

Commerce Acquisition Manual
CAM Notice 02-02

1. *Title or Purpose:* Modification to DoC Purchase Card Procedures
2. *File in:* CAM, Part 13, Section 301
1313.301
3. *Effective:* March 15, 2002
4. *Summary of Changes:* The DoC Purchase Card policy is hereby modified to incorporate the following changes into Section 2.1, Obtaining a Purchase Card, and Section 3.6, Procedural Guidance:

Section 2.1, Paragraph A, Training Requirements has been modified to require all Cardholders and Approving Officials to successfully complete the GSA Web-based Purchase Card Training prior to participating in the Purchase Card Program. Previously Cardholders and Approving Officials with authority above \$2,500 were also required to complete a Simplified Acquisition course. Paragraph A has been modified to now require proof of Simplified Acquisition course completion prior to the issuance of increased authority. Section 2.1, Paragraph B, Nominations and Delegations, has been modified to require all nomination packages for participation in the program, Cardholders and Approving Officials, to include a copy of the Certificate of Completion for GSA Web-based Purchase Card Training and the Simplified Acquisition course, when applicable

Section 3.6, Paragraph B, Record Keeping has been modified to require the Cardholder to retain all original transaction documentation unless otherwise directed by the operating unit Chief Financial Officer. Paragraph D, Reports and Statement of Account, has been modified to reflect this change in file retention policy.



Christine A. Makris
Director
Acquisition Policy and Programs