The Purchase Card As E-Commerce

- What is the Purchase Card?
  - Quick and easy way to buy small dollar supplies and services
  - Issued to personnel outside the procurement shop
  - Government -wide program
  - Preferred method for all purchases under $2,500 (FAR 13.201)

Purchase Card As E-Commerce

- How Has the Program Grown?
  - In FY 89, less than $1M bought on the p card.
  - In FY 02, that number had grown to $188,882,594 for **Treasury alone**.
    - 16,664 cardholders made 787,775 transactions
  - Now card is used inside procurement shops and by some end users as a payment mechanism for higher value purchases.

Purchase Card As E-Commerce

- Places to Use the Purchase Card
  - E Catalogs --Internet based; reduce order time; allow for quicker delivery of required item or service
  - E Malls --Several e-catalogs spliced together to allow comparison shopping
  - Existing Contracts --Contracting Officers are encouraged to set up new contracts for p-card use

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- Treasury Purchase Card Policy
  - Treasury Directive (TD 76-04)
    - Oversight requirements are documented for bureau managed programs. Internal procedures vary, but controls must be in place.
    - Training required by each bureau prior to use of card details procedures, restrictions and statement reconciliation requirements.

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- Treasury Purchase Card Contract
  - Task Order on GSA issued "SmartPay" master contract with Citibank, one of five banks available.
    - Also provides Travel and Fleet card services
  - Requires Citibank to provide electronic program management tools to client agencies
    - CitiDirect and Ad Hoc Reporting

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- CitiDirect:
  - A) Account Management
    - Account set up, guides, forms
  - B) Transaction Data
    - Electronic account access by cardholder for cycle or account status
  - C) Functional Support
    - Generates "canned" reports in a timely manner

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- Ad Hoc Reporting:
  - A) 24/7 access to extensive current data
  - B) Customized database queries on 174 data elements
  - C) Downloadable reports in Excel, Access or Word formats
  - D) Visible to Agency level personnel to improve decision making

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- – E) Improve leverage opportunities through spend analysis
- – F) Evaluate users' regulatory compliance
- Ad Hoc is an excellent tool for program managers and procurement analysts. Both electronic tools are housed in a secure Internet based application. Consult with your bureau card coordinator for access.

- MasterCard provides the Enhanced Merchant Reporting system (EMR)
  - EMR provides purchase card managers with:
    - 1099 data for compliance with tax regulations
    - 1057 data for calculation of small business buys
    - Opportunities to recognize requirement consolidation possibilities
  - Contact Mary Lou Alderman for system access

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- GSA website
  http://www.fss.gsa.gov/services/gsa-smartpay

  – See this website for the master contract, for Smartpay phone numbers, and for GSA training courses for both the purchase and travel card programs.

Purchase Card As E-Commerce

- Treasury website http://www.treas.gov/procurement/
  - See this site for information regarding the Treasury purchase card program.

- Treasury Purchase Card Services Program Manager, Mary.lou.alderman@do.treas.gov