

USE AND MANAGEMENT OF THE GOVERNMENT PURCHASE CARD IN VHA

- 1. REASON FOR ISSUE.** This Veterans Health Administration (VHA) Directive provides policy regarding the use of the Government Purchase Card for VHA facilities and program offices.
- 2. SUMMARY OF CONTENTS.** This Directive realigns the purchase card program under the Prosthetics and Clinical Logistics Office (P&CLO) and redefines the fiscal and logistics functions in the oversight and management of the program.
- 3. RELATED ISSUES.** VHA Handbook 1730.1, Use and Management of the Government Purchase Card Program.
- 4. RESPONSIBLE OFFICE.** The Chief Prosthetics and Clinical Logistics Officer (10FL), VHA Central Office, is responsible for the material contained in this Directive. Questions may be addressed to (202) 254-0439.
- 5. RESCISSIONS.** VHA Directive 1730.1, dated May 19, 2003, is rescinded.
- 6. RECERTIFICATION.** This VHA Directive is scheduled for re-certification on or before the last working day of September 2013.

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1. PURPOSE

This Veterans Health Administration (VHA) Directive establishes policy for the use of the Government Purchase Card within VHA, in conjunction with the Department of Veterans Affairs (VA) Directive 4080. Procedures are contained in VHA Handbook 1730.01, Use and Management of the Government Purchase Card Program.

2. POLICY

All VHA employees must utilize the Government Purchase Card for all micro-purchases for acquisition of supplies or services using simplified acquisition procedures (SAP), the aggregate amount of which does not exceed the micro-purchase threshold of \$3,000, with the following exceptions: for acquisitions of construction subject to the Davis-Bacon Act, \$2,000; and for acquisition of services subject to the Service Contract Act, \$2,500.

3. RESPONSIBILITY

a. **Chief Prosthetics and Clinical Logistics Officer (10FL)**. The VHA Chief Prosthetics and Clinical Logistics Officer has overall responsibility for the implementation and oversight of the Government Purchase Card Program within VHA, including the implementation of management controls for this program.

(1) Warranted individuals are to aggressively promote the use of purchase cards or "payment only" cards as the method of payment for all contracts and purchases, especially those under the simplified acquisition threshold (currently \$100,000).

(2) Cardholders issued a "payment only" card must comply with guidance in VA Handbook 7401.6, Limited Authority to Pay by Purchase Card. Anything that a warranted procurement agent may legitimately purchase under VA Acquisition Regulations (VAAR) or Federal Acquisition Regulations (FAR) can be paid for using the purchase card.

(3) When management reviews the Purchase Card Program, the emphasis must always be on supporting the most efficient acquisition process.

b. **Veterans Integrated Service Network (VISN) Director**. Each VISN Director is responsible for:

(1) Ensuring and certifying annually that the VISN Purchase Card Program is compliant with this Directive and VHA Handbook 1730.1

(2) Establishing a position, VISN Purchase Card Program Manager, to assist in management of the program and staff to the Head of Contracting Authority (HCA).

(3) Implementing and providing oversight of the local Government Purchase Card Program.

(4) Designating a multi-discipline team to conduct annual reviews of the Government Purchase Card Program authority.

4. REFERENCES

- a. FAR.
- b. VAAR.
- c. The Treasury Financial Manual.
- d. VHA Handbook 1730.1, Use and Management of the Government Purchase Card Program.
- e. VA Handbook 4080, Government Purchase Card Procedures.
- f. VA Handbook 7401.6, Limited Authority to Pay by Purchase Card