



5.9 Cardholder/Approvers Performance Plans

Increase effective internal controls by requiring cardholders/approvers to be evaluated within their performance plans as to accuracy and timeliness of reconciliations and approvals. Use OHRM to distribute the elements to cardholders/approvers. See memo dated September 20, 2010 to Principal Human Resources Managers from William J. Fleming, Acting Deputy Chief Human Capital Officer with subject: "2011 Performance Plan Language for Purchase Cardholders and Purchase Card Approval Officials."

Mandatory Language for existing elements (collateral duties) for employees with Purchase Cardholder and Purchase Card Approving Official responsibilities:

Purchase Cardholders

Results of Major Activities

Authorized purchase card transactions are completed for official Government business only.

Purchase card transactions are reconciled in the accounting system.

Purchase card files are maintained.

Criteria for Evaluation

Authorized purchases are completed in accordance with guidance on use of the purchase card outlined in Federal, Departmental, and Operating Unit laws, regulations, and policies.

Purchase card transactions are accurately reconciled to the correct accounting codes by the established due dates.

Transaction files are accurately maintained and include the required documentation specified in operating unit guidance.

Purchase Card Approving Officials

Results of Major Activities

Purchase card purchases are reviewed.

Accounting codes in the purchase card system are reviewed.

Reconciliation of cardholder transactions are verified.

Criteria for Evaluation

Purchase card activities are reviewed prior to the purchase in accordance with Federal, Departmental, and Operating Unit laws, regulations, policies and guidance as it relates to use of the purchase card.

Accounting codes in the purchase card system are reviewed by established due dates.

Reconciliation of cardholder transitions are accurately verified by established due date.



Examples

Example: (Not applicable)

Sources

- 1. Source:** AP BPR Recommendation 4.3.10 Purchase Card Bill
Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)
Publication Date: August 28, 2007
- 2. Source:** AP BPR Phase II Recommendation 2.11.1.3 Purchase Card
Document ID: Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)
Publication Date: April 30, 2008
- 3. Source:** AP BPR 4.11.2.3 Cardholder/Approvers Performance Plans
Document ID: AP BPR Implementation Status as of 09-13-10.xls
Publication Date: September 13, 2010
- 4. Source:** Memo from William J. Fleming
Document ID: 2011 Performance Plan Language for Purchase Cardholders and Purchase Card Approval Officials
Publication Date: September 20, 2010



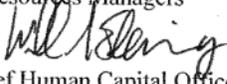
Standard Accounts Payable Business Rules

Version: 2.5

SEP 20 2010



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR Principal Human Resources Managers
FROM: William J. Fleming 
Acting Deputy Chief Human Capital Officer and
Acting Director for Human Resources Management
SUBJECT: 2011 Performance Plan Language for Purchase Cardholders
and Purchase Card Approval Officials

As part of an ongoing effort to improve internal controls within the Department of Commerce, the Office of Financial Management, the Office of Acquisition Management, and the Office of Human Resources Management have partnered to develop mandatory language for existing elements (collateral duties) for employees with Purchase Cardholder and Purchase Card Approval Official responsibilities.

The Accounts Payable Business Process Reengineering Team has led an effort to create specific language (i.e., results and criteria for evaluation) for Purchase Cardholder and Purchase Card Approving Official responsibilities that will increase the effectiveness of internal controls. This language will foster the Administration's priority of accountability by requiring performance to be in accordance with acquisition regulations and policy guidance. In addition, the language will promote improved accuracy of financial information on purchase card transactions.

The bureaus were given an opportunity to provide comments. We incorporated the comments received and determined that the results and criteria for evaluation (see attached) would be better represented as part of an existing performance element rather than as stand-alone elements. The language for existing elements (collateral duties) must be incorporated as written into Fiscal Year 2011 performance plans for all employees with these responsibilities.

Given this new requirement, we would like to remind the bureaus of certain provisions of the Department's appraisal systems. There are currently four non-SES appraisal systems in the Department: 5-level, Commerce Alternative Personnel System, Alternative Personnel Management System (NIST), and 2-level. Under the 5-level system there are a maximum of five elements permitted and no element may be weighted less than 15 percent. Under the Commerce Alternative Personnel System there is a limit of 6 elements and a 5 percent minimum weight for all elements. For the Alternative Personnel Management System there is a maximum of 6 elements and the total weight for all elements must equal 10. This requirement applies to the employees who remain under the 2-level appraisal system.

Issuance of the appropriate element and standard to non-bargaining unit employees who are assigned this type of work should be made immediately. Assignment of the standards to



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bargaining unit employees should begin only after bureaus meet any requirements stated in their negotiated agreements on the issuance of new standards and elements.

The attached language for existing elements must be incorporated into the appropriate Fiscal Year 2011 plans as applicable. If you have any questions, please contact your servicing human resources office.

Attachment



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