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# **PCMS/MICRO-PURCHASE GUIDE**

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## PREFACE

This guide is designed for two purposes:

**First**, it is intended to assist you in carrying out your authority and responsibility as a purchase cardholder who has not been issued a Contracting Officer's Warrant.

**Second**, the successful completion of the [Micro-Purchase Self-Test](#) located in Appendix C. This self-test is one of the basic qualifications for all employees who are delegated authority to make micro-purchases. Complete the self-test at your own pace, keeping in mind that it is more important to understand the information provided in this guide than to complete the test in any given timeframe. Once you have completed the self-test, provide a copy of it to your LAPC so that your answers can be reviewed. Once your LAPC has completed reviewing your *Micro-Purchase Self-Test*, you will be credited for two hours of procurement training and, subject to your management's approval, issued a purchase card and, if authorized, convenience checks.

*Please Note:*

- (1) Procurement personnel should obtain their procurement training in accordance with Departmental Regulation (DR) 5001-1.
  
- (2) This training material, DR 5013-6 governing use of the purchase card and convenience checks, and other useful procurement tools and information is available on the Internet at the USDA Procurement Home Page, <http://www.usda.gov/da/procure.html>.

## **SECTION I. USDA PURCHASE CARD PROGRAM**

### **USDA GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD**

The commercial purchase card is a VISA credit card, similar to your own personal credit card, which authorizes a cardholder to buy goods and services under an established delegation of authority. The card is specifically designed showing the United States of America seal and the words “For Official US Government Purchases Only” imprinted on it to avoid being mistaken for a personal credit card. The card is also imprinted with “US Government Tax Exempt”. Note that the card is still subject to existing federal and departmental procurement regulations in accordance with [Departmental Regulation \(DR\) 5013-6](#).

The purchase card is the primary method for making purchases of \$2,500 or less (micro-purchases). The objectives in using the purchase card are to reduce procurement and related payment paperwork by reducing the number and dollar amounts of imprest funds, reducing AD-838 purchase order transactions for supplies and services valued at \$2,500 or less (\$2,000 for construction), and reducing administrative processing costs and lead times. Under no circumstances is the purchase card to be used for personal purchases.

### **CONVENIENCE CHECKS**

Convenience checks are issued to authorized cardholders. Agency management determines to whom checks are issued. These checks are similar in appearance to personal checks and are written against your purchase card account and reconciled in the Purchase Card Management System (PCMS). The purchase card services contractor, Bank of America (formerly NationsBank), levies a \$1.40 processing charge per check, which is reconciled in PCMS. These checks are for official use only. They are to be used when a vendor does not accept the purchase card, as well as for reimbursements for local travel and expenses which were previously reimbursed through the use of imprest funds, as well as spot awards and emergency salary payments to employees. The total amount that may be written cannot exceed your single purchase limit. Keep in mind that any checks you write count against your monthly limit, along with any card transactions you make. Checks written for cash will not be processed at any financial institution. Pursuant to the [Debt Collection Improvement Act \(DCIA\) of 1996](#), when writing a check, you must request the recipient’s Tax Identification Number (TIN) or Social Security Number (SSN). The same rules and regulations that govern the purchase card are also applicable to checks.

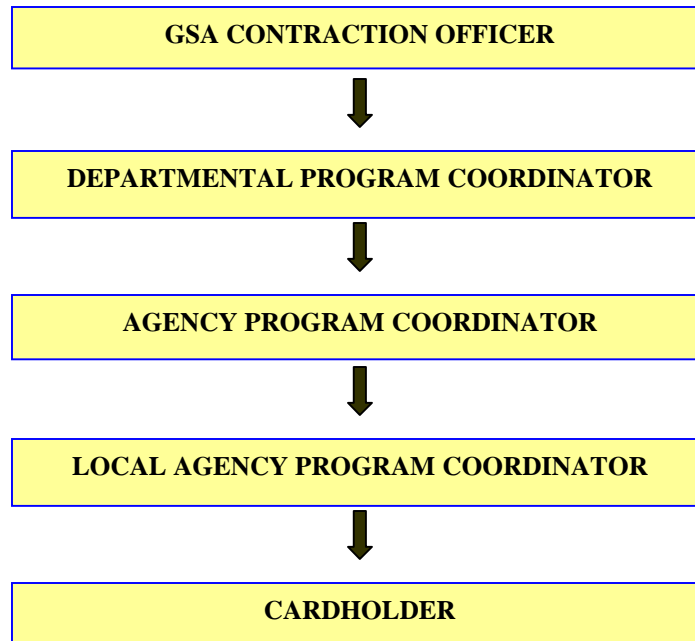
### **PURCHASE CARD MANAGEMENT SYSTEM (PCMS)**

PCMS is a Windows®-based system that uses client server and Electronic Data Interchange (EDI) technologies. This system is used to track, reconcile, control, and pay purchases made with the Government-wide Purchase Card (GPC) and convenience checks, issued by an authorized General Service Administration (GSA) contractor (Bank of America).

Daily, the bank downloads purchase card transaction data and purchase card master data to the National Finance Center (NFC). The NFC makes payments to the bank for purchases billed according to a scheduled billing cycle and then, via PCMS, allows you, the responsible cardholder, to monitor and reconcile all transactions.

## AUTHORITY AND RESPONSIBILITY OF OFFICIALS

The management for this program is provided by the Office of Procurement, Property, and Emergency Preparedness (OPPEP), USDA. Figure 1 shows the hierarchal structure of the Purchase Card Program.



**Figure 1. Purchase Card Program Hierarchal Structure**

### *Departmental Program Coordinator (DPC)*

The DPC, who is located in the Procurement Policy Division, is responsible for the implementation and oversight of the program as well as being the GSA Contracting Officer's Technical Representative (COTR) for USDA. The COTR is an authorized individual acting within the limits of their authority as delegated by the Contracting Officer. This means that the DPC has authority to perform the functions in the performance of the government-wide commercial purchase card program only to the extent permitted by the GSA Contracting Officer.

### *Agency Program Coordinator (APC)*

An APC is designated in each USDA agency, departmental office, or mission area to coordinate the implementation of the program within the organization through the DPC. All documentation related to the establishment of an office, location, or area will be processed through the APC.

### *Local Agency Program Coordinator (LAPC)*

The LAPC is responsible for the day-to-day operation of the purchase card program within their respective area, location, or office. They work directly with the cardholder, bank contact person, APC and the NFC. All documentation related to the establishment of the cardholder will be processed through the LAPC.

## ***Cardholder***

The cardholder is the individual to whom a card is issued—you. The purchase card bears your name and may only be used by you. No other person is authorized to use the card. Your spending limits are displayed in PCMS and you may purchase goods and services (including construction), within your authority, as required by the government, subject to funds availability.

The cardholder is responsible for all purchases made with the purchase card. All purchases that will be paid for using the card must comply with the Federal Acquisition Regulation (FAR) and department and agency regulations. You, the cardholder, are responsible for reconciling each transaction, either made with the purchase card or a convenience check, in PCMS.

## **HOW TO USE THE PURCHASE CARD (MERCHANT)**

To accept a VISA transaction, a merchant follows these general procedures for any type of card purchase.

1. The cardholder presents merchandise and the card to the supplier.
2. After totaling the merchandise, the merchant processes the card information to obtain authorization.
3. The authorization request is transmitted electronically to the bank through the telecommunications network. The bank verifies the cardholder account and determines if the purchase is within spending control limits. In approximately 10 seconds, an approval, decline, or referral is transmitted back to the merchant's bank or processor and on to the merchant.
4. When an approval code is received, the cardholder verifies the sales total and signs the sales draft. The cardholder then receives the merchandise, the card, and one copy of the completed sales draft.
5. At the end of a business day, the merchant batches and sends the transactions to the processing bank that will issue credit for the purchase.
6. The merchant's bank electronically transmits the sales draft information to the card issuer's bank, and then it applies the charges to the appropriate cardholder account.

## **HOW TO USE THE PURCHASE CARD (CARDHOLDER)**

The same basic procedures are followed for mail and phone order purchases, although the supplier may request additional information such as the cardholder's shipping address.

### ***Over-the-Counter Purchases***

Although the process may vary slightly, the following steps give a general overview of how the purchase card works. An employee using the purchase card should:

1. Identify the purchase needed and determine funds availability.
2. Determine if the purchase amount is within their pre-approved single purchase limit. If yes, proceed to the next step. If no, check with the manager for details on how to proceed.
3. Purchase goods/services. Provide the merchant with the purchase card. Inform the merchant that the purchase is for "official U.S. Government business" and is not subject to state or local sales tax (see [Tax Exemption](#) below). Pay sales tax if merchant refuses to waive it.

4. Retain receipt (i.e., cash register receipt, VISA charge slip).
5. Reconcile receipts with transactions within PCMS.

### ***Telephone Orders***

An employee using the purchase card to order by telephone should:

1. Identify the purchase needed and determine funds availability.
2. Determine if the purchase amount is within the pre-approved single purchase limit. If yes, proceed to the next step. If no, check with your manager for details on how to proceed.
3. Contact the merchant and place the order.
4. Purchase goods/services. Inform the merchant that the purchase is for “official U.S. Government business” and is not subject to state or local sales tax (see [Tax Exemption](#) below). Pay sales tax if merchant refuses to waive it. Provide the merchant with the card number and expiration date.
5. Relay all pertinent information to supplier, e.g., your name, shipping address, etc.
6. Inspect and verify order accuracy, quality, and price when merchandise arrives.
7. Retain shipping documents and receipts received with the merchandise.
8. Reconcile shipping receipts/documents with transactions within PCMS.



### ***Internet Orders***

1. Identify the purchase needed and determine funds availability.
2. Determine if the purchase amount is within the pre-approved single purchase limit. If yes, proceed to the next step. If no, check with your manager for details on how to proceed.
3. Locate the merchant’s web site and place the order.
4. Purchase goods/services. Enter your card number and expiration date. Some web sites will recognize that your purchase is tax exempt. If not, indicate that the purchase is tax exempt (see [Tax Exemption](#) below). Note that you should check to see if the web site you are accessing is secure before entering your purchase card account number. Check your Internet browser software and any information posted on the web site you are accessing for more information regarding the level of security provided.



5. Relay all pertinent information to supplier, e.g., your name, shipping address, etc.

NOTE: If downloading a purchased product from the Internet, printout the electronic confirmation for your files.

6. Inspect and verify order accuracy, quality, and price when merchandise arrives.
7. Retain shipping documents received with merchandise.
8. Reconcile shipping documents or electronic confirmation printout with transactions within PCMS.



### ***Tax Exemption***

The Purchase Card is issued under the GSA SmartPay program with a prefix of either 4486 or 4716. The card is imprinted with the statement, "US Government Tax Exempt." Charges for all purchases, other than travel, that are billed directly to the Federal Government are exempt from sales tax. Merchants can determine whether an account number is direct billed by identifying the sixth digit of the account number. If the sixth digit is 0, 6, 7, 8, or 9, the card is direct billed and the transactions are exempt from sales tax.

NOTE: For large purchases where the merchant refuses to waive the tax, the cardholder can present a state tax exemption letter. Cardholders can printout state tax exemption letters from the GSA SmartPay web site at <http://www.fss.gsa.gov/services/gsa-smartpay/taxletter/>.

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## SECTION II. CARDHOLDER RESPONSIBILITIES

Procurement laws, regulations, and procedures place upon the individual (the cardholder) direct responsibility for the proper and lawful execution of procurement actions. No procurement officer, line officer, or employee of the government has authority to issue instructions or approve a procedure that is in direct contravention with the law, regulation, or decisions of the Comptroller General and the Courts. Any act exceeding that individual's authority is no longer an act of the government but becomes a personal responsibility. **This may include financial liability and consideration of disciplinary action up to and including removal from position and possible criminal prosecution.**

All employees must maintain the highest standards of conduct in a manner above reproach. Any conflict of interest or appearance thereof, between government responsibilities and personal lives must be avoided. For example, government employees cannot accept anything of value for or because of any official act that has been or will be performed.

Cardholder responsibilities are to:

- ◆ Make purchases within authorized spending limits and funds availability. Use the card or convenience check only for purchasing items in accordance with agency/department policies.
- ◆ Use the purchase card first; checks are only to be used if the vendor does not accept the card or in other limited instances in accordance with DR5013-6.
- ◆ Pay the sales tax if the merchant refuses to waive it. The cardholder must first inform the merchant that the purchase is for "official U.S. Government business" and is not subject to state or local sales tax. The card is imprinted with the statement, "US Government Tax Exempt." For large purchases where the merchant refuses to waive the tax, the cardholder can present a state tax exemption letter. Cardholders can printout state tax exemption letters from the GSA SmartPay web site at <http://www.fss.gsa.gov/services/gsa-smartpay/taxletter/>.
- ◆ Solicit prompt payment discounts from vendors prior to accepting an offer. Discount for prompt payment means an invoice payment reduction offered by the contractor if payment is made prior to the due date. Vendors normally receive payment from the bank within three days of the purchase.
- ◆ Maintain purchase cards and convenience checks in a secure fashion and preventing unauthorized charges against the account.
- ◆ Maintain adequate documentation of all purchase card and convenience check transactions. This responsibility includes documentation of funds availability, receipts, packing lists, invoices, Claims for Reimbursement for Actual Expenses ([SF-1164](#)), spot award approvals ([AD Form 287-2](#)), emergency salary payment documentation ([AD Form 343](#)), and other appropriate or agency-required documentation/approvals.
- ◆ Ensure that accountable and sensitive property is entered into the USDA accountable property system. Also ensure that any dangerously radioactive and other hazardous materials acquired are disposed of in accordance with applicable regulations (refer to Subchapter H, Part 104-42 of the *Agriculture Property Management Regulations* entitled, *Utilization and Disposal of Hazardous Materials and Certain Categories of Property*. See [DR 5013-6](#) for restrictions on use of the purchase card to acquire firearms, ammunition, explosives, or hazardous biological and radioactive substances.

- ◆ Reconcile purchase card and convenience check transactions using PCMS in a timely manner, ensure entry of proper accounting codes, budget object classification codes, and, for convenience checks, TINs or SSNs, as appropriate.
- ◆ Call the bank customer service representative and the LAPC immediately to report lost or stolen cards/checks.
- ◆ Notify the bank of any billing discrepancies (i.e., disputes) posted on the account by completing the dispute screen in PCMS.
- ◆ Notify the LAPC of name, telephone, address, and division/agency/department changes.
- ◆ Change passwords as required.

## DELEGATION OF INDIVIDUAL AUTHORITY

The maximum dollar amount that may be delegated to an unwarranted cardholder for purchase card purchases is \$2,500. Micro-purchase authority of \$2,500 for supplies and services (\$2,000 for construction) is delegated to unwarranted personnel in accordance with Departmental Regulation 5013-6. Issuance of the purchase card to cardholders is considered to confer the required delegation of authority. Cardholders must, however, be trained in micro-purchase procedures and their responsibilities when obligating the government using the purchase card. Cardholders can only obligate funds that come within their purchasing authority. Under no circumstances may a cardholder purchase an item that costs more than the maximum amount of their delegated authority.

## PURCHASE LIMITS

Use of the purchase card by a cardholder is subject to a single purchase limit and a monthly purchase limit. The purpose of each dollar limit is as follows:

### *Single Purchase Limit*

The single purchase limit is a dollar amount on the procurement authority delegated to the cardholder. A “single purchase” is the total of those items purchased at one time from a particular vendor. Multiple items may be purchased at one time using the card; however, no single purchase may exceed the authorized single purchase limit. Splitting purchases merely to stay within the single purchase limit is a violation of law. An example of a split purchase is:



*The cardholder's single purchase limit is \$2,500. The items to be purchased total \$3,000. The cardholder divides the purchase into several charges to stay within the authorized single purchase limit.*

### ***Monthly Purchase Limit***

The monthly purchase limit is the maximum total dollar amount a cardholder is authorized to procure each month. This amount is established in PCMS and at the card services contractor (Bank of America) when a cardholder's account is first established. The monthly purchase limit applies to the monthly total of all purchase card and convenience check transactions. This amount is similar to a "credit limit."

## **ACCOUNTABLE/SENSITIVE PROPERTY**

Accountable property is defined as all government property with an acquisition value of \$5,000 or more. Sensitive property is defined as an item with an acquisition value of \$5,000 or less and is subject to fraud, waste, and abuse; has a high level of visibility; and can be audited by oversight agencies, such as the General Accounting office, Office of the Inspector General, and Congress. Each agency defines their own list of sensitive property and is responsible for providing this list to the cardholders. Cardholders are to initiate action to place accountable/sensitive property in the property system.

## **DETERMINING WHEN TO USE FORM AD-700, PROCUREMENT REQUEST**

Use of Form AD-700, Procurement Request, is optional for purchases at or below the micro-purchase threshold, except for hazardous items (i.e., firearms, ammunition, explosives, or hazardous biological and radioactive substances). These items can only be acquired by your servicing contracting office. In other cases, requisitions should not generally be forwarded to the servicing contracting office for processing unless the requirement is of a unique, complex, or sensitive nature, or the vendor will not accept the purchase card or convenience check for the order. The handling of such a requisition shall be coordinated in advance with your servicing contracting office.

## **CONDITIONS FOR USE OF THE CARD AND CONVENIENCE CHECKS**

In addition to limitations based on individual authority and the purchase limits discussed above, there are conditions relating to the purposes for which the card and checks may or may not be used.

### ***Authorized Use of the Card***

The card may be used to purchase goods and services under the micro-purchase threshold. Commercial goods and services may be purchase using the card if the needed goods and services are not available from the Federal mandatory sources. Warranted contracting personnel can use the card up to their delegated contracting authority not to exceed \$2 million. These purchases are subject to all federal, departmental and agency acquisition regulations and procedures.

Purchase cards are also authorized for the following situations:

- ◆ Purchase accountable/sensitive property. Cardholders must promptly initiate action to place these items on the property inventory in accordance with USDA and agency procedures.
- ◆ Rent, on a short-term basis (up to 180 days), meeting and conference rooms, parking for government-owned or leased vehicles, storage, and other special purpose space to be used on a temporary or emergency basis.

- ◆ Purchase repairs and maintenance to government-owned and leased vehicles in an emergency situation (e.g., when the cardholder cannot reasonably find a vendor for these items that will accept the fleet card or aviation fuel card). Cardholders must initiate the action to place this vehicle repairs/maintenance into the Property System/Equipment Management Information System (PROP/EMIS).
- ◆ Pursuant to 31 U.S.C. 3324, payments for subscriptions may be made in advance or receipt of the items provided through the subscription.
- ◆ Business cards, if authorized by your agency. To order, refer to the Javits-Wagner-O'Day (JWOD) Program in [Section IV. Required Sources](#).
- ◆ For warranted contracting personnel, orders within their delegated authority under Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts.

### ***Authorized Use of the Convenience Check***

Convenience checks are utilized for purchases only when: (1) the vendor or merchant will not accept the purchase card, (2) bona fide emergencies where the purchase card is not a viable solution, (3) transactions with small and/or rural businesses that are not yet able to accept the purchase card, (4) other properly approved transactions for which the imprest funds were previously used which cannot be addressed using the purchase card, and (2) at least one of the DCIA waivers listed below are satisfied. Convenience checks, when appropriate, can be used by unwarranted series personnel for transactions at or below the micro-purchase threshold and by warranted personnel up to and including the limit of their delegated authority.

Convenience checks are also authorized for the following situations:

- ◆ Issue checks for spot awards. Cardholders may issue checks to employees for payment of spot awards not exceeding \$500. Before issuing checks, form **AD-287-2, Recommendation & Approval of Award (Att. 2-1)** must be approved by an authorized official other than the cardholder. Agencies must assure that all awards are entered in the Personnel Payroll System. The NFC will gross up the award amount for tax purposes. Awards must be in accordance with agency and department personnel regulations.
- ◆ Reimburse employees for local travel expenses. Cardholders may issue checks to employees for reimbursement of local travel expenses, such as mileage, parking, and taxis, authorized by their agency while on official business. Local travel is official travel performed in the vicinity of the employee's official duty station. Before issuing checks, form **SF-1164, Claim for Reimbursement for Expenditures on Official Business (Att. 2-2)** must be approved by an authorized official other than the cardholder. Local travel reimbursements must be in accordance with allowable expenses in federal, department, and agency travel regulations.
- ◆ Reimburse employees for miscellaneous expenditures. Cardholders may issue checks to employees for reimbursement of miscellaneous expenditures (e.g., supplies, services, registration fees, and telephone use for official business) that were cleared with the cardholder before the purchase was made. Before issuing a check, form **SF-1164, Claim for Reimbursement for Expenditures on Official Business (Att. 2-2)** must be approved by an authorized official other than the cardholder. Reimbursements must be in accordance with federal, department, and agency procurement regulations.
- ◆ Reimburse employees for tuition, books, and related expenses. Cardholders may issue checks to employees for reimbursement for tuition, books, and related expenses. Before issuing a check, form

**SF-182, Request, Authorization, Agreement and Certification of Training (Att. 2-3)** must be approved by an authorized official other than the cardholder.

- ◆ Issue emergency salary payments. Cardholders may issue checks to employees for emergency salary payments in hardship cases when they do not receive a scheduled paycheck. Before issuing a check, form **AD-343, Payroll Action Request (Att. 2-4)** must first be approved by an authorized official other than the cardholder. Agencies must assure that emergency salary payments are entered into the Personnel Payroll System and Time and Attendance System to prevent duplicate payments. Emergency salary payments must comply with department and agency personnel regulations.

Cardholders are responsible for keeping a copy in their files of approvals for the above situations.

DCIA requires that the government maximize electronic transactions. Purchase card transactions are considered electronic, and are therefore in conformance with DCIA. Convenience checks are not considered electronic, and are not DCIA compliant unless one of the following criteria are met:

- ◆ An individual determines, in his/her sole discretion, that use of the purchase card would cause a financial hardship or impose a hardship due to a physical or mental disability, or a geographic, language, or literacy barrier. Note: Agency personnel may not challenge an individual's hardship determination.
- ◆ The agency does not expect to make more than one payment to the same recipient within a one-year period (e.g., spot cash awards).
- ◆ The infrastructure of a foreign country does not support electronic transfers.
- ◆ The transaction is with a vendor/recipient in a declared disaster area.
- ◆ A threat may be posed to national security, the life or physical safety of any individual may be endangered, or a law enforcement action may be compromised.
- ◆ An agency's need for goods and services is of such unusual and compelling urgency that the government would be seriously injured unless the transaction is processed by other than electronic means.
- ◆ There is only one source for the required supplies or services and the government would be seriously injured unless the transaction is processed by other than electronic means.

### ***Unauthorized Use of the Card and Checks***

The purchase card and convenience checks will not be used for:

- ◆ Cash advances and/or travel advances (except emergency salary payments as authorized by the agency)
- ◆ Long-term (more than 180 days) rental or lease of land or buildings except by warranted real property leasing or contracting officers.
- ◆ Purchase of hazardous items such as firearms, ammunition, explosives, or hazardous biological and radioactive substances.
- ◆ Purchase of airline, bus, train, or other travel-related tickets and purchase of meals, lodging, or subsistence costs unless authorized by the agency. The Government Travel Card should be used for these items.

- ◆ Personal purchases or identification. Items purchased with the card are for official government use only. Additionally, the card must not be used for identification for personal purchases (e.g., while paying for a personal purchase by check), or security for personal purchases.
- ◆ Purchase of telecommunications (telephone) services, i.e., major systems such as FTS2001 or DSN. However, telephone/telecommunications equipment may be purchased unless restricted by an agency.
- ◆ Splitting requirements into several purchases merely to avoid the cardholder's delegated single purchase limit.
- ◆ Fuel and related supplies and services for government-owned and leased vehicles, aircraft, and other motorized equipment, unless a cardholder cannot reasonably find a vendor for these items that will accept the fleet card or aviation fuel card.
- ◆ Personal services unless authorized by statute. Personal services are those where an employer-employee relationship occurs such as when there is continuous supervision of the contractor's employees by the government.
- ◆ Writing checks to self or for cash.
- ◆ Advance payment to a merchant prior to receipt of goods/services, unless authorized by law (i.e., subscriptions, registration fees, and training).
- ◆ Acquisition from commercial sources of products or services available from a required source in time to meet the agency need.
- ◆ Other unauthorized purchases include, but are not limited to:
  - Greeting cards
  - Memberships in an individual's (as opposed to an organization's) name
  - Parking tickets against a government vehicle
  - Insurance of items being shipped to or for the government (the Government is self-insuring)
  - Meals for federal employees at office or agency functions, unless authorized by law (purchasing food for government employees for a bona fide awards ceremony is permitted by law)
  - Shipment of household goods

## **DOCUMENTATION, RETENTION PROCEDURES, AND RECONCILIATION AND PAYMENT**

### ***Documentation***

Any time a purchase is made over-the-counter or by telephone, documentation must be maintained. The documents will later be used to verify and reconcile the purchases.

- ◆ When a purchase is made over-the-counter, the cardholder must obtain a customer copy of the charge slip.
- ◆ When making purchases by telephone, the cardholder must obtain the shipping documents associated with the order.

- ◆ When downloading a purchased product from the Internet, the cardholder must printout the electronic confirmation associated with the order.

**Retention**

Documentation supporting cardholder purchases (i.e., sales receipt, packing slip, or screen print of electronic purchase) must be retained for three years after final payment in accordance with the FAR Part 4. Transactions must have proof-of-purchase documentation. Disposal of purchase card files will be in accordance with individual agency procedures. Convenience check transactions to reimburse authorized employee expenses, provide emergency salary payments, or confer spot cash awards must be approved and documented in accordance with agency procedures. If needed, the bank will provide copies of cleared convenience checks within 14 calendar days of the agency’s request at no charge.

File retention periods for other transactions are as follows:

TRANSACTION TYPE	RETENTION PERIOD
<ul style="list-style-type: none"> <li>• Micro-purchases</li> <li>• Simplified Acquisitions under \$25,000</li> <li>• Construction Acquisitions under \$2,000</li> </ul>	3 years from the date of purchase
<ul style="list-style-type: none"> <li>• Simplified Acquisition at and above \$25,000</li> <li>• Contract Orders/Payments</li> <li>• Official Business Reimbursements Including Local Travel</li> <li>• Spot Cash Awards</li> <li>• Emergency Salary Payments</li> </ul>	6 years, 3 months*

\*Records may be stored at a Federal Records Center. Contact your agency records officer for specific guidance.

**Reconciliation and Payment**

The cardholder will reconcile their transactions at least once a month in PCMS using the documentation retained from each purchase (refer to the [Cardholder PCMS User’s Guide](#) for details). Purchase transactions are posted in PCMS within 24 hours of their occurrence. Cardholders who frequently use their purchase cards should increase the frequency of reconciliation in order to keep reconciliation sessions brief and to assist agency management and finance officials in monitoring status of funds. The NFC will pay the electronic invoice and schedule payment with the U.S. Treasury.

**DISPUTES**

**MICRO-PURCHASES**

Keep in mind that transactions are paid, then disputed. The cardholder must contact the vendor and try to resolve any dispute before processing it through PCMS. If the dispute with the vendor cannot be resolved, the cardholder is to contact the bank for assistance. The cardholder has 60 days to file a dispute. Refer to [Cardholder PCMS User’s Guide](#) for details.

If the cardholder files a dispute and the bank agrees with the merchant and not the cardholder, then the dispute will go to arbitration in coordination with VISA rules and regulations. The



merchant must provide documentation with a cardholder's signature to get the bank's compliance. The first time that the merchant does not agree with the bank, they are fined.

**CONVENIENCE CHECKS** Convenience checks CANNOT be disputed through PCMS. If the check was just written, the check writer's LAPC must contact the bank (Bank of America) at 1-800-472-1424 (domestic purchase cards only; toll free) or 1-757-441-4124 (international purchase cards only; collect call) to stop payment. The bank will stop payment on the convenience check within 24 hours. The check writer will then work with the vendor to resolve the dispute. There is no cost for stopping payment on a convenience check.

If the check has appeared in PCMS to be reconciled, it has already been paid. In this case, a stop payment cannot be issued. At this point, the check writer must work directly with the card services contractor and the vendor to resolve the dispute. If, after working with the card services contractor and the vendor, resolution of the dispute involves a refund or credit to USDA, the cardholder should contact their LAPC. The LAPC will contact the bank to work out the proper refund process.

If a check has appeared in PCMS to be reconciled and the cardholder does not remember writing it, request a copy of the check. The fraud unit at the bank will resolve stolen check issues.

## CARD AND CHECK SECURITY

The cardholder is responsible for safeguarding the purchase card account number and checks at all times. **Never allow anyone to use your card/checks or account number and never use the card/check to procure personal items.**

### *Lost/Stolen Cards/Checks*

When a purchase card is lost or stolen, the cardholder should contact Bank of America's Government Card Services Unit (GCSU) by telephone at 1-800-472-1424 to report the lost/stolen card. GCSU staff is available 24 hours a day, 7 days a week. (Note: In most cases it is preferred that the cardholder contact GCSU first rather than the LAPC so that the highest level of detail regarding account activity leading up to the lost/stolen date can be provided immediately.)

Bank of America immediately places real-time blocks on the activity of the lost/stolen account number, creates a new account, and issues a new purchase card on a new number. Trailing balances generated prior to the date of lost/stolen notification will be transferred to a new account number, with the exception of potentially fraudulent transactions, which are systematically held by Bank of America for manual review and investigation.

If the USDA cardholder still sees fraudulent transaction(s) on the new account number in PCMS, that cardholder should dispute the transaction using normal dispute procedures. For these disputed transactions, Bank of America executes standard procedures for investigation and resolution of the disputed item.

If the cardholder finds the card after having reported it lost or stolen, it should be cut in half and given to the LAPC.

### ***Card Receipt Verification/Activation***

As a security measure, new cards and replacement cards for lost, stolen, or reissued accounts are not usable until the cardholder calls Customer Service at 1-800-227-6736 to activate their account.

### ***Stop Payment Requests***

A cardholder that needs to stop payment on a check is to contact their LAPC and the bank immediately. Refer to [Disputes](#) in this section.

### ***Separation of Cardholder***

Prior to separation from your agency or assignment to another function that does not require cardholder authority, you will surrender the card and, if issued, unused convenience checks, to your LAPC who will destroy them. You will review with your LAPC the status of any unreconciled, questionable, partially approved, unresolved, and disputed transactions, and identify any supplies and/or services which have been ordered but not yet received, so appropriate action can be taken to complete these activities.

### ***Purchase Card Changes***

There may be occasions when the information about the cardholder in the bank's master file must be changed (e.g., location change, default accounting change, authorization limits). Your LAPC will make the appropriate change through PCMS.

### ***Check Reorders***

Checks will be mailed within 10 business days from receipt of new account setup in PCMS. Initially, checks are ordered in a minimum of 50 checks per box. Check number 39, and each increment thereof, will trigger a reorder from the bank for an additional 50 checks. Contact your LAPC to reorder checks, if the reorder trigger is not functioning, or to order larger quantities of checks. Cardholders are not authorized to order checks directly from the bank.

### ***Card Reissuance***

Every 24 months the bank will reissue a card. Sixty days prior to the expiration date of the card, the bank is to provide a notification to the LAPC of the pending expiration. Thirty days prior to the expiration, the LAPC is to notify the bank whether or not the card should be reissued. If this notification is not given, the bank will not reissue the card.

### ***Card Misuse/Fraud***

Misuse of the purchase card will require the purchase card to be withdrawn from the cardholder. Disciplinary actions may be taken against the cardholder. The cardholder may be liable for payment of the purchase.

## **TROUBLESHOOTING**

Inquiries about the USDA Purchase Card Program should be directed through agency channels (your LAPC).



## **SECTION III. MICRO-PURCHASE ACQUISITION PROCEDURES**

### **MICRO-PURCHASES**

Micro-purchase means an acquisition of goods (e.g., equipment, subscriptions, office supplies) or services (except construction) the aggregate amount of which does not exceed \$2,500. Micro-purchases for construction are limited to \$2,000.

Purchases under the micro-purchase threshold are not subject to any form of small business set-aside and are exempt from the requirements of the Buy American Act.

### **COMPETITION**

Purchases within the micro-purchase threshold can be awarded without soliciting competitive price quotations if the price is reasonable. Such purchases must be distributed equitably among qualified suppliers. When practicable, a quotation should be solicited from other than the previous supplier prior to placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchases not in excess of \$2,500 may more than offset potential savings in detecting instances of over pricing. Therefore, actions to verify the reasonableness of the price need be taken only when:

- ◆ Information indicates that the price may not be reasonable (e.g., comparison to previous price paid, personal knowledge of the item involved, comparison to similar items).
- ◆ Purchasing a supply or service for which no comparable pricing information is readily available (e.g., an item that is not the same or similar to other items recently purchased).

### **PROCEDURES AUTHORIZED FOR USE BY NONPROCUREMENT PERSONNEL**

The method nonprocurement personnel uses in processing purchases under \$2,500 are purchase card, convenience checks, and imprest fund.

The purchase card is the preferred means to purchase and pay for micro-purchases. This is not intended to limit use of the purchase card to micro-purchases nor is it intended to preclude use of electronic purchasing techniques. Cardholders are encouraged to use the purchase card to the maximum extent practicable to purchase and pay for purchases under FAR Part 8 procedures.

The purchase card should be used unless it is clearly in the best interest of the government to use more formal contracting methods. The purchase card can be used to buy:

- ◆ Goods and services (personal and nonpersonal) under \$2,500
- ◆ Personal property under \$2,500
- ◆ Construction under \$2,000

A cardholder must be able to distinguish between purchases for personal services and those for nonpersonal services. A personal services purchase is one in which the contractor's personnel appear as government employees. On the other hand, a nonpersonal services purchase is one where the personnel rendering the services is not supervised by government employees. Cardholders must not purchase personal services with the purchase card unless authorized by their supervisor and authorized by law.

Some examples of authorized purchases: repair of typewriters, purchase of facsimile machines, office supplies, subscriptions, ADP hardware and software, plumbing supplies, and film developing.

Use of the purchase card is designed to promote greater efficiency and economy. It puts buying power as close as possible to the local levels where goods and services are needed.

## SECTION IV. REQUIRED SOURCES

Whenever a purchase is required, the action to be taken is to select the proper source of supply for the services or items needed. Requirements for supplies and services must be satisfied from or through the services and publications listed below in descending order of priority.

### SUPPLIES

#### 1. Activity Inventory (On-Hand Stock/Cupboard Stock)

The *First* source is on-hand stock. Items needed may be available from stocking facilities at areas, locations, or headquarters.

Items such as forms, posters, and other supplies in common use by the department are specified in form AD-640, Departmental Forms Catalog. Requests for these items are submitted to the purchasing office.

#### 2. Excess Personal Property

The *Second* source is excess personal property. Whenever possible, it should be used instead of purchasing new property from other sources. Each GSA Region publishes an Excess Personal Property Catalog, which lists the items available with instructions for ordering. The Cardholder must check with the appropriate property management officer before making a purchase elsewhere.

#### 3. Federal Prison Industries (FPI)

The *Third* source is FPI, which is also known as UNICOR. FPI produces commonly used items such as brooms, brushes, furniture, clothing, textiles, and electrical equipment. FPI is also a mandatory source unless a clearance is obtained. FPI clearances are not required when:

- ◆ Public exigency requires immediate delivery or performance;
- ◆ Suitable used or excess supplies are available;
- ◆ Purchases are made from GSA of less-than-carload lots of common-use items stocked by GSA;
- ◆ The products are acquired and used outside the United States; and
- ◆ Orders are for listed items totaling \$25 or less, and require delivery within 10 days.

Your procurement office has UNICOR's full line catalog or you can go on-line at <http://www.unicor.gov>.

#### 4. Procurement List of Products and Services Available Through the Committee for Purchase From People Who Are Blind or Severely Disabled

The *Fourth* source for supplies are the distribution channels authorized by the Committee for Purchase from People Who Are Blind or Severely Disabled. Items available from this source are published in a current status on the JWOD home page, <http://www.jwod.gov>. The *List of JWOD Supplies and Services* is a list of supplies/services that are available from the Committee for Purchase from People Who Are Blind or Severely Disabled. Copies should be maintained in all procurement

offices. The listing is organized by class of supply, as in the GSA Supply Catalog. GSA is a distributor for most of these products and accepts the purchase card.

USDA maintains updated procurement lists on the Internet. The web site address is <http://www.usda.gov/da/procure.html>.

This program creates employment and training opportunities for people who are blind or who have other severe disabilities. Its primary means of doing so is to require government agencies to buy selected products and services from nonprofit agencies employing such individuals. As a result, JWOD employees are able to lead more productive, independent lives.

The Committee administers the JWOD Program. Two national organizations, National Industries for the Blind (NIB) and NISH (serving people with a range of disabilities), have been designated to provide support to participating state and private nonprofit agencies.

Products furnished include office supplies, cleaners, and others. Many office products carry the SKILCRAFT brand name. A wide array of JWOD services are also performed, from administrative work, custodial operations and grounds maintenance to order processing, switchboard operation, and warehousing. At this time, six commercial vendors on GSA Schedule 75 IIIA offer these products in an easy to use telephone ordering, overnight delivery mode.

### **Buy JWOD;** pay with your purchase card...

You can comply with your need to use the government purchase card whenever possible and at the same time carry out public policy by filling your needs by buying products of services offered through the JWOD Program. All distributors of JWOD office supplies and common-use items accept the purchase card.

There are several ways to order, either through the commercial vendors or through the GSA system.

#### Commercial Vendors—Office Supplies

Federal customers can purchase mandatory JWOD office supplies from six international vendors with next-day, desktop delivery. Order by telephone, fax, or EDI. Walk-in store purchases are not included. The vendors accept purchase cards. Contract terms require overnight delivery of product to the cardholder's desk.



For catalogs and more information, contact the vendors:

- Boise Cascade Office Products (888) 505-FEDS (3337)
- BT Office Supplies International (888) 862-8674
- Corporate Express (800) 706-9267
- Innovative Sales Brokers (800) 283-1903
- Office Depot (888) 263-9586
- Staples National Advantage (800) 538-2728

JWOD Program Information can be obtained from:

<http://www.jwod.gov>

Telephone: 877/getjwod; FAX: 877/FAXJWOD

National Industries for the Blind (NIB):

<http://www.nib.org>

Headquarters (703) 998-0770 or Customer Hotline (800) 433-2304

NISH:

<http://www.nish.org>

National Office (703) 560-6800

### GSA Customer Supply Centers (CSCs)

CSCs are GSA's retail outlets. These allow purchase card payment. Place orders by telephone or fax, using a purchase card account number. Orders are shipped in 24 hours and usually arrive within 2-5 days. For assistance in establishing an account at your local CSC, call the GSA National Help Line at (800) 488-3111 for the name of a Customer Service Director in your state.

### New GSA Advantage!

GSA Advantage! On-line Shopping Service allows you to browse, search for specific items, review prices, and place orders via the Internet. You choose the delivery times and the payment method, including the purchase card. GSA Advantage! Is developing incrementally with Stock Program ordering open; schedules and special order items are being phased in. Visit GSA Advantage! At <http://www.gsa.gov> or call (703) 305-7359 for more information. GSA Advantage! Is also available through the USDA Internet Acquisition Toolkit at <http://www.usda.gov/da/procure.html>.

## 5. Wholesale Supply Sources

Wholesale supply sources are the *Fifth* source of supply. They are:

- a. **GSA.** The GSA Supply Catalog is published annually and updated quarterly. It is an illustrated book that serves as the primary source for identifying items and services offered from GSA supply sources. When an order is placed from GSA catalogs, adequate lead-time must be allowed for delivery. GSA requires about 30 days or less to deliver standard stock items within a Region. Furniture and other office equipment may take up to 6 months for delivery. Delivery for items ordered could be determined in advance by calling the Customer Service number listed in the GSA catalog.

When the total value of the line item is less than \$100, procurement from other sources is authorized. Also, when the total value of the line item requirement is \$100 or more, but less than \$5,000, procurement from other sources is authorized provided that such action is documented to be in the best interest of the government in terms of the combination of quality, timeliness, and cost that best meets the requirement. Cost comparisons must include the agency administrative cost to affect a local purchase.

- b. **Defense Logistics Agency and Military Inventory Control Points.** The Department of Defense (DOD) has contracts for fuel oil and lubricants refined to federal specifications. Listings of these contracts are contained in the annual DOD Oil Contract Bulletin located in the purchasing office.

## 6. Mandatory Federal Supply Schedules (FSS)

The *Sixth* source of supply is mandatory FSS. Numbers ranging from 19 to 99 breaks down supply schedules into commodity/service groups. A listing of these groups and instructions for obtaining vendor price lists can be found in the FSS Program Guide located in the procurement office.

All schedules contain general instructions, ordering instructions, a list of supplies and services, a list of contractors, and an index. Because the listing content of each schedule will vary from the others, the content of each schedule must be carefully reviewed before ordering. Schedules are for one year



and reviewed by GSA as required. Contractor's catalogs may, as a result, contain outdated prices. Cardholders must make sure that the prices used in procurement actions are current.

When the Department of Agriculture is listed (under "Mandatory Users") as a primary user of an item, cardholders are required to use FSS for that item. The GSA may grant waivers to mandatory users, and certain exemptions are allowed, both of which may permit the use of "open market" commercial sources instead of those listed in the FSS. (An office may not be a mandatory user when the geographic coverage of the contract does not include the area in which the office is located.)

The FSS is converting Federal Supply Schedules (FSS) to nonmandatory sources of supply. This includes all multiple and single award schedules, including the International Federal Supply Schedule. The following list indicates sources that still have questionable mandatory use:

SCHEDULE TITLE	SCHEDULE NUMBER	ANTICIPATED EXPIRATION DATE OF MANDATORY USE CONTRACTS
JWOD Office Supplies	75 III A	Nonmandatory (Mandatory status for products and services.)
Governmentwide Employee Relocation Service	653	Mandatory use is voluntary*
Business Information Services (BIS)	732 I A	Nonmandatory*
Human Resources Management and EEO Services	738 X	Mandatory use is voluntary*
Film & Videotape Processing	781 I & II	Nonmandatory*
Lending Library Services	823	Nonmandatory*
Prepayment Audit of Government Transportation Bills	872	Nonmandatory*
TQM	874	Nonmandatory*
International Federal Supply Schedule	IFSS	Nonmandatory*

\*Contact the Services Acquisition Center for more information at (703) 305-7261.

For a complete FSS listing, go to <http://www.fss.gsa.gov/schedules/>. Once at this site, select *Schedules E-Library* and click on *View the Complete Federal Supply Schedule Listing*.

It is the responsibility of the cardholder to resolve any discrepancies in the services or supplies ordered. If a satisfactory settlement cannot be made, the matter must be referred to the GSA Contracting Officer in charge of that contract (listed under "GSA Assistance" in the schedule).

## 7. Optional Use FSS

The *Seventh* source of supply is Optional Use FSS. If an executive agency is not specified in the individual Schedules as a mandatory user, then it is an optional user. If a contractor accepts an order from an optional user under a schedule contract, all terms of the schedule contract apply to that order.

## 8. Commercial Sources

The *Eighth* source for supplies is “open-market” commercial sources. This type of purchase is used only when the items requested are not available from the aforementioned sources.

## SERVICES

### 1. Procurement List of Services Available from the Committee for Purchase from People Who Are Blind or Severely Disabled

The *First* source for services is the Procurement List. (See the definition under “Supplies”).

### 2. Mandatory FSS

The *Second* source for services is mandatory FSS and Optional Use GSA Term Contracts. A listing of both is located in the FSS Program Guide. (See the definition under “Supplies”).

### 3. Optional Use FSS

The *Third* source for services is Optional Use FSS. (See the definition under “Supplies”).

### 4. Federal Prison Industries (FPI)

The *Fourth* source for services is FPI/UNICOR. UNICOR does not have priority over commercial sources for the procurement of services. (See the definition under “Supplies”).

### 5. Open-Market Commercial Sources

The *Fifth* source for services is open-market commercial sources, only when the service requested is not available from the aforementioned sources. Commercial sources and FPI/UNICOR have equal priority for the procurement of services.

Information for purchasing items from UNICOR, Committee for Purchasing from People Who Are Blind or Severely Disabled, and mandatory or optional use FSS is available in the procurement office.

## *Recycled and Environmentally-Preferable Products and Services*

Federal government and USDA policy is to buy recycled products made from recovered waste materials, specifically those products designed by the Environmental Protection Agency (EPA), and to give preference to recycled, environmentally-preferable, and energy-efficient products and services.

Information on these policies is included in:

- ◆ Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition
- ◆ Executive Order 13123, Greening the Government Through Efficient Energy Management
- ◆ USDA Biobased Products List
- ◆ Resource Conservation and Recovery Act (RCRA), Section 6002
- ◆ EPA Comprehensive Procurement Guidelines
- ◆ Federal Acquisition Regulation Subpart 23.4, Use of Recovered Materials and Agriculture Acquisition Regulation Part 423
- ◆ Department of Energy Product Energy Efficiency Recommendations

Why does the federal government support these types of products?

- ◆ Promote conservation of natural resources
- ◆ Cleaner air
- ◆ Create business and employment opportunities
- ◆ Conserve disposal (landfill) capacity

Some common recycled, environmentally preferable, and energy-efficient products available are:

- ◆ Paper — minimum 30% post consumer content
- ◆ Recycled toner and inkjet cartridges
- ◆ Energy-efficient computer monitors, printers, and fax machines
- ◆ Non-paper office supplies (e.g., plastic covered binders and desktop accessories, trash cans)
- ◆ Retread tires for federally-owned or leased vehicles
- ◆ Carpet made from recycled polyethylene terephthalate
- ◆ Re-refined oil, biobased oils
- ◆ Energy-star computers
- ◆ Construction materials, e.g., building insulation
- ◆ Computer disks

Recycled products must meet your performance standards and be competitive in price. Products, which are made from recycled recovered materials, will say so on the packaging.

Information on recycling is available in the following sources or by calling the EPA RCRA Hotline at 1-800-424-9346:

- ◆ EPA's Comprehensive Procurement Guidelines
- ◆ Greening the Government (available from Federal Environmental Executive by calling 202/690-1297)

### ***Commercial Printing***

All acquisition of commercial printing is governed by Public Law 102-392, Title 44 USC; the Government Printing and Binding Regulations (published by the Joint Committee on Printing (JCP); FAR Subpart 8.8; and AGAR Subpart 408.8. Generally, all government printing authorized by law is done by or through the Government Printing Office (GPO) except in the following cases:

- ◆ The GPO cannot provide the printing service (44 U.S.C. 504);
- ◆ The printing is done in field plants operated by an executive agency (44 U.S.C. 501(2));
- ◆ The printing is acquired by an executive agency from allotments for contract field printing (44 U.S.C. 501(2)); or
- ◆ The printing is specifically authorized by statute to be done other than by GPO.

The JCP regulations require the head of each agency to designate a central printing authority to serve as the liaison with the JCP and the Public Printer on matters relating to printing. You can acquire printing services from commercial sources under the following circumstances:

- ◆ The GPO has been contacted and provides a waiver for each individual purchase;
- ◆ Cost must not exceed \$1,000;
- ◆ Must be a one-time procurement and nonrecurring printing or duplicating job; and
- ◆ Must be for official use only and for strictly administrative or operational purposes.

The Office of Communication (OC) is USDA's liaison with the JCP and the Public Printer and GPO on all matters relating to printing. Agencies with publication programs have designated a publication liaison officer to coordinate appropriate printing and publication matters with OC.

### ***Meetings and Conferences***

The Chief Financial Officer has jurisdiction for USDA regulations governing offsite meetings and conferences. Offsite meetings and conferences exceeding \$25,000 should be submitted to the Office of the Chief Financial Officer with specific justification for the function, location, expected number of USDA attendees, and an estimate of costs, including travel and subsistence costs of USDA attendees. USDA policy on offsite meetings, conferences, training sessions, and ceremonies are as follows:

- ◆ All conferences, meetings, and seminars must be held at the most cost-effective location—considering such factors as meals, lodging, transportation, and rental of conference rooms—unless programmatic considerations dictate otherwise.
- ◆ Meetings or conferences where a majority of the attendees will be Washington, D.C.-based personnel must be held at a location within the Washington, D.C. metropolitan area. Only agency heads or their deputies may authorize an exception to this rule.
- ◆ For USDA-sponsored meetings, conferences, seminars, and similar events, the following order of preference must be followed:
  1. Local USDA facilities
  2. Other local government facilities
  3. Facilities outside the employee's official duty station
- ◆ If a meeting of seven or more employees requires the payment of transportation expenses, the approving official must conduct a cost-benefit analysis and keep it on file. At a minimum, this analysis must contain the name and duty location of each employee, the estimated total travel costs of each employee, other expected expenses, and a justification for choosing the meeting site over at least three other reasonable sites.

# **APPENDICES**

## **APPENDIX A: LIST OF ACRONYMS**

<b>APC</b>	Agency Program Coordinator
<b>CSC</b>	Customer Supply Center
<b>COTR</b>	Contracting Officer's Technical Representative
<b>DCIA</b>	Debt Collection Improvement Act of 1996
<b>DOD</b>	Department of Defense
<b>DPC</b>	Departmental Program Coordinator
<b>DR</b>	Departmental Regulation
<b>EDI</b>	Electronic Data Interchange
<b>EPA</b>	Environmental Protection Agency
<b>FPI</b>	Federal Prison Industries
<b>FSS</b>	Federal Supply Schedules
<b>GCSU</b>	Government Card Services Unit
<b>GPC</b>	Government Purchase Card
<b>GPO</b>	Government Printing Office
<b>GSA</b>	General Service Administration
<b>JCP</b>	Joint Committee on Printing
<b>JWOD</b>	Javits-Wagner-O'Day Program
<b>LAPC</b>	Local Agency Program Coordinator
<b>NFC</b>	National Finance Center
<b>NIB</b>	National Industries for the Blind
<b>OC</b>	Office of Communications
<b>PCMS</b>	Purchase Card Management System
<b>OPPEP</b>	Office of Procurement, Property, and Emergency Preparedness
<b>RCRA</b>	Resource Conservation and Recovery Act
<b>SSN</b>	Social Security Number
<b>TIN</b>	Tax Identification Number
<b>USDA</b>	United States Department of Agriculture

## APPENDIX B: UNIVERSAL RESOURCE LOCATOR

RESOURCE	WORLD WIDE WEB SITE
USDA Procurement Home Page	<a href="http://www.usda.gov/da/procure.html">http://www.usda.gov/da/procure.html</a>
GSA Advantage	<a href="http://www.gsa.gov">http://www.gsa.gov</a>
JWOD	<a href="http://www.jwod.gov">http://www.jwod.gov</a>
NIB	<a href="http://www.nib.org">http://www.nib.org</a>
NISH	<a href="http://www.nish.org">http://www.nish.org</a>
UNICOR/FPI	<a href="http://www.unicor.gov">http://www.unicor.gov</a>
USDA	<a href="http://www.usda.gov">http://www.usda.gov</a>
SF-281 Codes	<a href="http://www.usda.gov/da/procure/pcard/pcguide.htm">http://www.usda.gov/da/procure/pcard/pcguide.htm</a>
VISA Merchant Category Classification (MCC) Codes	<a href="http://www.usda.gov/da/procure/pcard/pcguide.htm">http://www.usda.gov/da/procure/pcard/pcguide.htm</a>
Budget Object Classification Codes (BOCC)	<a href="http://www.usda.gov/da/procure/pcard/pcguide.htm">http://www.usda.gov/da/procure/pcard/pcguide.htm</a>
USDA Purchase/Fleet Documentation (i.e., guides, regulations)	<a href="http://www.usda.gov/da/procure/pcard/pcguide.htm">http://www.usda.gov/da/procure/pcard/pcguide.htm</a>

Frequently Dialed Numbers:

**LAPC** \_\_\_\_\_

**APC** \_\_\_\_\_

**DPC** \_\_\_\_\_

**Bank** \_\_\_\_\_

**Finance** \_\_\_\_\_

**NFC** \_\_\_\_\_

**IT** \_\_\_\_\_

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## APPENDIX C: MICRO-PURCHASE SELF-TEST

1. The commercial purchase card is subject to existing \_\_\_\_\_ and \_\_\_\_\_ procurement regulations in accordance with \_\_\_\_\_.
2. All purchases that will be paid for using the card must comply with the \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ regulations.
3. When writing a check, the total amount cannot exceed the cardholder's \_\_\_\_\_.
4. The same \_\_\_\_\_ that govern the purchase card are also applicable to checks.
5. The purchase card program is managed by \_\_\_\_\_.
6. Oversight of the USDA's purchase card program is provided by:  
\_\_\_\_\_ APC  
\_\_\_\_\_ LAPC  
\_\_\_\_\_ DPC  
\_\_\_\_\_ GSA
7. Establishment of an office, location, or area is performed by:  
\_\_\_\_\_ APC  
\_\_\_\_\_ LAPC  
\_\_\_\_\_ GSA  
\_\_\_\_\_ DPC
8. The \_\_\_\_\_ establishes the cardholder with the bank.  
\_\_\_\_\_ APC  
\_\_\_\_\_ LAPC  
\_\_\_\_\_ GSA  
\_\_\_\_\_ DPC



9. The maximum dollar amount that will be delegated to nonprocurement personnel for purchase card purchases is \_\_\_\_\_ per transaction.
10. Under no circumstances may a cardholder purchase an item that costs:
- \_\_\_\_\_ More than the minimum amount of the delegated authority
  - \_\_\_\_\_ More than the maximum amount of the delegated authority
  - \_\_\_\_\_ More than \$100 in excess of the delegated authority
11. At the time of the purchase, the cardholder should inform the vendor that the purchase is \_\_\_\_\_.
12. A cardholder is \_\_\_\_\_ for proper and lawful purchase actions.
13. Authority to make purchases with federal funds is given to:
- \_\_\_\_\_ The position
  - \_\_\_\_\_ The office
  - \_\_\_\_\_ The individual
14. Any conflict of interest or \_\_\_\_\_ thereof between government responsibilities and personal lives must be avoided.
15. The following person or persons are accountable for your procurement actions made with the purchase card:
- \_\_\_\_\_ The cardholder's supervisor
  - \_\_\_\_\_ The purchasing agent
  - \_\_\_\_\_ The person who delegated the authority to make purchases
  - \_\_\_\_\_ The cardholder
16. The purchase card may be used for which of the following:
- \_\_\_\_\_ Cash advances
  - \_\_\_\_\_ Rental or lease of land or buildings in excess of (180 days)
  - \_\_\_\_\_ Purchase of telecommunication and telephone equipment
  - \_\_\_\_\_ All of the above

17. It is the \_\_\_\_\_ responsibility to safeguard the purchase card/convenience checks and account number at all times.
18. If the card is lost or stolen, the cardholder must report it immediately to:
- \_\_\_\_\_ LAPC
  - \_\_\_\_\_ GSA
  - \_\_\_\_\_ The Bank
19. The aggregate amount of a single micro-purchase must not exceed \_\_\_\_\_.
20. Purchases under the micro-purchase threshold are:
- \_\_\_\_\_ Subject to small business set-aside
  - \_\_\_\_\_ Subject to Buy American Act
  - \_\_\_\_\_ Exempt from Buy American Act
  - \_\_\_\_\_ None of the above
21. Purchases within the micro-purchase threshold can be awarded without competition if the price is \_\_\_\_\_.
22. Purchases within the micro-purchase threshold must be:
- \_\_\_\_\_ Spread among qualified suppliers
  - \_\_\_\_\_ Placed with previous supplier
23. Price reasonableness must be verified when \_\_\_\_\_ indicates the price may not be \_\_\_\_\_.
24. The \_\_\_\_\_ should be used unless it is in the best interest of the government to use a more formal contracting method.
25. The purchase card can be used to buy \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
26. A purchase in which a contractor's personnel appear as government employees is a \_\_\_\_\_ services purchase.

27. A purchase where government employees do not supervise the personnel rendering the service is a \_\_\_\_\_ services purchase.
28. Under \$2,500, the card can be used to purchase:
- \_\_\_\_\_ Equipment repairs
  - \_\_\_\_\_ Facsimile machine
  - \_\_\_\_\_ Plumbing Supplies
  - \_\_\_\_\_ Subscription
  - \_\_\_\_\_ All of the above
29. The action to be taken whenever a purchase is required is to select \_\_\_\_\_ for the services or items needed.
30. Before ordering an item from GSA, the cardholder should see if it is available from:
- \_\_\_\_\_ Activity Inventory
  - \_\_\_\_\_ Federal Prison Industries
  - \_\_\_\_\_ Products of the Blind or Severely Disabled
  - \_\_\_\_\_ All of the above
31. If an item is available from all of the three following sources, which source must be used?
- \_\_\_\_\_ Activity Inventory
  - \_\_\_\_\_ GSA Stock
  - \_\_\_\_\_ The Open Market
32. The Javits-Wagner-O'Day (JWOD) Program creates jobs and provides employment training for people who are \_\_\_\_\_.
33. People employed under the JWOD Program provide high quality, reasonably priced \_\_\_\_\_ that can be used in our work.
34. A cardholder can order these products by \_\_\_\_\_, fax, or via electronic data interchange.
35. A cardholder can spend hours shopping, get 2 to 5-day delivery from GSA Customer Supply Centers, or have \_\_\_\_\_ delivery to their desktop.

36. Commercial vendors offer these products by phone. The government prices and delivery terms are not available in the stores. Which of the following national firms offer JWOD products?
- Boise Cascade Office Products
  - BT Office Supplies International
  - Corporate Express
  - Innovative Sales Brokers
  - Office Depot
  - Staples National Advantage
  - All of the above
37. The Department of Defense Oil Contract Bulletin is used to obtain:
- All Department of Defense stock items
  - Nonpersonal services
  - Fuel oils and lubricants
38. When the Department of Agriculture is listed as a “Mandatory User” of an item or service listed in the Federal Supply Schedule, it is \_\_\_\_\_ to use the Federal Supply Schedule for that item or service.
39. When supplies or services are obtained from a Contractor listed in the Federal Supply Schedules, who is responsible for the administration of the contract for that purpose?
- The Requisitioner
  - The GSA Contracting Officer
  - The Cardholder
40. Any problem which cannot be settled between a cardholder and the Contractor during a Federal Supply Schedule procurement should be referred to:
- The Cardholder’s supervisor
  - The GSA Region
  - The GSA Contracting Officer in charge of that contract

41. The government should buy recycled products and services because they:
- \_\_\_\_\_ Promote conservation of natural resources
  - \_\_\_\_\_ Conserve disposal (landfill) capacity
  - \_\_\_\_\_ Create business and employment opportunities
  - \_\_\_\_\_ All of the above
42. Generally, all government printing authorized by law is done by or through the \_\_\_\_\_.
43. \_\_\_\_\_ is USDA's liaison with the JCP and the Public Printer and GPO on all matters relating to printing.
44. All conferences, meetings, and seminars must be held at the most \_\_\_\_\_.

You are allowed to miss **five** questions. Forward a copy of this Self-Test with your answers to your LAPC for their review. Once the LAPC has completed the review, you will be certified for two hours of procurement training.