

Commerce Acquisition Manual
CAM Notice 00-03

1. *Title or Purpose:* Modification to DoC Purchase Card Procedures
2. *File in:* CAM, Part 13, Section 301
1313.301
3. *Replacement Page:* Replace pages 12 and 13 with the attached pages 12 and 13.
4. *Effective:* April 19, 2000
5. *Summary of Changes:* The following revisions to the restrictions on purchasing copy paper and printing services have been negotiated with the Office of Administrative Operations, Publications and Graphics Division:

Subsection 3.4(B) is revised to allow the purchase of copy paper with the purchase card, for cardholders outside the Washington D.C. metropolitan area ONLY. For these cardholders, the purchase of copy paper must be made from GPO, GSA/GSA Federal Supply Schedules. Purchases may be made from open-market merchants if determined to be more cost-effective.

Operating Units within the Washington D.C. metro area must continue to contact OAO (for Hoover building) or their operating unit Printing Coordinator (at Census, NIST, NOAA, NTIS and PTO) to obtain copy paper. DoC obtains copy paper from GPO at prices significantly lower than the open market.

Subsection 3.4(C) is revised to allow Operating Units outside the Washington, D.C. metropolitan area to procure printing from Regional Government Printing Office (GPO) offices without contacting their OU Printing Coordinator.

Original signed by Lisa Jandovitz

Lisa Jandovitz, Acting Director
Acquisition Policy and Programs

Revised via CAM Notice 00-03, April 19, 2000

3.4 Restrictions on Use of the Card

A. GSA Government-wide Restrictions

In accordance with the GSA SmartPay contract #GS-23F-98006, Section CC.8, the purchase card **must not** be used for the following:

1. Long-term rental or lease of land or buildings. (*Long-term is generally defined as one year or more*).
2. Travel or travel-related expenses (excluding conference rooms, meeting spaces, and local transportation services (such as Metro Farecards, subway tokens, etc.).
3. Cash advances (emergency exceptions may be granted by the HCO, per the DoC Task Order)

B. Additional DoC Restrictions

The following items **must not** be purchased with the purchase card:

1. Personal convenience items – This includes, but is not limited to coffeepots, refrigerators, microwaves, commuting expenses, parking fees, parking tickets, personal fines, gifts, entertainment, personal membership fees, personal clothing and footwear, decorative items, personal qualification expenses. (These types of personal expenses are prohibited by legislation and/or GAO decisions, some of which are outlined in *Principles of Appropriations Law*, Volume I, Chapter 4 (available at internet site <http://www.gao.gov/special.pubs/vol1.pdf>). Exceptions may be made by the HCO if there is a specific appropriation for the purchase or if, after review of Appropriations Law and/or consultation with the Office of General Counsel, HCO determines that the expense is allowable.
2. Copy paper – Copy paper for the entire department is acquired from the Government Printing Office (GPO) by the DoC Office of Administrative Operations (OAO). For operating units within the Washington D.C. metropolitan area, all copy paper must be obtained through OAO (for Hoover Building) or operating unit Printing Coordinators (at Census, NIST, NOAA, NTIS and PTO).

***Exception:**

Cardholders in operating units outside the Washington, D.C. metropolitan area may utilize the purchase card to purchase paper from regional GPO offices, GSA or GSA Federal Supply Schedules. Cardholders may purchase copy paper from open-market sources if determined to be more cost-effective.

3. Any supplies or services which should be placed on a travel card or fleet card, including the purchase of gas or oil for Department-owned vehicles and repair of Department or leased vehicles.*

***Exceptions:**

On the rare occasion that a vendor will not accept the Fleet Card for fleet-related supplies or services, the cardholder must, **prior to making the purchase**, contact the APC or HCO to explain the circumstances and request approval to place the purchase on the Purchase Card. The APC/HCO will use discretion in allowing these expenses to be placed on the purchase card. Written approval (e-mail) from the HCO/APC must be maintained in the Purchase Card file.

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C. Approvals Required Prior to Purchase

Prior to purchase, these supplies or services require a special approval or authorization, as detailed below. The cardholder must maintain approvals in the Purchase Card files. Operating unit guidance on use of the purchase card may contain additional restrictions or approvals. Cardholders and Approving Officials are responsible for ensuring that only authorized purchases are made with the Purchase Card.

| <u>Purchase Requirement</u> | <u>Approval Required from</u> | <u>Reference</u> |
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| <u>Personnel Recruitment</u> | <u>Personnel Manager</u> | <u>DAO 208-2, Appendix E, 3/12/96</u> |
| <u>Paid Advertisements in newspapers (other than for recruitment of personnel)</u> | <u>Head of Contracting Activity (HCA) or designee (refer to Operating Unit guidance)</u> | <u>DAO 208-2, Appendix D, 3/12/96 and FAR 5.502(a)</u> |
| <u>Leasing of Motor Vehicles (not associated with official travel)</u> | <u>Head of Contracting Activity (HCA) or designee (refer to Operating Unit guidance)</u> | <u>DAO 208-2, Appendix D, 3/12/96 and FAR 8.1102</u> |

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| <p><u>Purchases for or including meals, drinks or lodging (other than Conference Registration fees listed under Allowable Purchases)</u></p> | <p><u>Head of Contracting Office (HCO) (to determine if purchase is allowable based on appropriations law)</u></p> | <p>GAO Principles of Appropriations Law Chapter 4, Section C, Subsection 5(b)</p> |
| <p><u>Printing and Duplicating (exceeding the capacity of an office printer or copy machine)</u></p> <p>(includes printing, binding, blankwork, composition, platemaking, presswork, binding and micrographics as well as related supplies that are used and equipment that is usable in printing and binding operations)</p> | <p>Operating Unit Printing Coordinator (for Census, NIST, NOAA, PTO and NTIS)</p> <p>All others, contact DoC Office of Administrative Operations</p> | <p>FAR 8.802(b)</p> <p>All Government printing must be procured through established Government channels. Refer to Printing Coordinator for specific information.</p> |
| | <p>Exception: Operating Units outside of the Washington, D.C. metropolitan area may utilize their Regional GPO Printing Office without consulting with their operating unit Printing Coordinator. These OUs must utilize their Regional GPO Printing Office or request a waiver from their regional GPO office, prior to utilizing an open-market source.</p> | |
| <p>Publication of scientific/research articles in professional journals</p> | <p>Operating Unit Printing Coordinator (for Census, NIST, NOAA, PTO and NTIS)</p> <p>All others, contact DoC Office of Administrative Operations</p> | <p>Per the Office of Administrative Operations</p> |
| <p>Furniture (and all other items offered by UNICOR)</p> | <p>Waiver required from Federal Prison Industries (UNICOR) if furniture is not purchased from them. Obtain waiver from UNICOR website at: http://www.unicor.gov/unicor/waiver.html</p> | <p>FAR Part 8, Required Sources of Supply</p> |