

**Commerce Acquisition Manual**  
**CAM Notice 04-01**

- 1. Title or Purpose:** Modification to DoC Purchase Card Procedures
- 2. File in:** CAM, Part 13, Section 301  
1313.301
- 3. Effective:** February 1, 2004
- 4. Summary of Changes:** This modification to the DoC Purchase Card policy (CAM 1313.301) is the first of several changes to address issues for the overall improvement of the program. Other issues requiring changes (e.g. cardholder training requirements, clarification of roles and responsibilities, integrating DoC's Warrant Policy, etc.) will be forthcoming in subsequent modifications to 1313.301.

This modification to the DoC Purchase Card policy will hereby include a responsibility section for Agency/Organization Program Coordinator (A/OPC), provide a sample purchase card delegation memorandum, provide guidance for environmentally friendly purchases, and completely revise Section 4, Program Review. Specific changes are as follows:

- Modify Section 2.1.B.2 which also includes a new Attachment F – *Purchase Card Delegation Memorandum (Sample Format)*. The new Attachment F is a sample purchase card delegation memorandum. Section 2.1, Paragraph B.2, Delegation of Authority, has been modified to state that only HCOs may delegate purchase card authority to cardholders in accordance with DAO 208-2, and provide a sample Purchase Card Delegation Memorandum as Attachment F.
- Provide guidance for environmentally friendly purchases when using the government Purchase Card. CAM 1313.301 has been modified to include Section 3.7 - *Use of Purchase Card for Buying "Green"*. When purchasing products or services, all Purchase Cardholders should strive to make those purchases as environmentally friendly as possible. This new section identifies environmentally sound product categories and also provides references and resources available for Cardholders so they can be mindful of Buying "Green".

- Replace Section 4 – *Program Review*, with a new edition. The previous edition of Section 4, Program Review has been removed in its entirety and is replaced with a new Section 4.

First, the new Section 4 provides additional guidance for the Purchase Card program review process including: an overview of the annual review process, introduces new forms which may be used in the review and explains the steps involved in conducting the review. In the annual review process, the annual review report must be completed and submitted by December 31<sup>st</sup> of each year. As a result of this modification, the reporting period will begin in FY 2004, with the first report to be due December 31, 2004.

Second, this section incorporates information from the GSA oversight manual “Blueprint for Success: Purchase Card Oversight” and the President’s Council on Integrity and Efficiency (PCIE) handbook, “A Practical Guide for Reviewing Government Purchase Card Programs”. Both reference documents are useful tools available to APCs for review and oversight of their card program.

Third, this section includes standardized forms that APCs may use to facilitate the annual review process. The sample forms are provided as Attachment G - *Purchase Card Annual Review Checklist*, Attachment H – *Purchase Card Annual Review Summary of Findings*, and Attachment I – *Certification of Completion of Purchase Card Annual Review*.

Lastly, this section highlights the concepts of oversight and risk management for the Purchase Card Program and their impacts on prevention of fraud or abuse. Also referenced in this section is the General Accounting Office (GAO) draft audit guide GAO-03-678G, *Auditing and Investigating the Internal Control of Government Purchase Card Programs*, which provides guidance for prevention of fraud or card abuse.

Questions about these changes can be directed to Dao Vissering via e-mail at [dvissering@doc.gov](mailto:dvissering@doc.gov) or telephone at 202-482-4185.

CAM 1313.301 can be viewed at website address <http://oamweb.osec.doc.gov/stage/app/cam.htm>.

***Original Signed by Christine Makris***

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