

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		Number: 5013-6
SUBJECT: Use of the Purchase Card and Convenience Check	DATE: February 13, 2003	
	OPI: Office of Procurement & Property Management	

1 PURPOSE

This regulation prescribes policies and procedures for use of the purchase card. The *APC/LAPC Purchase Card Program Guide* and *PCMS/Micro-Purchase Guide* are subordinate to and supplement this regulation; they provide the details supporting policies established by this regulation. All three of these documents can be accessed through the USDA Procurement home page at <http://www.usda.gov/procurement/>.

2 PROGRAM OBJECTIVES

The Purchase Card Program reduces administrative costs and allows agencies to procure supplies and services faster through the use of purchase cards and convenience checks. Departmental Regulation (DR) 5013-6, along with supplementing guidance in the *APC/LAPC Purchase Card Program Guide* and the *PCMS/Micro-Purchase Guide*, establish USDA policies and procedures for use of purchase cards and convenience checks in conjunction with USDA's Purchase Card Management System.

3 POLICY

Pursuant to Executive Order 12931, it is the policy of USDA that the purchase card will be used for supply and/or service procurements valued at or below the micro-purchase threshold (FAR 2.101). These purchases are known as "micro"-purchases. In addition, purchase cards will be used by warranted personnel for actions at or below the Simplified Acquisition Threshold (SAT) to the maximum practicable extent (FAR 2.101).

Warranted contracting personnel may also use the purchase card and convenience checks to process procurement actions under contracts, provided appropriate contractual arrangements are reflected in the contract document.

In the event a vendor will not accept the purchase card, a convenience check may be used to process the transaction provided Debt Collection Improvement Act (Public Law No. 104-134) waiver criteria are satisfied. It is also USDA policy that the convenience check shall be used in lieu of cash from imprest funds for purposes such as reimbursement for expenditures on official business, if it is not practicable to make reimbursement through electronic funds transfer. (Refer to the *APC/LAPC Purchase Card Program Guide* and/or *PCMS/Micro-Purchase Guide* for details.)

If deemed necessary to supplement this DR, agencies must submit to the Office of Procurement and Property Management (OPPM), a copy of the agency's proposed augmentation to this regulation prior to implementation. It is USDA policy, consistent with the Regulatory Reform Initiative, to limit supplementation to this regulation.

4 CANCELLATION

This regulation revises and cancels DR 5013-6, dated February 22, 2000.

5 ACRONYMS

APC	Agency Program Coordinator
AGAR	Agriculture Acquisition Regulation
AGPMR	Agriculture Property Management Regulation
DCIA	Debt Collection Improvement Act
DPC	Departmental Program Coordinator
DR	Departmental Regulation
FAR	Federal Acquisition Regulation
FMR	Federal Management Regulation
FPMR	Federal Property Management Regulation
JWOD	Javits-Wagner-O'Day Act
LAPC	Local Agency Program Coordinator
NFC	The National Finance Center
OIG	Office of Inspector General
OPPM	Office of Procurement and Property Management
PCMS	Purchase Card Management System
SPE	Senior Procurement Executive
UNICOR	Federal Prison Industries, Inc.
USDA	United States Department of Agriculture

6 DEFINITIONS

- a Alert System. The alert system is the subsystem in PCMS that provides user messages to APCs, LAPCs, the DPC, and the OIG regarding questionable transactions and transactions selected by statistical sampling for review. Some alerts will trigger a set of questions that must be answered to verify the validity of a specific transaction. Alerts are developed to reduce fraud, waste, and abuse.
- b Biobased Product. Biobased product means "a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials." (Executive Order 13101, §213).
- c Convenience Checks. Convenience checks are issued to authorized cardholders. Convenience checks are written against a cardholder's account and reconciled in PCMS. Pursuant to DCIA, convenience checks are not considered electronic funds transfer (EFT) transactions. As a result, the convenience check can only be used when one of the waivers to EFT is satisfied. (For detailed waiver information, refer to Authorized Use of the Convenience Check in either the *APC/LAPC Purchase Card Program Guide* or *PCMS/Micro-Purchase Guide*.)
- d Day. "Day" means a calendar day, unless otherwise specified. When a time period specified by date or a number of days would end on a weekend or holiday, the time period is extended to expire on the next working day.
- e FAR. The FAR establishes uniform policies and procedures for acquisition by all executive agencies (FAR 1.101) The FAR is located in Title 48, Chapter 1 of the Code of Federal Regulation.
- f Javits-Wagner-O'Day Act. This Act, 41 U.S.C. §46 et. seq., established the JWOD Program, which generates jobs and training opportunities for people who are blind or who have other severe disabilities, through the federal procurement process. For a current JWOD product and service listing, log onto their home page at <http://www.jwod.gov>. JWOD products can also be acquired on-line through the USDA Acquisition Toolkit at <http://www.usda.gov/procurement/> and through JWOD at <http://www.jwod.com>.

- g Micro-Purchase. Purchases at or below the micro-purchase threshold as defined in the FAR (FAR 2.101), or as otherwise provided by law.
- h Monthly Purchase Limit. The maximum total dollar amount a cardholder is authorized to procure each month. This amount is similar to a "credit limit." It is established in PCMS and at the card services contractor (bank) when a cardholder's account is first established. The dollar amount of the monthly limit is established by the manager conferring the purchase card on an employee. This limit includes both purchase and convenience check transactions.
- i PCMS. Computer software used to manage, reconcile, dispute, and pay purchase card and convenience check transactions. It is accessed through a personal computer meeting certain minimum configuration and communication requirements. (For detailed information, refer to either the *APC/LAPC Purchase Card Program Guide* or *PCMS/Micro-Purchase Guide*.)
- j Procurement Request. The USDA AD Form 700, Procurement Request, is optional for purchases at or below the micro-purchase threshold, except for hazardous items (i.e., firearms, ammunition, explosives, or hazardous biological and radioactive substances). In other cases, requisitions at this dollar level should not generally be forwarded to the servicing contracting office for processing unless the requirement is of a unique, complex, or sensitive nature, or the vendor will not accept the purchase card or convenience check for the order. The handling of such a requisition will be coordinated in advance with your servicing contracting office.
- k Single Purchase Limit. The maximum dollar amount a cardholder is authorized for a single transaction using either the purchase card or convenience check. This amount is established in PCMS and at the card services contractor (bank) when a cardholder's account is first established. The single purchase limit applies to both purchase card and convenience check transactions. For example, a cardholder with a single purchase limit of \$2,500 cannot write a check for \$3,000. The manager conferring the purchase card authority on an employee initially recommends the single purchase limit. The LAPC may reduce the single purchase limit of any cardholder in order to deactivate the cardholder's account or to ensure the integrity of the Purchase Card Program. Note that only warranted personnel may be authorized single purchase limits greater than the micro-purchase threshold consistent with their warrant limitations.
- l Warrant or Warrant Authority. The contracting authority delegated to a USDA employee by a duly authorized appointing official in accordance with federal and

USDA regulations. The warrant, SF-1402, states the level of contracting authority delegated to an individual, including any limitations on that authority. Above the micro-purchase threshold, only individuals with warrant authority bind USDA contractually.

7 SPECIAL INSTRUCTIONS

- a Prohibition on Acquiring Hazardous Items. Cardholders other than authorized warranted USDA employees may not use the purchase card and/or convenience check to acquire firearms, ammunition, explosives, or hazardous biological and radioactive substances. For such items, requisitions are to be prepared and forwarded to the servicing contracting office after obtaining agency required approvals and licenses (if any).
- b Card/Convenience Checks for Official Business Use Only. The purchase card and convenience checks are for official government business use only. Under no circumstances is the card or convenience check to be used for personal purchases or as identification for personal purchases. Failure to properly use and safeguard the card and/or checks will result in revocation of card and convenience check authority, and possible disciplinary action in accordance with applicable procedures. Refer to the *APC/LAPC Purchase Card Program Guide* for details on disciplinary actions.
- c Competition at or Below Micro-Purchase Level. At and below the micro-purchase threshold defined in FAR 2.101, cardholders are not required to seek competition as long as they believe the price is reasonable (FAR 13.202(a)(2)).
- d Business Size. Micro-purchases may be made from any size business using the purchase card or convenience checks (FAR 13.003(b)(1)). However, it is USDA policy to increase opportunities for small, small disadvantaged, and small women-owned businesses. Cardholders are therefore encouraged to acquire from these sources whenever possible.
- e Competition Above the Micro-Purchase Level. Other than under existing contracts, contracting officers and other warranted personnel using the purchase card to make purchases above the micro-purchase threshold shall obtain competitive quotations for all purchases pursuant to 41 U.S.C. § 428(a)(2).
- f Priority of Use - Purchase Card Versus Convenience Checks. Cardholders shall use purchase cards in preference to convenience checks. Convenience checks may be used when a vendor does not accept the purchase card, provided the DCIA waiver criteria are satisfied.
- g Use of Convenience Checks for Employee Reimbursements. When it is not practicable to reimburse employees through direct deposit, convenience checks may be used for reimbursements for local travel and expenses that were previously addressed through the

use of imprest funds, including:

- (1) Local taxicabs, subway or bus fares, parking, and local vehicle mileage incurred on official business;
- (2) Local and long distance official telephone calls;
- (3) Registration fees;
- (4) Tuition, books, and related expenses; and,
- (5) Goods or services of an emergency nature, not to exceed \$500.

Employees shall submit either an approved SF 1164, Claim for Reimbursement for Expenditures on Official Business, or an approved SF-182, Request, Authorization, Agreement and Certification of Training, as appropriate, to request reimbursement of incurred expenses. Employees shall also submit a justification, signed by their supervisor, with any request for reimbursement for goods or services purchased by the employee. Employees are expected to contact the cardholder servicing their office when they need to obtain goods or services, except in emergencies or other situations in which it is not possible to contact the cardholder.

- h Ethics Requirements. Office of Government Ethics Standards of Conduct for Executive Branch Employees apply to purchase card and convenience check use. All purchases/transactions must be transacted for official Government business only. Cardholders with questions regarding the propriety of a particular purchase should consult their LAPC, servicing contracting office, or agency ethics officer, for guidance and assistance prior to making the purchase.
- i Regulatory Applicability. Use of the purchase card and convenience checks must be consistent with the FAR, AGAR, FMR, FPMR, AGPMR, Office of Government Ethics Standards of Conduct for Executive Branch Employees, and Agency regulations.
- j Environmentally Preferable Products and Services. It is the policy of USDA to acquire environmentally preferable, including biobased, products and services in accordance with the goals and policies of Executive Order 13101, September 14, 1998. This preference extends to acquisitions at all dollar levels, including those accomplished using the purchase card.
- k Requirement to Timely and Accurately Reconcile. It is USDA policy that cardholders shall reconcile their accounts no later than 30 days after a transaction appears in PCMS, absent extenuating circumstances. Failure to timely and accurately reconcile may cause inaccuracies in agency status of funds information. In addition, failure to cite correct budget object classification codes and, for convenience check recipients, Employer Identification Numbers (EINs) or Social Security Numbers (SSNs), may cause Form 1099s to erroneously be issued (or not issued) to USDA employees and vendors. Failure to timely and accurately reconcile shall constitute grounds for management to revoke purchase card and/or convenience check privileges, and possible disciplinary action. LAPCs shall deactivate the account of any cardholder who fails to reconcile transactions within 60 days after each transaction appears in PCMS. No account so deactivated may

be re-activated until all transactions in the account are reconciled. For additional information on cardholder responsibilities, refer to the *PCMS/Micro-Purchase Guide*.

- l Fiscal Year End Reconciliation. At the end of each fiscal year, cardholders shall reconcile all unreconciled transactions visible on the PCMS card transaction screen. Cardholders shall reconcile all unreconciled transactions in accordance with agency procedures, but no later than 30 days after the end of the fiscal year.
- m Calendar Year End Reconciliation. Cardholders shall reconcile all unreconciled transactions visible on the PCMS card transaction screen as of the last working day of each December. This reconciliation assists the NFC to prepare year-end reports to the Internal Revenue Service. Reconciliation must be completed no later than 15 days after the end of the calendar year.
- n Cash Awards and Use of Convenience Checks. Convenience checks may not be used to issue cash awards. The Office of Human Resources Management's procedures for spot cash awards are available online at <http://www.usda.gov/da/employ/spotforweb.htm>.
- o Salary Payments and Use of Convenience Checks. Convenience checks may not be used to issue salary payments of any kind. NFC's Special Payroll Processing System should be used for emergency salary payments.
- p Transit Subsidies and Use of Convenience Checks. Convenience checks may not be used for cash reimbursement of qualifying transit expenses under the Commuter Transit Subsidy Benefit Program. Refer to DR 4060-002 for details on this Program.
- q Imprest Funds. Purchase cards and convenience checks shall not be used to establish, maintain, or replenish imprest funds. Purchase cards and convenience checks shall not be used to obtain cash for imprest funds, either directly or through employees or third parties.
- r Dormant Accounts. Dormant accounts are accounts with no account activity over a period of six months. LAPCs shall review dormant accounts at least annually to determine whether they should be cancelled.

8 APPLICABILITY

This regulation is applicable to all USDA activities with delegated procurement authority or that are serviced by agencies with delegated procurement authority.

9 PCMS PUBLICATIONS/VIDEOS

PCMS training materials are available from the Consolidated Forms and Publications Distribution Center (CFPDC) in Beltsville, Maryland. These materials can be ordered directly from the Distribution Center using Form CFPDC-1 in accordance with departmental/agency procedures citing the following form number (see also <http://www.bsc.usda.gov>):

AD 1113 PCMS Training Workbook and PCMS Cardholder Instructions

Each of the following documents can be downloaded from the USDA Procurement web site at <http://www.usda.gov/procurement/>:

APC/LAPC Purchase Card Program Guide

PCMS/Micro-Purchase Guide

10 YEAR 2000 COMPLIANCE REQUIREMENT FOR PURCHASES & THE USDA INFORMATION TECHNOLOGY MORATORIUM

When purchasing Information Technology (IT) products that will be required to perform date/time processing involving dates subsequent to December 31, 1999, cardholders are required to purchase only those that are Year 2000 compliant (FAR 39.106). "Year 2000 compliant" means that the IT accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other IT, used in combination with the IT being acquired, properly exchanges date/time data with it (FAR 39.002). In the event a non-year 2000 compliant product or service is required, a prior, specific exemption to this requirement must be obtained from the USDA Chief Information Officer.

11 ACQUISITIONS OF PRODUCTS AND SERVICES SOLD BY MANDATORY SOURCES

When acquiring supplies and services, cardholders are required, in accordance with law and Executive Branch policies, to purchase from UNICOR or nonprofit agencies participating in the JWOD Program those supplies and services appearing on the UNICOR Schedule of Products made in Federal Penal and Correctional Institutions or on the JWOD Procurement List maintained under the JWOD program (FAR 8.601-.606, 8.700-.715). This requirement generally applies only to purchases over \$25 of items on the UNICOR Schedule (FAR 8.605(a), 8.606(e)). It applies to purchases of any dollar value of items on the JWOD Procurement List (FAR 8.704(b)).

12 RESPONSIBILITIES & PROCEDURES

The *PCMS Micro-Purchase Guide* provides the cardholder with details of how the Purchase Card program works and instructions for using the purchase card and convenience checks. Refer to this guide for complete details on cardholder purchasing responsibilities and performing PCMS functions.

The *APC/LAPC Purchase Card Program Guide* provides complete details on the roles and responsibilities of each individual involved in the Purchase Card Program from the administration of the program to the cardholder. The following is a brief overview of each role in the USDA purchase card program:

- a DPC. A program coordinator in OPPM who manages the USDA Purchase Card Program.
- b APC. The APC is responsible for the overall program in each agency and is the agency's contact with the DPC. Subject to the concurrence of the agency Head of the Contracting Activity Designee, APCs may appoint assistant, deputy, or regional APCs to assist with program management.
- c LAPC. LAPCs are appointed locally by the Head of the Contracting Office, subject to the concurrence of the APC. The LAPC is responsible for the day-to-day operations of the purchase card program at each site. This includes cardholder training, purchase card record maintenance, oversight of purchase card transactions, review of purchase limits, and deactivation or activation of cardholder accounts.
- d Billing Office Contact. NFC is the designated Billing Office Contact for all USDA purchase card users and is responsible for payment of the electronic invoice and for scheduling payment with the U.S. Treasury.
- e Cardholder. The cardholder is the individual to whom a card is issued. This individual may purchase, within his or her delegated authority, supplies and services required by the Government. No other person is authorized to use the card and, if issued, convenience checks.
- f Manager. Managers determine who within their organizations should receive purchase cards and convenience checks. Managers determine the monthly purchase limits and recommend initial single purchase limits of cardholders within their organizations within the overall limits contained in section 14, below.
- g Supervisor. Supervisors are the first line of control over the purchasing activity of cardholders in their units. Supervisors review cardholder purchase transactions to verify that they are necessary and proper. Supervisors recommend appropriate personnel action in the event of purchase card or convenience check abuse.

In the event of a conflict between DR 5013-6 and the *PCMS Micro-Purchase Guide* or the

APC/LAPC Purchase Card Program Guide, the policies and procedures of DR 5013-6 will govern.

13 PURCHASE CARD OVERSIGHT

The DPC, APCs, LAPCs, OPPM, and the OIG monitor purchase card transactions through tools such as PCMS' alert system, statistical sampling, and query tool software.

Cardholders are required to comply with any requests by the DPC, APC, LAPC, OPPM, OIG, and other duly authorized organizations/individuals for information/investigations regarding questionable purchases.

Cardholder supervisors will monitor purchasing activity of cardholders in their units. Supervisors will require cardholders to generate periodic reports of purchase card and convenience check transactions. Supervisors shall review cardholder transaction reports at least quarterly, or more often if agency procedures require. On reviewing a cardholder report, the supervisor shall initial it and retain it on file. Supervisors shall notify the cardholder's LAPC if they identify questionable transactions or possible misuse of the card. Supervisors shall notify the cardholder's LAPC if the cardholder leaves the unit or no longer requires a card. Unless otherwise specified in agency procedures, supervisors should collect purchase cards and checks from cardholders separating from their agency, and return the cards and checks to the LAPC for disposal.

14 DELEGATION OF AUTHORITY

- a General. In accordance with USDA Delegations of Authority (7 CFR 2.93), the Director of OPPM is delegated authority to promulgate Departmental policies, standards, techniques and procedures, including developing and administering principles and objectives supporting procurement, and serves as the USDA SPE. In relation to the USDA Purchase Card Program, the SPE delegates authority as described below.
- b Micro-Purchases (\$2,500 or less). The USDA SPE delegates micro-purchase procurement authority through this regulation. Letters of delegation from the Heads of Contracting Activities or their designees are unnecessary for delegated authority of \$2,500 or less (\$2,000 for construction). Managers or supervisors determine to whom cards and convenience checks will be issued. They can request authority for non-warranted personnel up to and including \$2,500 (\$2,000 for construction). These requests shall be submitted to the cognizant LAPC for action. Issuance of the purchase card by the LAPC confers the authority up to the specified purchase limit as reflected in PCMS. This authority terminates upon the employee's separation from their organization or cancellation of the card by the APC or LAPC.

- c Micro-Purchases Over \$2,500. The micro-purchase threshold, as defined in FAR 2.101 or as otherwise provided by law, may exceed \$2,500 under certain circumstances (e.g., purchases of supplies or services to facilitate defense against or recovery from terrorism). Heads of Contracting Activities or their designees may issue letters of delegation to non-warranted personnel authorizing them to purchase supplies or services up to the applicable micro-purchase threshold. The letter of delegation shall state the reason why the employee is authorized to make micro-purchases over \$2,500, and the employee's initial single purchase limit. The letter shall be submitted to the cognizant LAPC for action. Issuance of the purchase card by the LAPC confers the authority up to the specified purchase limits as reflected in PCMS. This authority terminates upon revocation of the letter of delegation, the employee's separation from their organization, or cancellation of the card by the APC or LAPC.

- d Simplified Acquisitions and Formal Contracts. Only warranted USDA employees may purchase above the micro-purchase level. Warranted individuals may use the purchase card, and, if issued, convenience checks, in accordance with FAR 13.301(c) up to the single and monthly purchase limits established for their cards. The single purchase limit established for a warranted individual may not exceed the lesser of the amount of the individual's delegated authority or \$1 million, unless a waiver is authorized by the APC. The single purchase limit may never exceed the warranted individual's delegated authority. Refer to DR 5001-1, *USDA Contracting Officer Warrant System*, or its successor, and DR 5100-2, *USDA Leasing Officer Warrant System*, or its successor, for policy on contracting delegations of authority/warrants.

- e Changes to Spending Limits. Changes to a cardholder's single purchase limit and/or monthly spending limit will be directed to the LAPC for action but must be approved by the cardholder's manager or supervisor prior to implementation. The LAPC may reduce a cardholder's single purchase limit in order to ensure the integrity of the Purchase Card Program; e.g., in order to deactivate a cardholder account.

15 AUTHORIZED USE OF CARDS AND CHECKS

There are specific guidelines on using the purchase card and convenience checks. The *APC/LAPC Purchase Card Program Guide* and *PCMS/Micro-Purchase Guide* provide complete details as to what is or is not permitted. Failure to comply with these guidelines may result in loss of purchase card and convenience check authority as well as disciplinary action. The following is a brief overview and does not include all conditions relating to the purposes for which the card and checks may or may not be used:

- a The purchase card can be used to purchase goods and services under the micro-purchase threshold; to acquire special purpose space to be used on a temporary or emergency basis; and to acquire repairs and maintenance to government-owned or leased vehicles/equipment in an emergency situation or when the fleet credit card is not accepted.

- b Convenience checks can be utilized for purchases only when: (1) the vendor or merchant will not accept the purchase card, and (2) at least one of the DCIA waivers is satisfied (see section 6c). The following are considered appropriate uses for convenience checks:
 - (1) Bona fide emergencies where the purchase card is not a viable solution;
 - (2) Transactions with small and/or rural businesses that are not yet able to accept the purchase card;
 - (3) Employee reimbursements (see section 7g), if direct deposit is impracticable; and
 - (4) Other properly approved transactions for which the imprest funds were previously used that cannot be addressed using the purchase card (see section 7g).

- c The purchase card and convenience checks shall not be used for cash advances, establishment of imprest funds, maintenance or replenishment of cash balances in imprest funds, long-term rental or lease of land or buildings, cash awards, salary payments, travel-related purchases, personal purchases, to acquire major telecommunication services, or hazardous items (see *Special Instructions*).

16 COMPLEX REQUIREMENTS AND USE OF THE PURCHASE CARD

Only warranted USDA employees may use the purchase card for complex, unique, or high-risk actions, regardless of the dollar amount of the action. Considerations for forwarding a procurement request to the servicing contracting activity for review and possible action include: (1) whether the requirement is for firearms, ammunition, explosives, hazardous biological substances, or radioactive agents; (2) complicated terms and conditions; (3) need for a contract in order to document mutual responsibilities of the parties; (4) mission criticality; (5) high performance risk; and (6) similar factors indicating that the requirement is complex or unusual in nature.

17 TERMS AND CONDITIONS FOR PURCHASE CARD TRANSACTIONS

- a Micro-Purchases. In accordance with FAR 13.201(d), clauses generally are not required for purchases at or below the micro-purchase threshold. FAR 13.201(d) takes precedence over any other FAR requirement to the contrary, but does not prohibit the use of any clause.

- b Purchase Orders and Contracts. The Contracting Officer will ensure that contracts and purchase orders in excess of the micro-purchase threshold include appropriate terms and conditions, clauses, and certifications, in accordance with the FAR and the AGAR. Contracts and purchase orders using the purchase card should also provide that:

- (1) The purchase card shall be accepted for all purchases and payments under the contract or order;
- (2) Prices reflected in the order and/or Section B of the contract (as appropriate) reflect use of the purchase card;
- (3) The contractor will not process a transaction for payment through the purchase card clearinghouse until: (i) the purchased supplies have been shipped or (ii) purchased services performed (For subscriptions, the contractor may process the transaction for payment upon receipt of the order.); and,
- (4) the Contractor will immediately credit the purchase cardholder's account for items and related charges for items returned as defective, unless the Contracting Officer requests correction or replacement of a defective or faulty item.

18 TRAINING REQUIREMENTS

In order to receive a purchase card with micro-purchase authority, non-warranted personnel must receive training in micro-purchase regulations and procedures and PCMS. All personnel must be trained to use PCMS before a card may be conferred. Individuals issued a card will certify that they have received the training, understand the regulations and procedures, and know the consequences of inappropriate actions.

Each Agency Head is responsible for training participants in the USDA Purchase Card Program. Materials have been developed for use in training cardholders, APCs, LAPCs, and others involved in using or monitoring purchase card transactions. These training materials are listed in the *APC/LAPC Purchase Card Program Guide*.

Warranted personnel will receive credit towards their maintenance training requirements based upon the duration of time spent receiving official APC/LAPC and/or cardholder training.

19 USE OF THE CARD AND/OR CONVENIENCE CHECKS FOR DISASTER, INDEMNITY, AND OTHER PROGRAM PAYMENTS

Disaster, indemnity, and other program payments are not payments for the procurement of supplies or services under the FAR. Agencies that obtained approval from the SPE to use the purchase card or convenience checks prior to the issuance of this DR to make disaster, indemnity or program payments may continue to do so in accordance with the terms and conditions of the approval. Agencies otherwise may not use the purchase card and/or convenience check to make disaster, indemnity or program payments.

20 INQUIRIES

Inquiries about the USDA Purchase Card Program should be directed through agency channels (the cognizant APC and LAPC) to the DPC in the OPPM, at (202) 720-7527. For technical inquiries, refer to the *Troubleshooting* section in either the *APC/LAPC Purchase Card Program Guide* or *PCMS/Micro-Purchase Guide* for specific details.

[END]