



DOC Charge Card Program

APC Digest

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Agency Program Coordinators, Cardholders, Approving Officials, and Managers of Cardholders and Approving Officials shall read and understand the DOC policy ~ Commerce Acquisition Manual 1313.301

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Purchase Card Transaction Files...

DOCUMENT! DOCUMENT! DOCUMENT!

Documentation tells the story of *how, when, where, and why* a purchase was made; and is a key component in properly managing your charge card.

Commerce Acquisition Manual (CAM) Chapter 1313.301 requires cardholders to maintain a cardholder transaction file for each purchase. At minimum, transaction files should include:

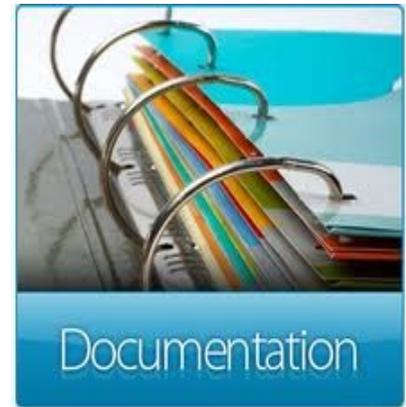
- ◆ A request for purchase with available funds signed and dated by the requestor;
- ◆ Required approvals;
- ◆ Receipt;
- ◆ Delivery receipt or packing slip

- ◆ Copy of appropriate property forms, if accountable property; and
- ◆ Memorandum to the file to explain any unique circumstances for the transaction.

Transaction files shall be maintained for a minimum of three (3) years from final payment or six (6) years and three months if the purchase is over \$3,000.

In addition to transaction files, cardholders are required to utilize the DOC Finance Purchase Card Ordering Log within the Commerce Purchase Card System (CPCS). For operating units that reconcile directly through the servicing bank, cardholders should use the PaymentNet Purchase Card Log.

Proper documentation will help you to reconcile accounts, dispute transactions, and lower the risks of instances of fraud, waste, and abuse.



FSSI OS2 OFFICE SUPPLY BPA SUSPENDED

The Department of Commerce has been notified that the FSSI BPAs for Office supplies expired on May 31, 2014 and GSA was not able to extend the BPAs. As a result, cardholders may use GSA Multiple Award Schedule 75

to purchase office supplies. Cardholders may also continue to utilize PaperClips (HCHB, and Census locations), as well the Green Store located at HCHB (Market research should be conducted to determine ap-

propriate vendors and best value to the Department).

Due to the suspension, Procurement Memorandum (PM) 2011-03, *Justification and Approval for Non-Use of FSSI Blanket Purchase Agreements for Office Supplies* is cancelled.

Personal Property—Internal Screening

Prior to making purchases in the commercial market, purchase cardholders are required to acquire supplies and services from priority sources following the required source of supplies and services of the Federal Acquisition Regulations Part 8. The first priority source is utilizing agency inventories (i.e., excess property). In an effort to promote the use of available excess personal property to the maximum extent practicable, the Department has launched a new internal screening process to view excess personal property available throughout the Department. Available DOC excess personal property can be viewed at:

http://www.osc.doc.gov/ofm/OAP/PPMTD/Personal_Property_Excess_Process_Overview.html which can be found under the “For Employees” heading, items 1 and 2.

To view government-wide available excess personal property, click item 3 under the above link for GSAXCESS (login instructions).

To obtain property from either the DOC or government-wide excess inventories, users must process the request through their bureau property management officers.

If you have questions, please contact the Department’s points of contact—Andre Jessup, 202.482.4784 or Jeri Coleman, 202.482.3796.

[Article contributed by OFM, OAP]



Reminders:

- ⇒ Individuals with a single purchase limit above the micro-purchase threshold (\$3,000) must have a Federal Acquisition Certification in Contracting (FAC-C) **AND** have a warrant issued by their Head of Contracting Office (HCO).
- ⇒ Purchase Card Refresher training is due NLT July 30, 2014. The course can be found at: <https://doc.learn.com>
- ⇒ 2014 GSA SmartPay2 Virtual Training Forum will be held July 29, 30, and 31st. Participation is limited to APCs (purchase, travel, and fleet) only. Registration opens June 17, 2014.

Split Purchases

Split Purchases are defined as separating a single requirement that exceeds a cardholder’s single purchase limit or threshold into two or more buys to the same vendor as a means to circumvent the cardholder’s purchase limit.

Split purchases are considered a form of abuse and are absolutely, positively **PROHIBITED**.

This abuse can take several forms:

- ◇ Making separate transactions to pay for a single purchase/requirement;
- ◇ Using two different cardholders (cards) to pay for a single purchase/requirement.

Any action taken to circumvent the cardholders’ delegated purchase authority, is considered a split purchase.



In Strategic Sourcing News ~

DOC in conjunction with Census acquisitions has strategically sourced a multiple-award vehicle for networking equipment and maintenance. This vehicle, awarded to FCN, Force 3, intelligent Decisions, Iron Bow, and Red River (all small businesses) on the underlying NIH ECS III GWAC, is expected to save the Department up to \$25M over the course of the period of performance. The vehicle leverages the volume of network



equipment and maintenance that Commerce purchases each year and hopes to drive competition and increase the use of multi-vendor networks.

Not only does this vehicle save the Department money, it reduces the thousands of employee hours required to award hundreds of separate contracts for network equipment and maintenance; partners with equipment resellers that are capable of offering high discounts and exceptional service; streamlines the ordering process; improves supply chain security; and increases the Department's small business participation.

Purchase cardholders should use this vehicle when purchasing network equipment and maintenance. For details on ordering procedures and how to access the vehicle, go to: http://www.osec.doc.gov/oam/documents/Network%20Equipment%20Ordering%20Guide_21%20April%202014_v2.pdf.

How to access the APC OMB Max Website

The APC OMB Max website is an online resource primarily for APCs to obtain information regarding the Department's charge card programs:

Federal and DOC policies; program



expenditure trends, as well as bureau contact information.

If you have an account with OMB Max, to access the page:

1. Go to the following link: <https://max.omb.gov/community/x/1JJEtjQ>
2. Log into your account
3. The link will take you directly to the APC page. From there you will need to click on the

If you do not have an OMB Max account, you will need to:

1. Go to the OMB Max Homepage: <https://max.omb.gov/maxportal/home.do>
2. Establish a user name and password using your DOC email account.
3. Once you have registered, go to link at: <https://max.omb.gov/community/x/1JJEtjQ>

Three's a Crowd with Third Party Vendors

Third party vendors are companies which obtain components or other products and either integrate them into their own unique product or resell the products they've procured to customers or companies using their own brand (i.e., Amazon, PayPal, Groupon). The Department discourages purchase cardholders from using third party vendors because there is greater risk of abuse, issues involving disputed transactions, and difficulty identifying and reconciling transactions. Third

party vendors shall only be used when no other merchants can supply the product or service or meet delivery, quantity, or quality requirements, and the merchant in question will accept payment only through a third-party processor; or the cardholder used the card to purchase from a merchant but was unaware that the merchant was using a third-party credit card processor. If a third party transaction is made, cardholders are required to

document the transaction file with: 1. name of the merchant, 2. name of the third-party processor, 3. the amount of the transaction, and 4. include a brief statement explaining why it was necessary to purchase the product or service from that merchant. Note when using a third party vendor, it may be difficult to reconcile purchases because the transaction may appear under the name of the third-party processor instead of the merchant name.





A spotlight on...

Fleet Management (HCHB) FAQs

- 1. How do I make a reservation for a fleet car or van?**

DOC has a sedan, electric vehicle, and minivan available in its U-drive motor pool. These vehicles can be reserved by sending an email to OFM-OAP-Vehiclerequest2@doc.gov. Please note the vehicles are assigned on a first-come, first-serve basis.
- 2. If I have not used Fleet Services before, what do I need to do?**

To be able to use a U-drive vehicle, you must be a licensed state or District of Columbia driver. All customers should be briefed on safety and standard operating procedures by the Fleet Management Office Staff prior to operating any vehicles.
- 3. What does it cost to use the U-drive vehicles?**

Bureaus contribute to the cost of these vehicles through the Working Capital Fund.
- 4. What are the penalties for no-show or failure to cancel a reservation?**

There are no penalties for no-show or cancellations; however, it is highly recommended that you inform the Fleet Management Office at the above referenced email (Q1) or at (202) 482-2131 of any changes to your reservation. The vehicles are used regularly and might be needed by other patrons should your reservation be cancelled.
- 5. Where do I find policies and procedures on the uses of vehicles?**

The current DOC operating procedures for motor vehicles can be found at: http://www.osec.doc.gov/ofm/OAP/PPMTD/DocumentsFinal_DOC_PPMM.pdf
- 6. Who do I contact if I have problems with the Fleet Card or PIN while fueling?**

Please call vehicle Fleet Management Office at 202-482-2131 or the 1-800 number located on back of fuel card.
- 7. How much notice is needed to reserve a vehicle?**

Ideally, vehicles should be reserved 48 hours in advance. We recognize that advance notice may not always be possible so we will try and accommodate your request, even with short notice.
- 8. Am I responsible for fueling the vehicle before I return it?**

Yes, vehicles should be returned with at least a half of tank of fuel. The charging of the electric vehicle is the responsibility of the Fleet Management Office.
- 9. Can Contractors use U-drive motor pool?**

Contractors are allowed to operate government vehicle if it is specifically stated in the contract and the contractor has a Certificate of Liability on file in the Fleet Management Office. For more information on Contractor Use of a Government Vehicle, please see Federal Acquisition Regulation (FAR) Subpart 51.2.

Contributions

APC Digest is a quarterly distribution to keep the DOC Charge Card community connected with program enhancements, policy updates, and best practices. If you have information that you would like to have incorporated in the newsletter, please send an email to PurchaseCardOversight@doc.gov.