



DOC Charge Card Program

APC Digest

VOLUME 3, ISSUE 2

JULY 2015

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

INSIDE THIS ISSUE:

End of Fiscal Year	1
Annual Refresher Training	1
Chip & PIN	2
Micro-Purchase Threshold Increase	2
Records Retention	2
Fleet SEACARD Program	3
Strategic Sourcing	3
Buying Green	4
Charge Card Abuse/Misuse	4

End of Fiscal Year

As we quickly approach the end of Fiscal Year 2015, there may be a tendency to increase purchase card activity in an effort to meet year-end requirements. This is a friendly reminder to all cardholders and approving officials to be mindful of and adhere to all purchase card policies and procedures when making purchases. Commerce Acquisition Manual (CAM) 1313.301 should be used as a reference.



Cardholders shall not transfer or authorize their purchase card to be used by any person other than the cardholder. In addition, cardholders and approving officials shall ensure compliance with the following:

- ◆ Ensure Purchases are for official Government use
- ◆ Ensure purchases are allowable
- ◆ Ensure availability of funds
- ◆ Obtain required approvals
- ◆ Distribute purchases equitably among qualified suppliers
- ◆ Use Required Sources of Supply and Services
- ◆ Determine price reasonableness (i.e., obtain at least two prices from two different vendors)
- ◆ Do not split requirements
- ◆ Do not exceed spending limits
- ◆ Comply with requirements for Energy and Water Efficient Products
- ◆ Comply with requirements for use of Recovered Materials and Bio-based Products
- ◆ Comply with requirements for Contracting for Environmentally Preferable Products and Services
- ◆ Comply with Section 508 requirements
- ◆ Maintain all required documentation

Annual Refresher Training



Mandatory annual refresher training for Cardholders and Approving Officials is required by July 31, 2015. Refresher training in the Commerce Learning Center can be found by searching for “2015 DOC Purchase Card Refresher Training”, the course is indicated with a stack of books icon.

- ◆ Select the course and follow the instructions to **Request**
- ◆ **Register** for the course

Cardholders and Approving Officials must complete all seven lessons to earn a certificate.

Chip & PIN Card Roll Out

The Department began issuing Chip & PIN enabled charge cards on July 9, 2015 to comply with the requirements of the Executive Order—*Improving the Security of Consumer Financial Transactions*. New card accounts, expiring cards, and lost/stolen replacements cards will be issued as Chip & PIN enabled cards.

The servicing bank will provide an educational insert included with the card mailer. The insert will explain chip card usage at both chip-enabled merchant terminals and magnetic stripe only terminals. The insert will also provide information on setting up and using the card's PIN.



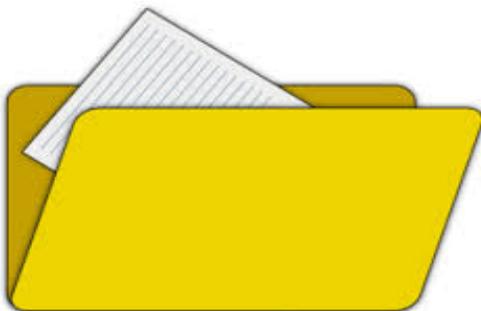
To read more about Chip and PIN capabilities, visit: <https://smartpay.gsa.gov/about-gsa-smartpay/smartpay-saves/payment-solutions/emv>.

Micro-Purchase Threshold Increase

Effective October 1, 2015 the micro-purchase threshold for single transactions will be increased from \$3,000 to \$3,500. This increase is not automatic for all cardholders. If cardholders have a single transaction limit currently at \$3,000, they should coordinate with their bureau Agency Program Coordinator (APC) to receive a revised Delegation of Procurement Authority letter with an updated single purchase limit if they qualify for an increase.

The thresholds for purchases covered by the Davis-Bacon Act (construction) remain at \$2,000 and purchases covered by the Service Contract Act (services) remain at \$2,500. If there are concerns that a purchase may be considered construction or services please contact your bureau APC for guidance.

Records Retention



Procurement Memorandum 2015-06 – Records Retention of Purchase Card Transaction Files has been issued to align with the National Archives and Records Administration (NARA) revised General Records Schedule 1.1, Financial Management and Reporting Records. NARA requires all contract file documentation (including purchase card transaction documentation) to be retained for a period of six years from final payment. It is the responsibility of the Approving Official to maintain purchase card transaction/reconciliation files, which they may delegate to the Cardholder.

Transaction file documentation includes:

- ◆ Completed bureau pre/post-purchase checklists
- ◆ Vendor quotes or determination on fair and reasonable pricing
- ◆ Vendor receipt, invoice, or packing slip
- ◆ Department property forms (if applicable)
- ◆ Independent acceptance of goods/services
- ◆ Memorandum explaining any unique circumstances for the transaction

Fleet SEACARD Program

The Department of Commerce (DOC) Fleet Management Program is currently working with the Defense Logistics Agency (DLA) and the National Oceanic and Atmospheric Administration (NOAA) to establish a more streamlined approach to obtaining fuel for ships and vessels within the Department. Did you know that DOC currently has 250 ships/vessels/boats in the agency's inventory? DLA offers a Sea Card program that will allow fuel purchases up to \$150K; the Department is working diligently to bring Fleet Card limits to the correct limits and open Sea Card accounts for those ships requiring higher limits. Currently, the Department's Fuel Card limits are set well above the single micro-purchase threshold in order to meet mission requirements. Many thanks to the NOAA team and their collaboration efforts to streamline this process. For more information on the Sea Card program, visit: http://www.energy.dla.mil/govt_fuel_cards/Pages/default.aspx.



[Article provided by Personal Property Management/Transportation Division, Office of Financial management]

Strategic Sourcing



Microsoft Licensing - DOC has awarded a Blanket Purchase Agreement (BPA) with **Insight Public Sector, Inc.**, a Microsoft License reseller, as a mandatory source of supply for all Microsoft Licensing across the Department. The BPA will assist DOC in achieving Information Technology efficiency and user productivity goals, while managing costs in a constrained budgetary environment. An ordering guide is located on the [Strategic Sourcing](#) website.

FSSI OS3 – GSA has awarded an IDIQ contract for the third generation Federal Strategic Sourcing Initiative for Office Supplies (FSSI OS3). All vendors are available on GSA Advantage!®. A list of the OS3 vendors, buying guides, training tutorial, and registration information can be found at GSA.gov/os3. Procurement Memorandum 2015-07 provides DOC policy for use of OS3.

Below is a schedule of the upcoming training dates for FSSI OS3 webinars:

August 19, 2:00 – 3:00PM: <https://interact.gsa.gov/event-registration?id=70130000001xa6wAAA>

September 16, 2:00 – 3:00PM: <https://interact.gsa.gov/event-registration?id=70130000001xa7BAAQ>

October 21, 2:00 – 3:00PM: <https://interact.gsa.gov/event-registration?id=70130000001xc72AAA>

November 18, 2:00 – 3:00PM: <https://interact.gsa.gov/event-registration?id=70130000001xc7CAAQ>

December 16, 2:00 – 3:00PM: <https://interact.gsa.gov/event-registration?id=70130000001xc7MAAQ>

Buying Green



Buying Green/Information Technology (IT) - Cardholders, to the maximum extent practicable, are required to take environmental considerations into the purchase of products and services, especially electronic and information technology items such as TVs, computers, monitors, copiers, multifunction devices, printers and toner. The FAR (Part 23.704) and CAM 1323.70 require the purchase of Electronic Product Environmental Assessment Tool ([EPEAT](http://www.epeat.net/)) registered electronic products unless no product is available or it is not cost effective. Many EPEAT registered products are available via GSA Advantage and are indicated with the EPEAT

icon. DOC may already have a contract vehicle for your IT requirements, be sure to check the DOC [Strategic Sourcing](#) website prior to making any purchases.

Green Procurement Resources

Commerce Acquisition Manual (CAM) 1323.70 - [Green Procurement Program](#)

Electronic Product Environment Assessment Tool – <http://www.epeat.net/>

Green Procurement Compilation - <https://sftool.gov/greenprocurement>

Bio Preferred - <http://www.biopreferred.gov/>

GSA Advantage – <http://www.gsaadvantage.gov/>

Charge Card Abuse/Misuse

A Department of Commerce employee was removed from Federal service in May 2015 for several violations including unauthorized use of a purchase card, following an Office of Inspector General (OIG) investigation. The unauthorized and questionable purchase card transactions occurred over a period of several years totaling over \$20,000 in questionable transactions.

The OIG investigation uncovered numerous weaknesses including:

- ◆ Failure to follow Purchase Card policies and procedures
- ◆ Falsification of transaction documentation
- ◆ Purchase Card used for personal use

All participants in the charge card program are responsible for preventing fraud, waste, and abuse. Cardholders and Approving Officials should immediately report suspicious activity. If suspicious activity is not reported, cardholders and/or approving officials may be held accountable for unauthorized charges and face subsequent penalties.

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.