



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Management Services  
Division

**Contracting Policy 13.301**  
**OPM Purchase Card Program**  
**Revision 2**

**Purpose:** This policy provides cardholders with procedures for the Office of Personnel Management's (OPM) purchase card program.

**Effective Date:** Immediately. This document supersedes Contracting Policy 13.301 Revision 1 dated June 18, 2008.

**Expiration Date:** None (May only be canceled or superseded.)

**Background:**

Section 13.301 of the Federal Acquisition Regulations (FAR) authorizes the use of a Governmentwide purchase card for making and/or paying for purchases of supplies, services, or construction. The Governmentwide purchase card may be used to (1) Make micro-purchases; (2) Place a task or delivery order (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement; or (3) Make payments, when the contractor agrees to accept payment by the card. To that end, agencies are required to establish procedures for use and control of the purchase cards.

OPM uses the GSA Smart Pay purchase card. It is distinctively designed and marked "For Official Government Use Only." The purchase card allows cardholders to purchase goods and services authorized by Federal procurement regulations and OPM policies and procedures. The GSA Smart Pay purchase card is widely accepted by merchants throughout the United States and in many foreign countries. In certain limited circumstances, convenience checks may be used instead of the purchase card.

Following are OPM's procedures for use of the purchase card and convenience checks.

**The Policy:**

**(1) Delegation of Authority**

The OPM Agency Purchase Card Coordinator (A/OPC) in the Contracting Group issues delegations of authority that authorize individuals to use the purchase card. This delegation of authority specifies spending limits that apply to the card, requires that purchases be made in accordance with all regulatory, statutory and internal policy, and specifies that failure to adhere to this policy document may result in revocation of purchasing authority. Attachment 1 is an example of the delegation.

## **(2) Purchase Card Use**

Cardholders may use their GSA Smart Pay purchase card for official Government card purchases costing less than the micropurchase threshold. If the cardholder is a warranted contracting officer, the cardholder may make purchases of commercially available products and services up to the limit of their warrant.

All purchases must conform to applicable FAR guidance and statutes regarding mandatory sources of supply. Cardholders must consider the mandatory sources to obtain goods or services prior to purchasing those items on the open market. All cardholders must maintain documentation that mandatory sources of supplies and services were used or considered prior to going to another source. This documentation should be maintained in the GFIS purchase card log description field or in a paper Simplified Acquisition Checklist.

The purchase cardholder should not use the card to purchase certain classes of items such as travel tickets, hotel lodging, rooms, and car rentals when the cardholder is on travel status. The travel card is used for these transactions.

## **(3) Spending Limits**

Each purchase card contains single and monthly purchase spending control limits.

- **The single purchase limit cannot exceed the FAR micro-purchase threshold unless the cardholder is a warranted contracting officer. It is illegal to split a transaction to avoid FAR requirements that would otherwise apply to the transaction.**
- The monthly limit cannot exceed the established 30-day total (set by the program office) the cardholder is allowed to spend.

The GSA Smart Pay purchase card provider uses electronic authorization methods to validate whether or not the purchase has been placed with an authorized merchant, whether the transaction amount is at or below the cardholder's single purchase limit, and whether the cardholder's cumulative purchases have exceeded the monthly purchase limit. If the transaction does not pass these tests, the merchant's point of sale authorization device will decline the transaction.

## **(4) Purchase Card Transactions Above Micropurchase Threshold but Less Than \$100,000**

If the cardholder is a warranted contracting officer, the cardholder may purchase goods and services worth up to \$100,000. Generally, purchase card transactions in this price range would be for products or services available from the General Services Administration (GSA) Federal Supply Schedule. GSA Federal Supply Schedule contracts already incorporate detailed contractual provisions that apply into each delivery

order against the contract. Additionally, purchase cards can be used to pay task orders on existing OPM contracts.

The cardholder should purchase only standard, commercial off-the-shelf products and services for open market purchases above the micropurchase level but below \$100,000. Make open market purchases of nonstandard products and services with a purchase order prepared from the Procurement Desktop (PD) system. This order contains required FAR clauses and a detailed statement of work. Cardholders are also advised that all purchases between the micropurchase level and \$100,000 are reserved for competition among small businesses unless there are not at least two small businesses that can meet your requirements at a fair market price. If a small business source is not used, documentation must be maintained by the cardholder indicating the basis for not obtaining the product or service from a small business.

#### **(5) Convenience Checks**

Cardholders can use convenience checks as an alternative purchase method if issuance of checks has been approved by the Director of the Contracting Group. For additional information on requesting check issuance approval, see Attachment 10, Section (6). OPM's convenience check policy for those who are authorized use is:

- The cardholder should use convenience checks sparingly and only in unusual circumstances. Keep convenience check inventory secured properly. The checks are a quick method for paying vendors who do not accept purchase cards or will not accept a purchase order.
- There are three important things to keep in mind about convenience checks. First, these checks are very much like cash. Cardholders are responsible for the issuance, disposition, and protection of the checks. Second, each time the cardholder uses a convenience check a 2% service charge is added to the face value of the vendor's charge by the bank. Since this is a charge against your Program's budget, you need to use convenience checks only when the vendor will not accept a purchase card or purchase order payment. Third, some payments are subject to Federal tax reporting requirements on IRS form 1099MISC.
- **Do not use convenience checks to pay Government employees for any reason whatsoever.** This prohibition includes travel reimbursements, travel advances, cash awards or any other kind of payment to a Government employee.
- Convenience check payments to individuals are subject to Internal Revenue Service (IRS) reporting on Form 1099MISC. Cardholders are responsible for ensuring that IRS form 1099 information is accurately reported in OPM's financial system, Government Financial Information System (GFIS). Refer to the IRS Form 1099 collection procedures in the CARDHOLDER RESPONSIBILITIES section for more information.

Key Personnel. Approving Officials must request convenience checks for the cardholders who report to them. Approving Officials must review individual convenience check transactions to be sure that the transactions are necessary for Government business, that the transactions have been allocated to the proper cost codes, and are in accordance with Federal procurement statutes, regulations and OPM policies and procedures.

Security. Safeguard unused convenience checks by keeping them in a secure place.

Usage. Use convenience checks as payment only when the vendor does not accept purchase cards and will not accept a purchase order. Do not use convenience checks to circumvent normal purchase card vendor restrictions, nor use them to pay Government employees. This includes travel reimbursements, travel advances, cash awards, or for any other reason.

Record Keeping. Maintaining complete and accurate records is key to the convenience check process. Cardholders must use the Convenience Check Transaction Log (See Attachment 3) for this purpose. Note that the cardholder must confirm that he or she considered using mandatory sources for supplies or services specified in the FAR. Convenience checks are pre-numbered, and the cardholder must account for each consecutively numbered check. Cardholders must enter voided/spoiled check numbers in the log and record the reason for voiding the check. The cardholder must also attach copies of vendor invoices and other important documents to the log.

**Legibly print or (preferably) typewrite the vendor's name on the convenience check.**

Bank employees physically scan convenience check information. If the scanner cannot read the handwriting, payee information will be garbled. The accounting trail is obliterated and the cardholder will not be able to identify the transaction. This will make record keeping more difficult at best. At worst, the cardholder may not be able to record IRS form 1099MISC information in GFIS or document a transaction if the payment is reviewed or audited. You must also be consistent when writing the payee's name. If you are paying an individual, use the same name and title when writing subsequent checks to that person. You will find this helpful when researching IRS Form 1099 information.

**(6) Collecting Information for IRS Form 1099MISC Filing**

IRS regulations require tax information about individuals who receive more than \$600 during the calendar year for personal services. The bank collects this information for purchase card transactions and quarterly provides a CD with summarized 1099 information.

The bank does not maintain a vendor database for convenience check transactions. OPM's GFIS system collects this information from transactions as they are processed from electronic transaction files provided by the bank. It is the check writer's

responsibility to accurately code transactions with the correct GFIS vendor and object class numbers for accurate IRS 1099MISC information.

**(7) Conditions for Using the Purchase Card**

All purchase card transactions must be made in accordance with the procedures specified in the Federal Acquisition Regulations (FAR) including the use of mandatory sources of supplies and services. Additionally, cardholder conduct is governed by OPM’s standards of conduct which are detailed in OPM STANDARDS OF CONDUCT, below.

Documentation of each purchase card transaction must be maintained in a file for audit purposes. The file must contain a completed Purchase Card File Table of Contents. Attachment 2 contains the Table of Contents.

The cardholder must purchase from mandatory sources specified by the FAR. The cardholder must consider existing Government sources for the procurement need before purchasing from open market sources. The regulations in FAR Part 8, Required Sources of Supplies and Services, apply to all purchase card transactions. If mandatory sources are not used, the cardholder must document the fact that he or she considered the mandatory sources prior to making the purchase on the open market. This documentation is recorded in the GFIS log description field or in a paper Purchase Card Transaction Log (sample in Attachment 4). In the cases of purchases exceeding the micropurchase level, you can maintain documentation in GFIS or in a Simplified Acquisition Checklist (See Attachment 5).

The order of precedence for FAR Mandatory Sources is detailed below.

<b><u>TABLE A. SUPPLIES</u></b>	<b><u>TABLE B. SERVICES</u></b>
1. OPM Agency Inventory	1. Committee for Purchase From People Who Are Blind or Severely Disabled
2. Excess From Other Agencies	2. Federal Supply Schedules
3. Federal Prison Industries, Inc.	3. Federal Prison Industries, Inc.
4. AbilityOne ( formerly Committee for Purchase From People Who Are Blind or Severely Disabled)	4. Commercial Sources (including educational and non-profit institutions).
5. Wholesale Supply Sources	
6. Federal Supply Schedules	
7. Commercial Sources (including educational and non-profit institutions).	

**(8) Contract Clauses**

When payment is made under a written contract by using the card, the purchaser should insert the appropriate clauses pursuant to FAR 32.1110. (See Attachment 11.)

**(9) Training Requirements**

Candidates must successfully complete formal training to qualify as purchase card holders. This requirement can be satisfied by successfully completing an online training course offered by the General Services Administration with prior approval from the Agency Program Coordinator.

All purchase card approving officials must be trained in purchase card policies and procedures

Cardholders with a micropurchase level card limit and approving officials must take refresher training at least every three years.

In addition to the purchase card training above, effective April 1, 2005, cardholders are also required to complete the training module on Section 508 Compliance for micropurchases. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities. Access to both the GSA Smartpay online training and the Section 508 Compliance training are covered in Attachment 10, Section (1).

**(10) Safeguarding the Purchase Card**

Cardholders are responsible for safeguarding their purchase card and account number at all times. The cardholder must not allow anyone to use his or her card or account number.

**(11) Authorized Use of the Purchase Card**

Cardholders may only purchase immediately available goods and services over-the-counter. The cardholder should not allow the vendor to charge the card number for back ordered items until they have been delivered and accepted.

When purchasing items by telephone or over-the-counter, the cardholder must inform the merchant that the purchase is for official U.S. Government purposes and therefore is exempt from state sales tax. The card is imprinted with "U.S. GOVERNMENT TAX EXEMPT" which should be shown to the vendor as proof when making over the counter purchases.

**(12) Unauthorized Use of the Purchase Card**

The cardholder cannot use the Government purchase card for:

- Personal purchases;
- Cash advances;
- Purchases which exceed the cardholder's single or monthly limit;
- Rental or lease of motor vehicles when the cardholder is on travel status;
- Purchase of gasoline for all vehicles, including those leased for the Government;
- Rental or lease of land or buildings;
- Purchase of airline, bus, boat, or train tickets;
- Purchase of meals, drinks, entertainment, or lodging at hotels or motels when the cardholder is on travel status; and,
- Purchase of items specifically prohibited by the FAR.

The cardholder may be liable to OPM for the total dollar amount of unauthorized purchases in cases involving purchase card misuse or negligence. At the very least, the card will be cancelled. The cardholder may also be subject to disciplinary action including the possibility of termination of employment. The appropriate disciplinary action will be determined in coordination with Monica Peyton, Human Relations Specialist, 202-606-9098.

### **(13) OPM Standards of Conduct**

The Director of OPM has issued standards of conduct that require every employee who takes part in or has knowledge of any procurement action to:

- (a) Conduct himself/herself in such a manner as to maintain trust and confidence in the integrity of the procurement process;
- (b) Exercise diligence in carrying out procurement-related duties to the best of his/her ability;
- (c) Treat all information regarding any procurement action in the strictest confidence and release such information only to those who have been authorized to receive it;
- (d) Advise the A/OPC immediately of any information which comes into his/her possession and which may be materially relevant to the procurement process including possible violations of these standards;
- (e) Avoid engagement in any transaction that might conflict or create the appearance of a conflict with proper discharge of his/her responsibilities during the procurement process by reason of financial interest, family relationship, or other circumstance causing breach of confidence in the procurement process and advise the A/OPC of any conflict or apparent conflict as soon as it becomes known.
- (f) Avoid doing anything that may influence others to commit any act that would constitute a violation of these standards.

## (14) Cardholder Responsibilities

### (a) MAINTAINING CARDHOLDER PRIVILEGES

Cardholders are responsible for complying with the policies and procedures in this document. Repeated policy and procedure violations, including failure to attend required training, may result in forfeiture of cardholder privileges.

The cardholder must use the card to keep cardholder privileges. Any purchase card that is not used in a year's time will be deactivated. The cardholder's supervisor will be requested to justify the need for the card, and the card will be cancelled unless the need is adequately justified.

Cardholders must also review their purchase card transactions in the GFIS system at least once every two weeks. There have been instances when an OPM card has been "hacked". That is, fraudulent charges have been placed on the card without the cardholder's knowledge. The cardholder needs to dispute these charges immediately and notify the bank's fraud unit.

### (b) MAKING PURCHASES

Whether making purchases by telephone or over-the-counter, the cardholder must:

- Ensure funds are available to pay for the items the cardholder purchased;
- Ensure that merchants do not add their purchase card fee or sales tax to the price of items or services purchased;
- Purchase items immediately available for sale (not on backorder status); and,
- Record purchase information in GFIS or in a purchase card transaction log to keep track of the orders (refer to Attachment 4), or Simplified Acquisition Checklist (refer to Attachment 5). The cardholder may modify the purchase card log to meet program office requirements.

Cardholders may purchase supplies or services by telephone only when they can sufficiently describe what they want to buy. The purchase cardholder and the vendor must have a clear understanding of the ordered item. When placing a telephone order, the cardholder must:

- Notify the vendor the purchase is exempt from transaction fees and sales taxes;
- Confirm that the vendor agrees to charge the purchase card only when shipment is made;
- Confirm whether shipping and handling charges are included in the total price; and,

- Instruct the vendor to include the following information on the shipping document or packing slip:
  - Cardholder name;
  - Cardholder telephone number;
  - Building number, room number, street address, city and state; and,
  - GPC payment.

The vendor must NOT include the purchase card number on the outside of the package.

**(c) RECONCILING AND ACCEPTING TRANSACTIONS**

Cardholders must process purchase card and convenience check transactions in the CFO's financial system, Government Financial Information System (GFIS). There are two processing phases. First, a log is set up with vendor, transaction date, amount and accounting information. Second, the transaction is accepted by the cardholder. Once the cardholder has accepted the transaction, the Approving Official approves it in GFIS.

Before starting to use the purchase card, the cardholder must be registered in GFIS. The registration form, supplied by the Agency Program Coordinator, is sent to the Chief Financial Officer for the setup. This is a necessary step that is as important as the cardholder's purchase card setup request.

The cardholder needs to set up a transaction log in GFIS so that the transaction is autoreconciled and ready for acceptance and approval. After the log is AutoReconciled, the transaction is ready for approval. Some purchase card transactions are "preapproved". That is, the transactions are charged by the vendor to the purchase card without being specifically ordered. For example, recurring periodic charges by subscription and Internet Service Provider (ISP) vendors. If they are legitimate charges, they are also reconciled in GFIS after the fact using slightly different procedures.

Detailed GFIS procedures are in ATTACHMENT 8 at the end of this policy.

If a transaction is not legitimate, follow the instructions in BILLING ERRORS AND DISPUTES, below.

**(d) DECLINED TRANSACTIONS**

A transaction can be declined for a variety of reasons. Common among these reasons are:

- The Master Contractor Code is blocked from the cardholder's profile and therefore cannot be used for the transaction;

- The transaction is above the single purchase limit;
- The monthly limit has been exceeded; or,
- The vendor has used an incorrect card number or expiration date to validate the transaction.

The cardholder should try to find out the reason for the declined transaction by calling the bank's Card Services Unit. If possible, correct the condition causing the declined transaction. For instance, if the transaction is declined because of a faulty expiration date or card number, the cardholder should give the vendor correct information, and have vendor put through the transaction again.

Other declined transactions may require action by the Agency Program Coordinator (A/OPC). The A/OPC can raise the single purchase limit up to the amount of the Contracting Officer's Warrant and raise the monthly purchase limit with program office authorization. A declined Merchant Category Code (MCC) requires more steps. The A/OPC will identify the declined MCC, and determine whether the transaction represents a valid Government purchase by discussing the situation with the cardholder and/or other program office personnel. If the transaction is valid, the A/OPC will request a Forced Authorization from the bank. Under these procedures:

- The A/OPC requests the bank to override the MCC restriction (this is called a Forced Authorization);
- The cardholder informs the vendor of the Forced Authorization approval;
- The vendor calls the bank and requests a Forced Authorization for the particular transaction being declined; and,
- The bank gives the vendor a code that will allow the transaction for processing and payment.

If the vendor is one that the cardholder will use frequently, the A/OPC will contact the bank to add the MCC to the cardholder's profile.

#### (e) BILLING ERRORS AND DISPUTES

By terms of the contract with the bank, cardholders have a maximum of 60 days in which to effectively dispute a transaction with the bank. The bank will not honor a protest if the transaction is more than 60 days old. **The cardholder must review card transactions in GFIS at least once every two weeks to allocate and approve them, and check for fraudulent charges and/or misstated charges for otherwise valid transactions.** Cardholder review should be more frequent if the cardholder regularly has considerable purchase activity.

A dispute arises when a vendor does not provide supplies or services in accordance with the order. Disputes can arise from overcharging, double billing, damaged goods, incorrect shipped quantity, or incorrect shipped item(s). Occasionally the cardholder will be invoiced for goods and/or services not ordered. Whatever the

condition, it is the cardholder's responsibility to resolve the discrepancy before filing a dispute.

For instance, if the vendor ships a smaller quantity than ordered or ships inferior or broken materials, the cardholder can simply request an adjustment by having the vendor send the balance of the shipment or replace inferior/broken materials. Similarly, if the vendor overcharges, the cardholder can request a credit to correct the error. **It is important that the cardholder attempt to resolve disputes with the vendor before initiating corrective action through the bank.**

If the cardholder cannot resolve the discrepancy the vendor, the cardholder should dispute the transaction. The bank will send a Dispute form (or the A/OPC can supply it). The cardholder fully completes the form and returns it to the bank. The bank will issue a temporary credit during the dispute period while they try to resolve the problem. The bank will ultimately charge the transaction back to the vendor's account.

(f) LOST OR STOLEN CARDS

If the cardholder loses the card or if the card is stolen, the cardholder **must** notify the bank **immediately** at the numbers listed in Attachment 8.

Also, the cardholder must notify the Agency Program Coordinator about the lost or stolen card within one workday after discovering the card missing, and supply the following information:

- Card number;
- Complete name;
- The date and location of the loss;
- If stolen, the date when the cardholder reported it to the police;
- Date and time the cardholder notified the bank;
- All purchases the cardholder made on the day the card was lost/stolen; and,
- Any other pertinent information.

The bank will mail a new card to the cardholder within two (2) business days of the reported loss or theft. A card that is subsequently recovered after being reported lost or stolen must be cut in half and given to the APC. OPM will not be liable for any unauthorized use of the purchase card.

(g) ACCEPTING ITEMS OF PERSONAL PROPERTY

The GSA Smart Pay government purchase card may be used to acquire personal property items. An item is considered to be accountable if its value is \$1,000 or more and/or it is on the Office of Personnel Management (OPM) sensitive items list.

Immediately upon receipt and acceptance of items of personal property, the cardholder must ensure the accountable item is placed in the inventory by notifying the Property Custodian assigned to that program office. Prescribed pre-purchase approval policies and post-acquisition documentation policies must be followed. These policies are described in Personal Property Policy 13.301, OPM Purchase Card Program. As a minimum, the cardholder must:

Abuse or non-compliance with property accountability procedures will be grounds to suspend GPC accounts until assurances are obtained that property accountability documents are made current and established procedures will be followed in the future. The cardholder may be liable to OPM for the total dollar amount of unauthorized purchases in cases involving purchase card misuse or negligence. At the very least, the card will be cancelled. The cardholder may also be subject to disciplinary action by their management, including the possibility of termination of employment. The appropriate disciplinary action will be determined in coordination between the cardholder's management and Monica Peyton, Human Relations Specialist, 202-606-9098.

#### **(15) Approving Official's Role**

The Approving Official (A/O) verifies the cardholder's purchase card transactions to ensure that they are necessary for the conduct of Government business and are in accordance with internal, regulatory, and statutory requirements. Additionally, A/O's determine that the transaction price is within the cardholder's warrant authority and that the cardholder has not split a transaction in order to circumvent FAR regulations. A/Os verify transactions by reviewing the cardholder's purchase card transaction log or Simplified Acquisition Checklist (or the description field in GFIS) along with pertinent documentation such as invoices, receiving reports, receipts, and notes or memorandums authorizing the purchases. In order to document the verification process, the A/O must sign transaction justification documents retained by the purchase card holder for audit purposes.

The A/O reviews and approves the cardholder's card transactions in GFIS. The A/O will reject the transaction if there is something questionable about it; the cardholder must correct the deficiency before the A/O will approve it. Specific GFIS processing procedures are in ATTACHMENT 8 at the end of this policy.

The A/O will also check whether the cardholder is currently processing transactions in GFIS, and determine whether the cardholder is using the card on a regular basis. The card will be cancelled if the cardholder is not processing transactions or the cardholder is not using the card. Finally, the Approving Official must determine whether the cardholder is reviewing transactions in GFIS. OPM's policy is that GFIS must be reviewed at least once every two weeks. **Frequent review is absolutely necessary to dispute fraudulent charges and vendor transaction misstatements.**

## **(16) Purchase Card Administration**

### **GOVERNMENT CARD SERVICES UNIT ASSISTANCE**

The bank provides 24/7 services to cardholders by providing answers to questions about card transactions and procedures, and by assisting with web site technical problems.

The bank also provides an Internet web site (<https://gov1.paymentnet.com/>). This site contains helpful technical and general card information. For example, the cardholder can obtain tutorial training and information about systems upgrades from the site.

## **(17) Purchase Card Record Keeping**

A crucial step in a successful purchase card program is maintaining accurate, legible, and complete files and records. All records associated with each transaction must be recorded on the Purchase Card File Table of Contents (Attachment 2) and kept together in a file with Table of Contents.

The cardholder must document his or her decisions to make purchases, whether or not to use FAR mandatory sources, and other pertinent facts in the GFIS description field. Alternately, the cardholder can document the purchase in a Purchase Card Transaction Log (Attachment 4). The cardholder can also obtain a copy from the Agency Purchase Card Coordinator.

Cardholders must use a Transaction Log or GFIS log to account for their purchases. There are instances in which vendors will not process transactions for some period of time after the goods or services have been delivered, or a vendor will defer transaction processing until a complete shipment has been made. The cardholder will be able to identify and track valid transactions from purchase card transaction log or GFIS entries.

## **(18) Cancellation of a Purchase Card**

### **(a) Cardholder Responsibilities**

A purchase card is cancelled if the cardholder leaves OPM, misuses the card, does not follow OPM policies, or transfers to a different program office. If negligence or misuse is the reason for canceling the card, the cardholder is liable to OPM for the total dollar amount of any unauthorized purchases and the cardholder may be subject to disciplinary action as well as criminal penalties.

Cardholders must take the following actions to cancel a purchase card:

Cut the card in half and provide it to the Agency Program Coordinator; and, if leaving OPM, provide OPM form 4754-A (Office of Personnel Management Employee Exit Clearance) to the Agency Program Coordinator for clearance. The A/OPC will then cancel the purchase card.

(b) Program Office Responsibilities

The cardholder's program office has responsibility for maintaining the cardholder's transaction records, verifying that the cardholder has processed all purchase card transactions in GFIS, and transferring recurring "preapproved" charges to existing purchase card numbers.

The cardholder's records should be complete, indexed and boxed. They should be kept in a safe place pending review or audit, and maintained for three years.

Cardholder transactions should be completely allocated and accepted in GFIS. The cardholder's Approving Official will be able to verify this, and should approve all open transactions.

Some card transactions (called "preapproved" transactions) are charged on a monthly basis for recurring services. Typical are Internet Provider Service charges and subscriptions. These are charged to a purchase card whether or not it has been cancelled. The program office must contact the vendors and have the charges, if still necessary for Government business, transferred to an open purchase card. Fedex orders are charged to the card when orders are filled. In this case, coordinate the change in purchase cards with OPM's Publications Branch.

**(19) Review and Audit**

All of the cardholder's purchase card transactions are subject to periodic, random review and audit for compliance with procurement statutes, regulations and OPM policies. Any improper purchases may result in the cardholder and/or the approving official being liable for the costs. If the cardholder misuses the card or disregards OPM purchase cards policies, the card will be canceled. Additionally, the card will be canceled if the cardholder does not adhere to the GFIS reconciliation and acceptance time frames and/or fails to abide by internal and regulatory requirements as described in this policy.

Documentation required for this review includes:

The Purchase Card File Table of Contents (Attachment 2), a copy of the Purchase Card Transaction Log (Attachment 4), Simplified Acquisition Checklist (Attachment 5) or GFIS log printout; Evidence demonstrating that the price paid is reasonable; Evidence that mandatory sources were considered or that the cardholder actually did purchase from mandatory sources (this evidence may be included in a Transaction Log, Simplified Acquisition Checklist, or the GFIS transaction log); Copies of sales slip, receipt, packing slip or other documentation received from the supplier; Memorandums or notes authorizing the purchase; A copy of the bank Account Invoice or GFIS record printout; and, explanatory material for unusual situations such as failure to purchase from mandatory sources or lack of competition.



## ATTACHMENT 1

### PURCHASE CARD DELEGATION OF AUTHORITY

MEMORANDUM FOR (Cardholder's Name and Title)

THROUGH:               W. Neal Patterson  
                              Director, Contracting Group

FROM:                    A/OPC Name, APC  
                              OPM Purchase Card Program

SUBJECT:                Delegation of Purchasing Authority

You are hereby delegated authority to purchase supplies and services and pay for such using the Purchase Card providing that the amount of any single purchase does not exceed the micropurchase threshold.

Supplies or services may be purchased consistent with your organizational responsibilities and monthly purchase limits to satisfy legitimate requirements. This delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply (see FAR Part 8), nor does it authorize you to procure supplies or services for which procurement responsibility has been assigned to another organizational element.

All purchases must be made in accordance with applicable laws and regulations, including but not limited to, the Federal Acquisition Regulations (FAR) and the OPM purchase card policies and procedures. Failure to adhere to procurement statutes, regulations or internal policy may result in the revocation of your purchase authority.

This delegation shall automatically terminate upon your separation from the agency or upon a determination that you have misused your card.

## ATTACHMENT 2

### Cardholder and Approver Checklist

Document authorizations are required for every purchase. Card holders must keep a copy in the purchase transaction record file. Approving Official should sign or initial cardholder transaction justification documents retained by cardholder for audit purposes.

Use required/mandatory sources for goods/services (See Simplified Acquisitions Checklist)

Document each purchase in the GFIS log. Keep supporting documentation in card holder purchase record file.

Do not pay sales tax on any purchase.

Cardholder and approving official must comply with requirements to purchase items in accordance with Federal Acquisition Regulation (FAR) Part 8.

Cardholder and Approving official must ensure sources are rotated when placing repeat orders.

Card holder must know his/her account open-market single purchase limit.

Card holder must comply with card holder established monthly cycle limit. (Monthly cycle limit may be raised temporarily upon request of Approving Official to the APC, frequently in response to unexpected demand or year end cycle.)

Card holder should provide a copy of the bank statement your Approving Official after the end of the billing cycle.

Approving Official must review transactions to ensure orders are not split to bypass purchase limits

Do not buy:

- Travel or travel related items
- food/water for employees (See GAO guidance for exceptions, and obtain legal review prior to purchase)
- Items with convenience checks when card may be used
- Categories of items with convenience checks you could not buy with your card

Card holder must review and reconcile account statements upon receipt.

Card holder must verify receipt of purchase items and services as ordered.

Card holder must report any suspicious transactions immediately to the Bank and the APC.

Cardholder must reallocate transactions within Policy deadlines, and sooner when instructed (usually as related to year end closeout or account closure)

Card holder must comply with IT security Policy, especially as relates to protection of account information:

- DO NOT: Reply to e-mails asking for account information or click on links to websites asking for account “updates”. Contact APC if questions about e-mails received.
- DO NOT: Communicate account information over wireless phones, either cellular or land based
- DO NOT: Save account information on unencrypted drives. Contact CIS/CIO if questions

The card holder must securely maintain supporting documentation covering each purchase for 3 years.

Cardholder and approving official may contact the Purchase Card APC for guidance.

**Card holder Personal Property Accountability:**

Card holder must ensure personal property items will be registered in the requisite property management inventory system in accordance with OPM Property Management Policy. If card holder is not the property custodian, then he/she must document notification to the appropriate property custodian, Program Manager, or Resource Management Officer of receipt of the personal property item & provide a description of the property received and location.

Report all items valued over \$1,000 to your organizational property official. Report all items below that threshold as required by your internal organizational property policy.

The below list of personal property items are considered “sensitive” and must always be reported regardless of value.

Report to OPM Help Desk:

- Laptops, external hard drives, plotter, desk printer, scanner, router, storage drive, switches, server, hubs, LAN printer, or other similar IT related items.

Report to your organizational property custodian:

- CD Player/recorder, Personal Digital Assistant, Polycom or other conference phone units, Blackberry, Cell phone, Camera, Television, DVD player/recorder, radio, walkie-talkie, GPS, or other similar items which may be subject to pilferage.





## SIMPLIFIED ACQUISITION CHECKLIST

A copy of the requisition, the synopsis, all required justifications and approvals, together with all other relevant documentation and a completed copy of this form, must be incorporated as part of each purchase/delivery order file.

**Requisition #**

**Buyer**

**Date**

### PART A - Mandatory Sources for Government Supply Sources:

Source	This Source Was Used	Not Available, or Does Not Serve End Use Purpose	Unacceptable Delivery Time	Other	Waiver Obtained
Agency Inventories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Excess from Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Federal Prison Industries, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blind or Severely Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Mandatory Federal Supply Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Optional Use Federal Supply Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Government Printing Office (GPO) - For Printing Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

### Part B - Federal Supply Schedule (FSS) Purchase (check below as appropriate)

<input type="checkbox"/> Purchase was not made from a Federal Supply Schedule	<input type="checkbox"/> Purchase was made from a Federal Supply Schedule
<input type="checkbox"/> Items were lowest price on FSS	<input type="checkbox"/> Items were not the lowest price on FSS
<input type="checkbox"/> Item(s) not the lowest price on FSS because:	

### Part C - Open Market Sources - Price Reasonableness Determination

<input type="checkbox"/> Commercial catalogue price or published price list (enter Catalog or list number and date in next space):	
<input type="checkbox"/> Comparison with prior purchase of like item (enter P.O. #, date and other supporting data in next space):	
<input type="checkbox"/> Adequate Price Competition (see worksheet) attached:	
<input type="checkbox"/> Value Analysis (explain in next space):	

### Part D - Business Size

<input type="checkbox"/> Award was made to a small business (Go to Part E)	<input type="checkbox"/> Award was made to other than small business
<b>Reason(s) for not awarding to Small Business</b>	
<input type="checkbox"/> Only available source for Product of Service (Complete Part J)	<input type="checkbox"/> There were not 2 Small Businesses that could meet requirements
<input type="checkbox"/> Maintenance/repair parts/service: Manufacturer / Distributor sole source due to restriction imposed by manufacturer	<input type="checkbox"/> Small Business did not quote, was unreasonably high, or could not meet the delivery time (see worksheet).
<input type="checkbox"/> Proprietary item offered by Large Business	<input type="checkbox"/> Delivery Order against existing mandatory FSS with large business only
<input type="checkbox"/> Other - Specify →	

### Part E - Service Contract Act/Wage Determination (applicable for service contracts exceeding the micropurchase level)

<input type="checkbox"/> Not Applicable, Procurement is not for Services	<input type="checkbox"/> Justification for not requesting wage determination (Specify below)
<input type="checkbox"/> Wage Determination in File	

### Part F - Synopsis/Posting Required

<input type="checkbox"/> Post FedBizOpps notice for open market orders over \$25,000	<input type="checkbox"/> Post written solicitations for Open Market orders over \$10,000
--	--

### Part G - Performance Based Services Contracting (Services over \$25,000, check all that apply)

<input type="checkbox"/> Statement of work describes requirements in terms of results required rather than the methods of performing the work.
<input type="checkbox"/> Statement of work contains measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.)
<input type="checkbox"/> The purchase order contains a quality assurance surveillance plan
<input type="checkbox"/> The purchase order includes performance incentives, or specifies procedures for reducing fees when services are not performed.

### Part H - Section 508 Compliance

Section 508 of the Rehabilitation Act requires agencies to ensure that electronic and information technology developed, procured, maintained or used is as equally accessible to people with disabilities as those without disabilities unless an undue burden would be imposed on the agency. FAR 39.2, Electronic and information Technology

<input type="checkbox"/> Information Technology purchased complies with section 508 standards.	
<input type="checkbox"/> Information Technology purchased does not comply with section 508 standards. Cite reason for noncompliance below.	
<input type="checkbox"/> Not Available	<input type="checkbox"/> Undue Burden

### Part I - Greening of the Government

Executive Orders concerning the Greening of the Government require agencies to consider the following factors in procurement planning: Elimination of Virgin material requirements; use of biobased products; use of recovered materials; product reuse and life cycle costs; recycalability; Use of environmentally preferable products; waste prevention including toxicity reduction/elimination; ultimate disposal; and energy efficiency of supplies and services.

<input type="checkbox"/>	Greening of the Government requirements were taken into consideration when making this purchase
<input type="checkbox"/>	Document any exceptions to Government Greening requirements →

**Part J - Additional Information not contained in above, or Sole Source Justification:**

**RECORD OF QUOTATIONS**

<b>Company Name and Address</b>									
<b>Contact Person and Phone #</b>									
			( ) -				( ) -		
#	Articles or Services	Qty	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	
<b>TOTAL PRICE</b>									
<b>FOB Point: Enter destination or location of origin</b>									
<b>Delivery Time: Enter Date of Delivery</b>									
<b>Type of Award: Enter OPEN MARKET or GSA Contract #</b>									

**ATTACHMENT 6**

**U.S. Office of Personnel Management  
Management Services Division\Center for Contracting, Facilities, and Administrative  
Services\Contracting Group**

**PURCHASE CARD ACCOUNT SETUP INFORMATION**

*INSTRUCTIONS: Both the organization’s cardholder and approving official must complete this form, sign, and submit to OPM’s Contracting Group in Room 1342. If not previously submitted, attach copy of training certificate(s) as proof of completion. Upon receipt your account will be created and a government purchase card will be mailed to you. In addition, the cardholder may need to submit a “Request for User Access in GFIS/Procurement Desktop/Financial Data Portal Form” in order to access and reconcile purchases within OPM’s financial system. Contact the Contracting Group if you have any questions or need assistance in defining single purchase limit, monthly office and purchase limits.*

CARDHOLDER INFORMATION:			APPROVING OFFICIAL INFORMATION:	
Cardholder’s Name (first, mi, last):			Approving Official’s Organization:	
Cardholder’s Title:			Approving Official’s Name (first last):	
Cardholder’s Work Address (where card and statements will be delivered to):	U.S. Office of Personnel Management		Approving Official’s Work Address:	U.S. Office of Personnel Management
Telephone Number (###-###-####):			Telephone Number (###-###-####):	
Organization:			Monthly Office Limit (\$10K typical limit):	
Single Purchase Limit:	\$ 3,000 (Maximum for cardholders without a Contracting Officer’s Warrant)			
Monthly Purchase Limit:			Approving Official’s Signature and Date	
Alternate Allocator:				
<b>ACCOUNTING STRING:</b>				
Fund:		Cost Center:		Associate Director/Office Head’s Signature and Date
			Name of Cardholder to be replaced:	
Cardholder’s Signature and Date			<hr/> <i>If not replacing another cardholder, please attach a justification explaining the need for a new cardholder in your organization.</i>	

OPM Purchase Card Program Account setup form Version 2009-05-13

**\*\*Please see attached training certificate.**

## ATTACHMENT 7

### DEFINITIONS

Account Transactions - Electronic listings of all purchase card holder's transactions. The cardholder's purchase card transactions are electronically sent to OPM's cardholders. Individual transactions are viewed by accessing the bank's electronic general ledger account at its web site. Contact the A/OPC for the web link.

Account Setup Information - Specific information required by the bank for each cardholder and approving official to establish active accounts. A sample purchase cardholder setup form is illustrated in Attachment 5 and a sample approving official setup form is illustrated in Attachment 6.

Agency Program Coordinator (APC) - An OPM employee designated to perform purchase card contract administration duties. This individual will serve as the primary liaison between OPM and the bank. The APC address is:

Agency Program Coordinator-Purchase Card  
Contracting Group  
1900 E Street NW, Room 1342  
Washington, DC 20415-7710

Approving Official - The individual responsible for verifying and approving in GFIS the purchase card transactions for one or more assigned Purchase Card holders. The purchases must be necessary for the conduct of Government business and in accordance with internal, regulatory, and statutory requirements. The Approving Official also verifies that the cardholder accesses the GFIS system regularly and allocates and accepts transactions in a timely manner.

Certificate of Appointment - This document (SF 1402) authorizes an OPM employee to enter into contractual agreements on behalf of the Government. It is generally referred to as a contracting officer's warrant. However, a warrant is not required for purchase card holders whose authority does not exceed the micropurchase threshold per purchase.

Contracting Officer - An OPM employee granted authority, through a Certificate of Appointment, SF-1402, to enter into, administer, and/or terminate OPM contracts for supplies and services up to the dollar limit specified in the warrant.

Convenience Checks - Payment instruments in the form of checks issued by the bank.. Payment by convenience check must be made only in those cases where the vendor cannot accept payment by purchase card and is unwilling to accept payment by Government check. Do not use, under any circumstance, the convenience check to reimburse Government employees.

Default Master Accounting Code - Accounting information that is initially assigned to a purchase card transaction in GFIS. The default accounting information must be allocated to the proper accounting string before the transaction is accepted in GFIS.

Dispute - A disagreement between the cardholder and a merchant regarding items appearing on the cardholder's EAGLS transaction detail. The cardholder should try to resolve all disputes with the vendor prior to formally disputing a transaction through the bank.

Dispute Form - A form completed by the cardholder and forwarded to the bank when there is an error or a dispute in the billing. A complete copy of transaction detail along with complete documentation of the dispute must accompany the Dispute form.

Government Financial Information System (GFIS) – The Chief Financial Officer's financial processing system. Cardholders access GFIS to perform transaction queries and to allocate and accept transactions. Approving Officials access GFIS to query cardholder activity and to approve card transactions.

Micro-purchase - The acquisition of a supply or service that does not exceed the micro-purchase threshold.

Monthly Office Limit - The maximum dollar amount of purchase card purchases allowed per cardholder in a thirty-day period. This limit is primarily used for budgetary and/or control purposes, and is established by the cardholder's program office.

Purchase Cardholder - The individual who is issued a purchase card. The card bears the person's name and can only be used by that individual to pay for authorized Office of Personnel Management purchases. Each cardholder must: allocate and accept transaction in the Chief Financial Officer's financial system, Government Financial Information System (GFIS); confirm that the transaction is valid (this is accomplished by the allocation and acceptance process); resolve or dispute billing or transaction problems; and, maintain records for reconciliation with monthly Account Invoice and/or GFIS transaction details. Additionally, the purchase cardholder maintains transaction records that demonstrate compliance with internal and regulatory requirements associated with using the purchase card.

Ratification - The act of approving an unauthorized transaction by OPM's Senior Procurement Executive.

Single Purchase Limit - The dollar limit on each individual purchase made by a cardholder. If a transaction exceeds the set single purchase limit, the purchase authorization will be declined at the point of sale.

Split Transaction - A single purchase is intentionally divided into two or more separate purchases to avoid exceeding the single purchase limit or to avoid obtaining competition.

Unauthorized Commitment - An agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government.

## ATTACHMENT 8

### CONTACT LIST

ACTION/EVENT	POINT OF CONTACT	TELEPHONE NUMBER
Billing Errors and Disputes (initial)	The vendor the items were purchased from	The vendor's telephone number.
	JPMorganChase (only if resolution with vendor fails)	<ul style="list-style-type: none"> <li>• 1-888-297-0781 24 hours a day.</li> </ul>
Cancel Purchase Card	Individual Program Office Approving Official	
	Agency Program Coordinator	202-606- 1247
Payment Net	JPMorganChase Card holder Support Team	1-888-297-0781 24 hours a day.
GFIS Access and questions	GFIS Hotline	202-606-2500
Lost or Stolen Purchase Card	JPMorganChase	<ul style="list-style-type: none"> <li>• United States: 7 days a week, 24 hours a day: 1-888-297-0781 24 hours a day.</li> <li>• International: (call collect 7 days a week, 24 hours a day): 757-441-4124</li> </ul>
	Agency Program Coordinator	<ul style="list-style-type: none"> <li>• 202-606-1247 within one workday after the card is found missing</li> </ul>
Fraud Reporting	JP Morgan Chase <u>AND</u> Agency Program Coordinator	1-888-297-0778 (US) 1-847-488-4441 (Outside US) 202-606-1247 (OPM APC)
Training Schedule	Agency Program Coordinator GFIS Hotline for GFIS training	202-606-1247 202-606-2500 or <a href="mailto:gfishotline@opm.gov">gfishotline@opm.gov</a>
Various Purchase Card Questions including Payment Net technical questions	Agency Program Coordinator	<ul style="list-style-type: none"> <li>• 202-606-1247 or e-mail <a href="mailto:david.funsten@opm.gov">david.funsten@opm.gov</a></li> </ul>

## ATTACHMENT 9

### GFIS PROCESSING PROCEDURES

#### PURCHASE CARD HOLDER

##### ALLOCATING AND ACCEPTING TRANSACTIONS

After logging in to GFIS, select the Applications tab, click on Credit Card, and then click Reconciliation. The next screen will be the Reconciliation Notebook.

Check the Status box to find transactions that need to be allocated. The status conditions normally used are Defaulted, AutoReconciled, and In Process indicate that a transaction needs to be allocated.

Press the Search button at the bottom of the screen and then select the Statement tab at the top of the screen.

Highlight the first transaction to be allocated. If the status is AutoReconciled, follow the steps in Accepting AutoReconciled Transactions, detailed below. If the status is In Process, follow the steps in Manually Reallocating a Transaction, detailed below. If the status is Defaulted, Rejected, or Error:

- Highlight the accounting line that appears in the lower half of the page.
- Press the Unreconcile button
- Press Yes to confirm that the transaction is to be unreconciled.
- Press OK to clear the confirmation message.

Follow the procedures in Manually Reallocating a Transaction, detailed below.

Accepting Transactions. Highlight the AutoReconciled transaction in the upper half of the screen, and highlight the transaction line or lines in the lower portion of the screen.

Press the Detail button to open the Reconcile to Log screen. Highlight the transaction line and press the Open button to open the original log entry or press Distribute to review the accounting information in the log.

If the accounting information is correct, close all windows until to access the Reconciliation Notebook screen. Highlight the AutoReconciled transaction and press the Accept button. If the accounting is incorrect, highlight the line in the lower half of the screen and press the Unreconcile button and follow the procedures in Manually Reallocating a Transaction, detailed below.

Press the Accept button when the transaction when has been coded with correct information.

##### Establishing a GFIS Transaction Log

After logging in to GFIS, select the Applications tab, click on Credit Card, and then click Log Purchases. The next screen you will see will be the Log Purchases screen.

Enter the following information in the lower portion of the Log:

- Name (brief description of the transaction)
- Charge Date (date goods or services were ordered)
- Charge Amount (amount of the order)
- Vendor name (use the search feature by right clicking over the vendor field)

Please note that the lower half of the screen is used for setting up a log. The upper half is used when reconciling the transaction. The cardholder can describe the transaction on the screen that appears. At the very least, indicate that the cardholder considered using FAR Mandatory Sources for the transaction.

Uncheck the Uses Default Accounting button and then click the Specify Accounting button. Enter accounting information onto the next screen. At a minimum, enter Fiscal Year, Fund, Organization, and Object Class Code information. Enter Project Code information if applicable. This information can be retrieved by right-clicking in the accounting information fields, shading the correct information, and clicking Select. The Chief Financial Officer's office also can supply specific accounting information.

After entering the accounting information, enter the transaction amount in the Amount button. From there, either click the Add button to insert more accounting lines, or press the OK button in the lower left portion of the screen.

Click the Add button in the Log Purchases screen to add the transaction to the notebook.

### Allocating and Accepting Transactions

The bank sends daily purchase card transactions that are processed to purchase card default accounting records in GFIS. The GFIS purchase card profile contains default accounting information that must be allocated to accurate accounting information.

All transactions must be allocated to correct accounting information and then accepted. Once accepted, the Approving Official approves the transaction and the process is complete.

### Manually Reconciling a Transaction.

First, determine the transaction Status is In Process. Highlight the Reconciliation Notebook entry and (depending on whether or not a log was originally set up), reconcile to either a log, a transaction, or an accounting entry.

If reconciling to a log:

- Highlight the transaction and press the Log button to open the Reconcile to Log screen.
- Highlight the transaction and press the Distribute button to open the Reconcile to Log Lines screen.
- Enter the dollar amount to be allocated and change any accounting information as necessary.
- If this is the last change, check the Final box and press the Change button.
- Close all windows to reach the Reconciliation Notebook and press the Accept button.

If reconciling to a transaction (Note: the transaction should have been previously logged in GFIS):

- Highlight the transaction and press the Transactions tab on the top of the screen.
- Highlight the first accounting line at the top of the screen.
- Enter the dollar amount to be allocated and change any accounting information as necessary.
- If this is the last change, check the Final box and press the Change button.
- Close all windows to reach the Reconciliation Notebook and press the Accept button.

If reconciling to an Accounting Distribution (in cases where there was no log set up in GFIS):

- Press the Accounting button on the Reconciliation screen.
- Enter the vendor name by using the Search button and querying on DUNS number or vendor name.
- Enter the dollar amount in the Reconciled Amount screen.
- Enter Accounting information (Fiscal Year, Fund, Organization, Object Class code, and, if necessary, Project and Program codes).
- Describe the transaction in the Description field (At the very least, indicate whether or not FAR Mandatory Sources were considered before making the purchase).
- Press the Add button to save the allocation.
- Repeat the above actions to add more accounting lines.
- Close the Reconcile to Accounting screen and press the Accept button in the Reconciliation Notebook screen.
- Press the OK button to clear the confirmation message.
- Highlight the transaction and press the Log button to open the Reconcile to Log screen.
- Highlight the transaction and press the Distribute button to open the Reconcile to Log Lines screen.
- Enter the dollar amount to be allocated and change any accounting information as necessary.
- If this is the last change, check the Final box and press the Change button.
- Close all windows to reach the Reconciliation Notebook and press the Accept button.
- Highlight the transaction and press the Log button to open the Reconcile to Log screen.
- Highlight the transaction and press the Distribute button to open the Reconcile to Log Lines screen.
- Enter the dollar amount allocate and change any accounting information as necessary.
- If this is the last change, check the Final box and press the Change button.
- Close all windows to reach the Reconciliation Notebook and press the Accept button.

## **APPROVING OFFICIAL**

After logging in to GFIS, select the Applications tab, click on Credit Card, and then click Reconciliation. The next screen the approving official sees is the Reconciliation Notebook at the Search tab. There are 12 status conditions the approving official may select for review. The approving official should select “Auto Reconciled” and “Reconciled” to review and approve cardholder transactions. Select “In Process” and “Open” to determine transactions that have not been reviewed and accepted by the cardholder. If the cardholder’s transactions have not been accepted for two weeks or more, remind the cardholder to keep accounts current.

Shade the cardholder’s name and press the Search button in the lower right side of the screen. The screen will display all of the cardholder’s transactions under the status conditions the cardholder has selected.

Select the Statement tab at the top of the screen. Shade a transaction for status conditions “Auto Reconciled” or “Reconciled” (the approving official cannot approve a transaction under any other status). The approving official may approve the transaction at this point if the approving official is satisfied that the transaction is necessary for Government business and in accordance with Federal procurement regulations and OPM policies and procedures. If the approving official is satisfied, press the Approve button to complete the transaction.

If the approving official has questions about the transaction, the approving official can get more details by drilling for details. Press the Detail button to display accounting strings and descriptions of the information. Review the transaction’s accounting and description fields to determine that the proper accounting string has been entered, and review the description field to ascertain transaction specifics. If satisfied, navigate to Reconciliation Log screen and press the Approve button. If changes are needed, reject the transaction and have the cardholder make appropriate correction.

## ATTACHMENT 10

### REQUESTS FOR CARD ISSUANCE

The following are the procedures for issuance of OPM purchase cards:

As each step of this process is completed, place copies of forms, emails, memos and any other supporting documentation into the individual cardholder's purchase card file. In addition, copies any subsequent requests or communication should be maintained in the file.

Only AOs or Heads of organizations may initiate requests for purchase cards to be issued. (See current list of AOs for each OPM organization.) If individual contact is not an AO, refer them to their respective AO. Requests for issuance of purchase cards may come in the form of an email, memorandum, or just the submission of the completed Account Setup Form. If the card being requested is not a replacement, the request must be accompanied by a justification narrative that details the circumstances warranting the need for an additional card in the organization. If the request also includes the request for a warrant, additional documentation should be submitted as outlined in OPM Policy 1.603, Contracting Officer Warrant Process.

- (1) Once Program Offices submit their request to add/replace a purchase cardholder, send the email below **to the AO** for the organization. Prior to sending email, set up cardholder and/or approving official for Section 508 Compliance training at:

<http://section508.gov/index.cfm?FuseAction=RegisterUniverse>.

Access and rights to this site must be granted by CISCIO/PPG. Current POC: Tom Brett

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*[Insert file w/ GFIS Profile Setup Form (Attachment B) and Purchase Card Account Setup Form-comb (Attachment B)]*

In response to your request for \_\_\_\_\_ to be issued an OPM purchase card, please have him/her complete the attached setup forms. The GFIS Setup form is only necessary if he/she or their approving official is not currently a GFIS user. Prior to card issuance, both the cardholder and the approving official must successfully complete the GSA Smartpay purchase card and Section 508 Compliance training.

The purchase card training can be accessed through the hyperlink below. Upon successful completion of the training, user can select "View Certificate" and print it out.

<http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm>

Login using LAN logon ID to access and complete the training within the next few days using the hyperlink below:

<http://section508.gov/index.cfm?FuseAction=RegisterUniverse>

**The purchase card cannot be approved and issued until all required training has been completed and verification of completion is submitted to A/OPC.**

The completed forms and training certificate of completion should be forwarded to the A/OPC for processing. Again, if the prospective cardholder is not replacing an existing cardholder in the organization, a narrative memo must be attached to the package providing justification of the need for an additional card unless it was submitted previously. An approval block should be included at the bottom for the Chief, Contracting Group. If the request also includes a request for warrant authority above the micropurchase threshold, please also include proof of completion of required training for that warrant level.

If you have questions or concerns related to the information above, please call or email me.

- 
- (2) After receiving and reviewing setup documentation from the Program Office with certificate of completion for training, forward information to the Chief of Contracting for approval. Ensure that the training certificates are current and have not been tampered with. (This is an informal process unless the prospective cardholder is also seeking warrant authority.) Completion of Section 508 Compliance training can be verified using the setup link from Item 1. If the cardholder or the approving official needs to be set up in GFIS, forward the completed GFIS Profile forms to the GFIS Helpdesk.

- (3) Upon receiving Contracting Group Chief's approval, send the following emails to cardholder:

You have been approved to be issued an OPM Purchase Card. In addition to the Government-wide purchase card policies and regulations, you are also expected to adhere to the OPM purchase card policies, which have been attached for your review and future reference.

You should receive your card via US mail (non-TRB employees) or Fedex (TRB employees) within the next 10 business days. Please contact me when you receive your card so that I can activate the account and verify receipt of the card for you.

Please note that as you make purchases, you are required to access GFIS to log, reallocate, and reconcile all purchase card transactions before having your approving official approve them. If you or your approving official is not familiar with this process, please have a current cardholder/ approving official in your organization provide training. In addition, you should ensure that you maintain a manual file log and keep all receipts and purchase approvals for all purchase card transactions based on your organization's purchasing policies.

If you have any questions or concerns, please do not hesitate to call or email me.

- (4) A/OPC must complete and sign a memorandum delegating authority under the terms and limitations of the purchase card routing through the Chief of Contracting Group for her signature also. Mail or deliver signed memo to the cardholder(s).
- (5) **(if applicable):** If warrant authority is an issue, additional documentation will be received from the program as proof of the cardholder's required training based on warrant level. In addition, a Request for Warrant Authority form and cover memo should be prepared for Senior Procurement Executive's (SPE) approval and routed through the Contracting Group Chief as outlined in OPM Policy 1.603. Purchase card single purchase limits (SPL) cannot be increased above the micropurchase threshold until the SPE approves the warrant and signs the warrant certificate. Once the approved package is mailed to the employee, increase the SPL appropriately by contacting the bank POC.
- (6) After the bank has established an account number for the cardholder(s) and GFIS Profile Setup has been processed (if necessary), forward the Purchase Card Account Setup template (Attachment D) to designated staff in the Office of the Chief Financial Officer (OCFO)..
- (7) In response to requests for convenience checks, provide cardholder with the following information:

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Convenience checks are not issued to *all* OPM purchase cardholders. In order to receive convenience checks associated with your purchase card, please submit a written justification of the ongoing need for checks and this request would have to be forwarded to the Contracting Group Chief for approval. The SPE and Contracting Group Chief wish to severely limit use of the convenience checks in OPM due to security issues as the checks are virtually like cash and because of the extensive reporting requirements associated with use of the checks (1099s). In addition, everyone is encouraged to make every effort to only do business with vendors who accept purchase cards for small purchases. If there are rare occasions in which you must have a purchase card for a payment, simply complete a small purchase template with the relative information and forward to the Contracting Group Chief. Currently, there are only two purchase cardholders in Contracting Group that have been issued convenience checks.

If you have questions or concerns, please contact the A/OPC.

- 
- (8) If a request for issuance of convenience checks is approved by the Chief of Contracting Group, send the following message to the appropriate bank point of contact for processing of the request:

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Lisa -

This email is requesting that 200 convenience checks in books of 20-25 be forwarded via US Mail to cardholder, \_\_\_\_\_ . Relevant information is as follows:

Cardholder: \_\_\_\_\_  
Account #: XXXXXXXXXXXX\_\_\_\_\_  
Checks NTE: Micropurchase Threshold (unless cardholder is warranted, for which  
this can go as high as \$25,000)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Please send email confirmation that this request has been processed.

Thanks as always for your assistance.

- 
- (9) Once the bank POC notifies A/OPC that checks have been mailed to the cardholder, email cardholder informing them that the checks should be expected within 10 business days. No more than 160 checks are mailed out at a time by the Bank; therefore, if the cardholder has requesting more than 160, they may receive two separate mailings. A/OPC should request follow-up from the cardholder as notification that the checks have been received as requested. A/OPC should follow up immediately if cardholders indicate they have not received checks timely.

## ATTACHMENT 11

### CONTRACT CLAUSES

#### 32.1110 Solicitation provision and contract clauses.

(a) The contracting officer shall insert the clause at—

(1) [52.232-33](#), Payment by Electronic Funds Transfer—Central Contractor Registration, in solicitations and contracts that include the clause at [52.204-7](#) or an agency clause that requires a contractor to be registered in the CCR database and maintain registration until final payment, unless—

(i) Payment will be made through a third party arrangement (see [13.301](#) and paragraph (d) of this section); or

(ii) An exception listed in [32.1103](#)(a) through (i) applies.

(2) (i) [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration, in solicitations and contracts that require EFT as the method for payment but do not include the clause at [52.204-7](#), Central Contractor Registration, or a similar agency clause that requires the contractor to be registered in the CCR database.

(ii) (A) If permitted by agency procedures, the contracting officer may insert in paragraph (b)(1) of the clause, a particular time after award, such as a fixed number of days, or event such as the submission of the first request for payment.

(B) If no agency procedures are prescribed, the time period inserted in paragraph (b)(1) of the clause shall be “no later than 15 days prior to submission of the first request for payment.”

(b) If the head of the agency has authorized, in accordance with [32.1106](#), to use a nondomestic EFT mechanism, the contracting officer shall insert in solicitations and contracts a clause substantially the same as [52.232-33](#) or [52.232-34](#) that clearly addresses the nondomestic EFT mechanism.

(c) If EFT information is to be submitted to other than the payment office in accordance with agency procedures, the contracting officer shall insert in solicitations and contracts the clause at [52.232-35](#), Designation of Office for Government Receipt of Electronic Funds Transfer Information, or a clause substantially the same as [52.232-35](#) that clearly informs the contractor where to send the EFT information.

(d) If payment under a written contract will be made by a charge to a Government account with a third party such as a Governmentwide commercial purchase card, then the contracting officer shall insert the clause at [52.232-36](#), Payment by Third Party, in solicitations and contracts. Payment by a purchase card may also be made under a contract that does not contain the clause at [52.232-36](#), to the extent the contractor agrees to accept that method of payment.

(e) If the contract or agreement provides for the use of delivery orders, and provides that the ordering office designate the method of payment for individual orders, the contracting officer shall insert, in the solicitation and contract or agreement, the clause at [52.232-37](#), Multiple Payment Arrangements, and, to the extent they are applicable, the clauses at—

- (1) [52.232-33](#), Payment by Electronic Funds Transfer—Central Contractor Registration;
- (2) [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration; and
- (3) [52.232-36](#), Payment by Third Party.

(f) If more than one disbursing office will make payment under a contract or agreement, the contracting officer, or ordering office (if the contract provides for choices between EFT clauses on individual orders or classes of orders), shall include or identify the EFT clause appropriate for each office and shall identify the applicability by disbursing office and contract line item.

(g) If the solicitation contains the clause at [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration, and an offeror is required to submit EFT information prior to award—

(1) The contracting officer shall insert in the solicitation the provision at [52.232-38](#), Submission of Electronic Funds Transfer Information with Offer, or a provision substantially the same; and

(2) For sealed bid solicitations, the contracting officer shall amend [52.232-38](#) to ensure that a bidder's EFT information—

- (i) Is not a part of the bid to be opened at the public opening; and
- (ii) May not be released to members of the general public who request a copy of the bid.