



U.S. Department of Justice

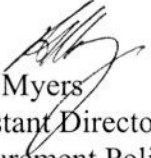
Justice Management Division

Management and Planning Staff

Washington, D.C. 20530

June 18, 2008

**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS
PURCHASE CARD AGENCY PROGRAM COORDINATORS**

FROM: 
H.B. Myers
Assistant Director
Procurement Policy and Review

SUBJECT: DOJ Procurement Guidance Document (PGD) 08-09, Purchase Card "Do Not Buy" List and Minimum Documentation Requirements for Purchase Card Files.

The Department of Justice (DOJ) OIG in coordination with the President's Council on Integrity and Efficiency, completed an audit in September 2006, of DOJ's purchase card expenditures related to hurricane relief and recovery efforts. That audit was undertaken to determine if during the course of hurricane recovery efforts, DOJ components employed effective internal controls over purchase card transactions, purchase card transactions were properly authorized and validated, and purchases of goods and services were in fact received. The following two actions are required for the Justice Management Division (JMD), to complete its response to the audit findings:

1. PPRG will develop a listing of what items are not allowed to be purchased with purchase cards, the "do not buy" list; and,
2. PPRG will develop minimum documentation requirements for purchase card files.

The "do not buy" list and minimum documentation requirements for purchase card files attached to this PGD apply to all purchase card transactions. The "do not buy" list and minimum documentation requirements for purchase card files serve as baseline requirements to which bureaus may add additional items as appropriate. Those attachments, and bureau specific guidance, should be sent to current cardholders and included in materials provided to cardholders as part of their training. Those documents should also be redistributed whenever they are updated.

Please distribute this document to the appropriate people in your organization. Questions should be directed to Harold Belcher at 202/616-3756.

Attachments

Department of Justice
Purchase Card Do Not Buy List

Purchase cards shall not be used to acquire any item for which appropriated funds can not be used, ref. Federal Appropriation Law, unless non appropriated funds are used. In addition, purchase cards shall not be used to acquire the following supplies and services:

1. Any item that is not required for the official business of the government e.g., any purchase that is personal in nature;
2. Cash advances;
3. Purchase, long term rental or lease of land, buildings or other real property including office space and parking spaces;
4. Travel related products or services such as air or ground transportation, meals, etc., that would be appropriately placed on a travel card;
5. Fleet related products or services such as fuel for, or repair of, vehicles that would be appropriately placed on a fleet card;
6. Printing services (GPO is the required source for all Federal printing), unless approved by the designated central printing authority, ref. FAR Subpart 8.8 Acquisition of Printing and Related Supplies;
7. Firearms, unless a specific dedicated card is used; and,
8. Accountable property (a definition of accountable property may be found at <http://10.173.2.12/jmd/fass/bulletins.htm> under Bulletin No. 05-01 and any revision thereto), unless the bureau has written procedures to ensure that accountable property acquired with purchase cards is recorded in the property system .

However, purchase cards may be used for emergency purchases of travel or fleet related items or services. If purchase cards are used to make emergency purchases of travel or fleet related items or services, cardholders shall document purchase card files to support the action taken. Purchase cards may also be used as payment cards for accountable property and leases of real property such as storage or parking spaces if those items have been acquired under a purchase order or contract.

Bureaus may add additional requirements to their "do not buy" lists.

Department of Justice
Purchase Card Minimum Documentation Requirements

It is imperative that supporting documentation be maintained for all purchases. Cardholders should prepare a suspense folder to hold the purchase card ordering log and associated purchase documentation to be reconciled when the monthly statement of account arrives. Such documentation shall include:

1. Documentation of Funds Availability, which may include requisitions and funding documents/citations;
2. Records of advance approvals;
3. Documentation to support emergency purchases of travel or fleet (vehicle) related items or services;
4. Sales receipts or shipping and receiving documents, e.g. packing slips or receiving reports as appropriate;
5. Credit slips or vouchers;
6. Records of disputed charges including dispute forms; and,
7. Approved monthly statement, e.g., a monthly statement reconciled by the cardholder and/or the Approving Official or both and approved by the Approving Official.

Bureaus may impose additional documentation requirements for their purchase card files.