricating oils  
Retread tires

38. **ENERGY EFFICIENCY**

Reference: FAR 10.002(e), FAR 23.203 and Executive Order 13123

Overview

This section discusses the procurement of energy efficient and water-saving products.

Background

Executive Order 13123, Greening the Government Through Efficient Energy Management directs Federal agencies to increase, to the extent life cycle cost-effective, purchases of energy efficient and water-saving products. Energy-efficient products are defined as those identified through the Energy Star Program or those that are in the upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. The Energy Policy Act of 2005 also requires that these products be supplied under Federal contracts for construction and other services.

Among other things, the Order requires goals and reporting for energy and water efficiency in Federal facilities.

In addition, each agency's implementation program is to be designed to speed the introduction of cost-effective, energy-efficient technologies into Federal facilities. The Order assigns the Department of Energy, through its Federal Energy Management Program, the lead in implementing the Order. While it is unlikely that cardholders will be making acquisitions of this type, seek further information if you are purchasing such things as electrical appliances, office equipment, construction products, etc.

#### Further Information

For more information on the Product Recommendation program or to request that an efficiency recommendation be developed for a specific product, contact the Federal Energy Management Program at (202) 586-4858. The Home Page for this effort is at <http://www.eere.energy.gov/femp>. For Energy Star Program information see <http://www.energystar.gov>.

### 39. **CONVENIENCE CHECKS**

Bank of America will furnish convenience checks upon request. These may be used for purchases from merchants who do not accept the purchase card and the supplies or services are not available from another vendor. When a purchase is made with a convenience check, the check value will be treated as a charge against the cardholders account. There is a charge of 1.75% of the face value of each check processed. Cardholders are to manage such checks in the same manner as they do card purchases, i.e. reservation of funds, approving official coordination, documentation, maintenance of receipts, and reconciliation. Cardholders individual purchase limits are the same for convenience checks as for card transactions except for the convenience check ceiling.

The purchase card is the preferred method for completion of simplified acquisitions. When considering the use of convenience checks, the total cost to the Government, including the 1.75% fee, should be included in determining which method is the best value for the Government. If there is another merchant from whom the transaction could reasonably be completed then that method might offer a better value than utilizing the convenience check.

Convenience checks shall not be issued in amounts greater than \$3,000 except for emergency situations in which case the OPC may approve a check up to \$10,000.. The old practice of allowing contracting officers to issue convenience checks up to the limit of their warrants has been eliminated. Convenience checks shall not be written to cash, to the account holder or to other employees. Cardholders must maintain a Convenience Check Log which must include the check number, merchant name, merchant Tax Identification Number (only needed when issuing checks for services in amounts greater than \$600), the items purchased, the dollar amount of the purchase, the dollar amount of the check fee, and the total cost.

The following description is extracted from the GSA contract guide description.

#### **Convenience Checks**

Convenience checks shall be issued and accepted domestically and internationally by merchant establishments and financial institutions. Convenience checks are an integrated part of the purchase card program. The checks shall be guaranteed by the Bank of America against theft or loss, thus affording the agency protection against financial loss when using the Bank of America's product. The Bank of America shall:

Assist agencies in the implementation of their convenience check program;  
Provide a supply of checks to a designated cardholder drawn on the cardholder's purchase card account;

- Process the checks as they are presented for payment;
- Provide a listing of the checks cleared on the cardholder's statement of account and official invoice as a separate line item;

- Provide convenience checks that vary in maximum payment amounts as designated by the agency;
- Ensure that convenience checks are multi-copied (one copy for the cardholder's records, the original for the merchant);
- Store cleared convenience checks in accordance with Record Retention and Retrieval;
- Provide copies of cleared convenience checks within 14 calendar days of the agency's request;
- Have the ability to stop payment on the convenience check within 24 hours, as requested by the A/OPC;
- Provide electronic access or Bank of America-provided software to enable agencies to automate their convenience check system. The system shall, at a minimum, provide the ability to track, add, tally, report and reorder convenience checks;
- Provide an audit trail which permits tracing of all transactions; and
- Establish payment procedures for agency-issued convenience checks. Payment for these checks shall not occur prior to use by the agency.

**Convenience Check Account Establishment:** Within 10 calendar days after receipt of a task order issued in accordance with the terms and conditions of this contract, the Bank of America shall contact the A/OPC to discuss implementation procedures and, if requested by the agency, meet with agency representatives to review specific requirements. All Bank of America travel costs associated with this meeting shall be borne by the Bank of America.

**Convenience Check Inventory Replenishment:** The Bank of America shall provide the following inventory replenishment options:

- Automatic replenishment; and
- Toll free or collect telephone line reorder capability; and
- 24 hour replenishment when requested by the A/OPC.

40. **ELECTRONIC AND INFORMATION TECHNOLOGY (EIT)**

(a) This section implements section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR part 1194).

(b) Further information on section 508 is available via the Internet at <http://www.section508.gov>.

(c) When acquiring EIT, Cardholders should be aware that agencies must ensure that --

(1) Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who are not individuals with disabilities; and

(2) Members of the public with disabilities seeking information or services from an agency have access to and use of information and data that is comparable to the access to and use of information and data by members of the public who are not individuals with disabilities.

(d) When cardholders acquire EIT, they should ask whether the equipment users may have disabilities such that special features may be required and ask the vendor if the equipment they plan to provide will afford equal access for those with disabilities.

41. **DEBARMENT AND SUSPENSION**

There is a formal system by which contractors and individuals may be excluded from eligibility for Federal procurement or assistance programs in case of certain serious offences. The Excluded Parties List System is available on the Internet at <http://epls.arnet.gov>. Purchases are not to be made from parties on the list. A merchant's name may be entered to ensure that the merchant is not on the list.

42. **FEDERAL PROCUREMENT DATA SYSTEM – NEXT GENERATION (FPDS-NG) REPORTING**

All purchase card transactions exceeding \$3,000 require reporting to FPDS. If you are not in the procurement organization but have such transactions, consult your Organizational Program Coordinator for procedures.

43. **SMARTBUY PROGRAM AND INFORMATION TECHNOLOGY**

SmartBUY is a government wide enterprise software licensing initiative established to maximize the buying power of the government and decrease the cost of widely used commercial software. The requisitioner/user must check <http://cio.doe.gov/SProjects/smartbuy.html> to see if what they need to buy is on the list of SmartBUY agreements in place and annotate the purchase request accordingly. If there is an agreement in place, the cardholder must purchase in accordance with that agreement. If the required software is not available under an existing SmartBUY agreement, the requirement shall be processed internally under normal local procedures. Waivers will need to be obtained from the CIO and GSA for any pending agreements. M & O contractors are encouraged to utilize the SmartBUY Program. For further information please contact Cuttie Bacon, OCIO, at [cuttie.bacon@hq.doe.gov](mailto:cuttie.bacon@hq.doe.gov) or phone (202) 586-2000, and be sure and check the website periodically for current actions and related guidance.

Internet Protocol Version 6 (IPv6)

Cardholders should ensure Information Technology systems and products are able to receive, process, and transmit or forward IPv6 packets and should interoperate with other systems and protocols in both IPv4 and IPv6 modes of operation.

**SEE FOLLOWING ATTACHMENTS**



Return Copy to:

Attachment 7  
Bank of America  
Government Card Services  
Unit  
P.O. Box 53142  
Phoenix, AZ 85072-3142  
Fax Number 1.888.678.6046

## Dispute Form

Name \_\_\_\_\_ Merchant \_\_\_\_\_  
 Account # \_\_\_\_\_ Transaction Date \_\_\_\_\_  
 Posting Date \_\_\_\_\_ Transaction Description \_\_\_\_\_  
 Reference No. \_\_\_\_\_ Amount \_\_\_\_\_  
 Signature \_\_\_\_\_ Daytime Phone \_\_\_\_\_

I have examined the charge(s) made to my account and wish to dispute the above items for the following reason:

**\*\*Check only ONE of the boxes below.\*\***

1. \_\_\_\_\_ I am not disputing the transaction listed above, I am only requesting a copy of the sales draft for my records.
2. \_\_\_\_\_ I certify that the charge(s) listed above was not made by me or a person authorized by me to use my card. I did not receive any goods or services from this transaction nor did any person authorized by me.
3. \_\_\_\_\_ Although I did engage in a transaction with the above merchant, I have no knowledge of the particular transaction noted above and it was not authorized by me or anyone representing me. My cards were in my possession at the time of the above transaction. The correct transaction took place on \_\_\_\_\_ (date) in the amount of \$\_\_\_\_\_.
4. \_\_\_\_\_ Although I did engage in the above transaction (complete ONE of the following statements and provide as much detail as possible to support your statement):
  - i) The dollar amount of the sale was increased from \$\_\_\_\_\_ to \$\_\_\_\_\_. I am enclosing a copy of my charge card sales receipt, which reflects the correct dollar amount.
  - ii) I dispute the entire charge or a portion of it in the amount of \$\_\_\_\_\_. I have contacted the merchant and asked that a credit be applied to my account. (Please provide details of the circumstances surrounding this transaction and your calculations used to derive the correct amount, if amount is less than the total billed to you account.)
  - iii) I have never received the merchandise. I expected to receive it during the week of \_\_\_\_\_ (date). I have since contacted the merchant and asked that a credit be applied to my account.
  - iv) All or part of the shipped or delivered merchandise was defective or damaged when received. I returned the merchandise on \_\_\_\_\_ (date) but have not received a credit for the amount of \$\_\_\_\_\_. I am enclosing a detailed statement describing the defects of the merchandise and I am enclosing a copy of my proof of return (receipt from UPS, FedEx, Post Office, a credit voucher from the merchant, etc.). In addition, enclosed is an itemized list of the merchandise received, the items returned and the cost of each item.
  - v) The above transaction is duplication of an authorized transaction that took place on \_\_\_\_\_ (posting date). The reference number of the authorized transaction as shown on my charge card statement is \_\_\_\_\_.
  - vi) I am enclosing a detailed explanation of the reason(s) the merchant was not able or willing to provide the requested merchandise/services. I am also providing details of my attempts to resolve this matter with the merchant, including date(s) and the merchant response(s).
5. \_\_\_\_\_ I received a credit slip, but it was applied to my account as a charge. I am enclosing a copy of this credit slip.
6. \_\_\_\_\_ I received a credit slip, but it was not applied to my account. I am enclosing a copy of this credit slip.
7. \_\_\_\_\_ I notified the merchant on \_\_\_\_\_ (date) to cancel pre-authorized recurring charges (i.e., insurance premium, membership fee). I have canceled with the merchant and am enclosing a copy of my dated correspondence to the merchant, if available.
8. \_\_\_\_\_ I guaranteed a hotel reservation for late arrival and subsequently cancelled it on \_\_\_\_\_ (date) at \_\_\_\_\_ (a.m./p.m.) with cancellation number \_\_\_\_\_. (If no cancellation number was given, please provide a copy of a phone bill showing the date and time the call was made to cancel the reservation.)
9. \_\_\_\_\_ **Airline ticket dispute**—I have cancelled or returned the above identified airline ticket. I understood at the time of ordering that it was fully refundable if I chose to cancel. **(This only applies if you were issued a paper ticket and must be able to enclose proof of return or credit voucher issued by the merchant.)**



**Attachment 7**  
**Return Copy to:** Bank of America  
Government Card Services  
Unit  
P.O. Box 53142  
Phoenix, AZ 85072-3142  
Fax Number 1.888.678.6046

10. \_\_\_\_\_ Other: please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am enclosing a copy of all related documents, including any credit vouchers, sales receipts, work invoices, and contracts that I may have received, along with details of my attempts to resolve this matter with the merchant.



## Instructions for Dispute Form

<b>Purpose</b>	Cardholders or A/OPC's may use this form to dispute charges on their charge card.
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<b>Instructions</b>	Please print or type all information and return or fax to the address or number listed below:  <b>Bank of America Government Card Services P. O. Box 53142 Phoenix, AZ 85072-3142 Fax Number 1.888.678.6046</b>
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### Field Descriptions of form elements.

<b>Name</b> - Enter Card / Account Holder's name.
<b>Account #</b> - Enter 16 digit account number.
<b>Merchant</b> - Enter merchant's name for the disputed charge.
<b>Transaction Date</b> - Enter date of disputed transaction.
<b>Posting Date</b> - Enter the date the disputed charge posted to the account.
<b>Amount</b> - Enter the amount of the charge being disputed.
<b>Reference #</b> - Enter the reference number of the disputed charge.
<b>Signature</b> - Signature of authorized card / account holder.
<b>Transaction Description</b> - Enter a brief description of the disputed charge.
<b>Daytime Phone</b> - Enter daytime commercial phone number for card/account holder.
<b>**PLEASE CHECK ONE**</b> - Select the option that best describes the reason for the disputed charge.

**Attachment 8**

**PURCHASE CARD DESTRUCTION FORM**  
**(Print or Type)**

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

**Reason(s) for Destruction**

Employee transferred/terminated/resigned ____ Reported lost/ stolen ____ Card expired and unneeded ____ Other _____
---

\_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approving Official's Name \_\_\_\_\_  
(Type or Print)

Approving Official's Signature \_\_\_\_\_

Current Date \_\_\_\_\_

**NOTICE:** Cut card in half and dispose/discard appropriately. Do not return to Bank of America.

**Attachment 9**

**PURCHASE CARD QUOTATION WORKSHEET**

CARDHOLDER NAME: \_\_\_\_\_

PRICE ESTIMATE: \_\_\_\_\_

Accounting and Appropriation Data:

Fund	Year	Allottee	Reporting Entity	SGL	Program Project	\$ Value

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Quotations:

	Vendor 1	Vendor 2	Vendor 3
Vendor Name			
Point of Contact			
Telephone #			
Price Quote			
Delivery Date			

DOE Approving Official:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **ATTACHMENT 11**

### **NOTE TO USER: TAX EXEMPTION INFORMATION**

Tax Exemption Certificate Forms are no longer issued for purchase card transactions. See Section 28 of the Guidelines.

PURCHASE CARD PROGRAM  
SELF ASSESSMENT GUIDE

1. Have personnel involved in the program received adequate training?
2. Are cardholders and approving officials aware of mandatory source programs, especially the Javits-Wagner-O'Day Act? (See Federal Acquisition Regulation (FAR) Part 8.)
3. Have reasonable limitations been identified to Bank of America, i.e., individual/monthly transaction limitations, and appropriate merchant activity code categories?
4. Are delegations of authority or certificates of appointment issued to individual cardholders? Certificates of appointment are to be used above the micro-purchase level.
5. Do the delegations of authority or certificates of appointment identify purchase limitations and are these consistent with those furnished to Bank of America?
6. Does the single purchase dollar limitations for card holders accurately reflect the types of purchases being made by card holders?
7. Are copies of the delegations of authority and certificates of appointment maintained in a current status?
8. Are local procedures adequate and current?
9. Do local procedures include an internal review function?
10. Do the local procedures ensure funds availability in advance of transactions?
11. Is the local program coordinator identified to cardholders?
12. Are supervisors of cardholders identified as approving officials?
13. Do the cardholders maintain a log of transactions adequate to identify the transaction, the merchant, the date of the order, the item(s) purchased, the price, and date of receipt if other than the date of the order? Does the log reflect any prior approvals or coordination required before the purchase?
14. Are merchant receipts obtained by the cardholders and maintained to document the purchases at time of invoice?

15. Do prices appear reasonable and do the items purchased appear appropriate to official use?
16. When the price exceeds the **micro-purchase ceiling**, does the cardholder obtain and document competition or document and justify the reason for no competition?
17. Do the cardholders reconcile their statements of account (invoices) and submit them to their approving officials in a timely manner? Reconciliation generally includes entering on the invoice the purchase item description, any accounting data which may be required by local procedures, attaching the merchant receipts, signing the invoice, and forwarding the package to the approving official.
18. Do cardholders question the inclusion of sales tax on invoices?
19. Do the cardholders submit "dispute" or "statement of questioned items" forms for disputed charges?
20. Do the approving officials review, question, and approve the invoices and forward them to the finance office in a timely manner?
21. Does the finance office forward "notice of questioned item" forms to the Bank?
22. Does the finance office process a "notice of invoice adjustment" form when it makes payment for greater or lesser than the amount of the invoice?
23. Do the cardholders, approving officials, finance officers, and program coordinator receive appropriate reports from the Bank?
24. For transactions above \$25,000, is a file maintained to document issuance of the synopsis, small business coordination, approval of noncompetitive procurement, and other required approvals or coordination?
25. Do the single purchase dollar limitations for card holders accurately reflect the type of purchases being made by the card holders?

**Attachment 13**

**Recommendation for Appointment  
Purchase Cardholders**

Obsolete Paper Form Removed.



**DEPARTMENT OF ENERGY**

Local site, address, etc

**ATTACHMENT 14**

DOE-XXXX

DATE

MEMORANDUM FOR JOHN SMITH

SUBJECT: APPOINTMENT AS PURCHASE CARD APPROVING OFFICIAL

Ref: (a) DOE Purchase Card Policy and Operating Procedures, March 2005

In accordance with reference (a), you are hereby appointed as an Approving Official for DOE-XXXX. The current cardholders under this account are indicated below.

NAME	TYPE CARD	SINGLE PURCHASE LIMIT	MONTHLY PURCHASE LIMIT
Jane Doe	SUPPLY & SERVICE	\$ 3,000.00	\$ 10,000.00
Helen Smith	SUPPLY & SERVICE	\$ 3,000.00	\$ 100,000.00

Your responsibilities include but are not limited to the following:

- (1) Ensure that each cardholder has received training, maintains copies of referenced document and any applicable local procedures, and understands the requirements for use of the Government Purchase card.
- (2) Pre-approve all your cardholders' purchases unless you authorize blanket purchase authority in writing. Ensure that the requested items are for official government use and that the items are authorized for purchase in accordance with reference (a).
- (3) Review and approve cardholders monthly Statement of Account ensuring that the statements have supporting documentation and are complete, accurate, and reflect only authorized purchases.
- (4) Verify the validity of all purchases listed on the cardholders' monthly Statements of Account prior to certification. Reconcile approving official consolidated monthly statement with cardholders' monthly Statement of Account.
- (5) Promptly sign and date and forward all cardholders statements of account to the responsible financial office in a timely manner.

This appointment is valid until terminated.

You are required to sign, date, and return a copy of this appointment letter to the undersigned. Should you have any questions concerning these instructions or the level of your authority, please contact me at 202-287-XXXX.

John Smith  
Organizational Program Coordinator Level III  
Department of Energy

**APPROVING OFFICIAL ACKNOWLEDGEMENT**

In accordance with DOE Purchase Card Policy and Operating Procedures, I have reviewed, understand, and acknowledge my responsibilities as a DOE Purchase Card Approving Official. I have completed the required Approving Official training as recommended by the Organizational Program Coordinator.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)