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**Functional Series [300](#)
Acquisition & Assistance**

INTERIM UPDATE 08-08

SUBJECT: Extension of SmartPay1 through November 29, 2008

NEW MATERIAL: This IU reflects the extension of the current SmartPay1 task order through November 29, 2008.

EFFECTIVE DATE: 10/03/2008

POLICY

USAID General Notice
M/OAA
10/27/2008

Subject: Extension of SmartPay1 through November 29, 2008

Due to the unavailability of the Computer Based Training (CBT) and the USAID Worldwide Purchase Card Program Manual, two of the requirements necessary to receive the new SmartPay@2 purchase card, Citibank has agreed to allow USAID to continue with its current task order through November 29, 2008. All current purchase card accounts will remain open and active for use through 11:59 EST, November 29, 2008. The CBT will be available at the USAID University on Monday, November 3, 2008. SmartPay2 will be effective as of 12:00, EST, November 30, 2008. The Computer Based Training courses will be available at the USAID University on November 3, 2008.

All designated Cardholders, Organization Program Coordinators and Approving Officials must read the Office of Management and Budget policy guidance as it relates to the September 4, 2008 Policy Notice entitled "Transition to SmartPay@2 for the USAID Worldwide Purchase Card Program" in the OMB Circular, 123, Appendix B, Improving the Management of Government Charge Card Programs. Full text can be found at:

http://www.whitehouse.gov/omb/circulars/a123/a123_appendix_b.pdf.

The response to OMB, Jim Nussle signed by the Administrator on July 1, 2008 outlines additional actions USAID will implement to strengthen its internal controls for the USAID Worldwide Purchase Card Program. A copy of the Memorandum is attached to this notice.

Please keep in mind that the Cardholder will not receive the new SmartPay2 purchase card until their designated Organization Program Coordinator/Approving Official has attended all of their required training. Please reference the Policy notice entitled, "Implementation of SmartPay2 Purchase Card Program Nov. 3, 2008" dated October 8, 2008.

Cardholders must submit the following documentation to the Agency Program Coordinator (APC) before the SmartPay2 card may be issued:

1. Copy of the Training Certificate for the Computer-Based Training on the USAID Worldwide Purchase Card Program for Cardholder and Organization Program Coordinator/Approving Official housed under USAID University's Learning Management Systems (LMS)
2. Copy of Certificate of Training for the Simplified Acquisition or Simplified Acquisition Refresher Training through the Defense Acquisition University (DAU) in conjunction with the Federal Acquisition Institute (FAI)
3. Copy of the GSA Web-based Training Certificate
4. Copy of the Delegation of Authority signed by the Head of the Contracting Activity (non-procurement personnel)
5. Copy of the Warrant for EXO or Contracting Officer
6. Copy of Purchase Card Certification Form
7. Copy of Letter of Appointment for Organization Program Coordinator/Approving Official at:

<http://inside.usaid.gov/M/OAA/SolutionsCenter/egov/purchasecard.html>

Point of Contact: Any questions concerning this Notice may be directed to Velma Jones, M/OAA/CAS via e-mail to egovsupport@usaid.gov for a prompt response.

File Name	IU3_0808_102908
Notice Date	10/27/2008
Effective Date	10/03/2008
Editorial Revision Date	
ADS CD No.	
Remarks	This IU will remain on the ADS Web site until the policy and procedures in it are incorporated into the ADS.

IU3_0808_102908