

4 FAM 440 EXCEPTIONS IN THE VOUCHERING OF SPECIAL ITEMS

*(CT:FIN-393; 06-12-2008)
(Office of Origin: RM/FPRA/FP)*

A LEGAL OPINION ISSUED BY THE OFFICE OF THE LEGAL COUNSEL (OLC) AT THE DEPARTMENT OF JUSTICE HAS CAUSED 4 FAM 448.4-3 TO BE UNDER REVIEW BY THE DEPARTMENT'S OFFICE OF THE LEGAL ADVISER. BECAUSE OF THIS REVIEW, THIS SECTION IS NOT CURRENTLY VALID AS WRITTEN HERE. OLC'S OPINION CHANGED THE CIRCUMSTANCES UNDER WHICH APPROPRIATED FUNDS MAY BE USED TO PROVIDE FOOD OR LIGHT REFRESHMENTS AT DEPARTMENT-SPONSORED CONFERENCES/MEETINGS. QUESTIONS SHOULD BE DIRECTED TO THE OFFICE OF THE LEGAL ADVISER (L/M).

4 FAM 441 GENERAL

(TL:FIN-352; 05-30-95)

Subchapter 4 FAM 440 contains the Department's policy on vouchering special items. The policy allows for differences between the vouchering of special items and ordinary items. Differences in vouchering may be either in the mode of processing or certification or both. The policies contained in this subchapter must be used in addition to the policies contained in subchapters 4 FAM 410, 4 FAM 420, 4 FAM 430, and 4 FAM 450.

4 FAM 442 ADVANCE PAYMENTS OTHER THAN TRAVEL

(TL:FIN-352; 05-30-95)

Advance payments to contractors or vendors refer to payment made in contemplation of future performance of a service, receipt of goods, incurring of an expenditure, or for other assets except payments for travel-related services (TFM 2-41000-4). The Department makes advance payments to contractors or vendors in anticipation of and for the purpose of facilitating performance.

4 FAM 443 ALLOWANCES

(TL:FIN-352; 05-30-95)

Allowances refer to money or equivalent value, furnished or made available, in addition to prescribed rates of pay, to cover such items as quarters, subsistence, clothing, or travel. These allowances are applicable to posts only and not to domestic operations. See 4 FAM 460 for other types of allowances such as transfer allowances.

4 FAM 444 CAPITAL EXPENDITURE, U.S. GOVERNMENT DEPOSITS

(CT:FIN-386; 10-03-2007)

- a. The vouchering of capital expenditures is defined as the cost of capital property (see 15 FAM, Overseas Buildings Operations, for definition of capital property/assets). The general services staff of the bureau or post decides if an expense is of a capital nature.
- b. A deposit may be made to ensure the return of meters, equipment, containers, and other nonexpendable items which are loaned, rented, or leased by the U.S. Government. Deposits may be made for gas and electric meters, telephone equipment and so on. Do not make a deposit when such a deposit is an advance payment (see 4 FAM 442 for policy on advance payments). See 4 FAH-3 H-444.2 for vouchering procedures.

4 FAM 445 MEDICAL EXPENSES FOR AMERICAN EMPLOYEES AND ELIGIBLE DEPENDENTS

4 FAM 445.1 Authority and Applicability

(CT:FIN-382; 12-14-2006)

The regulations and procedures prescribed herein are based on and subject to the Department of State Medical and Health Programs regulations prescribed in 16 FAM, Medical Program. The medical regulations are applicable to eligible personnel (U.S. employees and dependents) of U.S. agencies participating in the Medical Health Program by formal agreement.

4 FAM 445.2 Delegations of Authority

(TL:FIN-362; 09-05-2003)

- a. Upon the recommendation of the regional medical officer or M/MED, and approval by M/MED (assigning of the obligation number), the post principal or management officers of the Department, or their formal designees, may authorize to approve payment for all U.S. employees and their eligible dependents covered by the Medical Health Program. Such authority is subject to established regulations, special provisions, or limitations as prescribed by participating U.S. agencies. Special provisions or limitations will be directed to the post by the participating U.S. agency.
- b. Certifying authority (see 4 FAM 432) for medical expense vouchers chargeable to funds of participating agencies at all posts has been delegated to authorized certifying officers of the Department of State where the certifying function is normally performed for the U.S. agency under an administrative support agreement.

4 FAM 445.3 Authorized Medical Services

(CT:FIN-382; 12-14-2006)

Authorized medical services including immunizations, examinations, hospitalization, family advocacy counseling and related treatment, medical travel, and travel of medical attendants, are explained in 16 FAM, Medical Program.

4 FAM 445.4 Funds Chargeable

(TL:FIN-352; 05-30-95)

Appropriate management controls must be in place to insure correct charging of medical expenses, the processing of medical billings, employee claims, and the vouchering and paying of medical vouchers.

4 FAM 445.5 Recovering Medical Insurance Benefits

(CT:FIN-382; 12-14-2006)

- a. The authority to recover medical insurance benefits payable to U.S. employees and dependents hospitalized under the Department of State Medical Health Program, less any authorized out-of-pocket medical expenses, is defined in 16 FAM, Medical Program.
- b. Employees having private health insurance or FEHBA (Federal Employees

Health Benefits Act) coverage are required to file claims in accordance with insurance carrier rules to recover expenses incurred as a result of illness or injury for which the U.S. Government has paid the medical care. Failure of an employee to recover insurance payments, unless such failure is for reasons beyond the control of the employee, defeats the employee's right to health service at U.S. Government expense. The employee is held indebted to the U.S. Government for the amount of the payment for which the employee filed a claim in accordance with the rules of the insurance carrier. Record such an indebtedness as an accounts receivable in the M/MED allotment (see 4 FAM 200, Accounting for Accruals, and 4 FAM 490, Debt Collection).

- c. Employees and eligible dependents of the Department of State or participating U.S. agencies who are insured by a company under the Federal Health Insurance may be entitled to benefits which are recoverable from amounts paid in their behalf from appropriated funds. Medical insurance repayments are processed as refunds to the appropriation and allotment accounts by obligation number from which the medical expenses were paid in each case.
- d. When hospitalization or related medical expenses at U.S. Government expense are authorized in facilities abroad, the post determine whether collection from the employee is required and the subsequent disposition of any remittance.

4 FAM 445.6 FSN Employee Emergency Medical Expenses

(CT:FIN-386; 10-03-2007)

Work-related emergency medical care of Foreign Service national (FSN) employees of the Department and other U.S. Government agencies serviced by the Department are authorized according to 3 FAM 7700. The funding and payment of such expenses for State FSN employees is from appropriated funds, allotment 2034, and for AID FSN personnel, the appropriated funds allotment used to pay the employee's salary. All medical expenses of FSN employees of other U.S. agencies are paid in accordance with the post's medical health policy approved by all U.S. agencies at post. The Department obtains reimbursement for FSN employee work-related emergency medical expenses from the Department of Labor, Bureau of Employee's Compensation (BEC).

4 FAM 446 OFFICIAL RESIDENCE EXPENSES

(CT:FIN-382; 12-14-2006)

The officers eligible to claim reimbursement for official residence expense (ORE) and the officers with the authority to designate a dwelling as an official residence are identified in 3 FAM 3200, Official Residence Expenses. The allowable expenditures in connection with the operation and maintenance of an official residence are prescribed in the Standardized Regulations (Government Civilians, Foreign Areas), chapter STR 452, and in 15 FAM, Overseas Buildings Operations. ORE may be paid directly to the provider of the service or reimbursed to the officer. Principal representatives or those designated as principal representatives must pay 3-1/2 percent of their annual salary to help defer any ORE.

4 FAM 447 SUPPLIES AND SERVICES

4 FAM 447.1 Advertising for Supplies and Services

(CT:FIN-386; 10-03-2007)

The special requirements and procedures necessary for procuring and paying advertising services are set forth in 41 U.S.C., sections 3702 and 3703 and in 5 U.S.C. 302 (b). Advertisements, notices, proposals for contracts, and all forms of advertising required by law may be paid for at prices not exceeding the commercial rates charged to private individuals with the usual discounts. Lower terms at special rates may be secured when in the public interest. By the authority vested by 41 U.S.C. 3702, the Secretary of State may additionally delegate to subordinate officials authorization to publish advertisements, notices, or proposals. Delegated authority to authorize advertising may not be redelegated unless otherwise authorized by law. The delegation of authority, as well as all invoices and bills, are to be available to the General Accounting Office for audit.

4 FAM 447.2 Contract Employees

(CT:FIN-386; 10-03-2007)

The procedures for paying individual contract or personal service contract employees are provided in 4 FAH-3 H-447.2.

4 FAM 447.3 Drinking Water

(TL:FIN-352; 05-30-95)

Unless specifically exempt by some statute, each voucher containing charges for special drinking water must be supported by a certificate that no other water safe to drink is available without charge or at a lower cost, with a brief statement of the facts.

4 FAM 447.4 Newspapers, Magazines, and Other Publications

(TL:FIN-352; 05-30-95)

Subscriptions to newspapers, magazines, and other periodicals for official use of the U.S. Government may be paid in advance. Such advance payments do not have to be limited to a 1-year period. Where it is advantageous for the purpose of economy or otherwise to subscribe to a publication for a longer period, payment may be made from current appropriations otherwise available for such purpose.

4 FAM 447.5 Printing and Binding

(CT:FIN-386; 10-03-2007)

- a. Certain printing and binding work is exempt from the requirements of 44 U.S.C. 501, which provides that all such work be done by the U.S. Government Printing Office except when urgent or necessary to have such work done elsewhere. Exemptions are contained in:
 - (1) Certain current appropriation acts of the Department (when the exemption is included in a current appropriation act, the same exemption would apply and carry over only if contained in future appropriation acts); and
 - (2) Enabling legislation, which establishes various Department programs.
- b. Only printed invitations for a specific function giving the date and time, for example the fourth of July, can be reimbursed from representational funds. Pay all invitations of a generic nature from salaries and expenses (S&E) printing obligations if such printing is clearly established as official (see section 330 of Standardized Regulations (Government Civilians, Foreign Areas)).

4 FAM 447.6 Repairs and Replacements

(TL:FIN-352; 05-30-95)

Repairs and replacements must contain specific approval indicating that the expenses were necessitated by normal wear and tear and not due to negligence.

4 FAM 447.7 Telecommunications

(CT:FIN-386; 10-03-2007)

Department appropriations may be used to pay for installing telephones in residences owned or leased by the U.S. Government in foreign countries for the use of the Foreign Service (31 U.S.C. 1348 (A)) and as allowed by chapter 400 of the Standardized Regulations (Government Civilians, Foreign Areas) (SR (GC, FA)). Under 31 U.S.C. 1348 (B), the Department's appropriations may also be used to pay charges for long-distance calls if:

- (1) The call is required for official business;
- (2) The voucher is sworn to and certified by the Secretary of State or designee; and
- (3) The call is necessary in the interest of the U.S. Government.

4 FAM 447.8 Utilities

(TL:FIN-352; 05-30-95)

Payments for utilities must be supported by a voucher and a receiving report showing the amounts and type of utility service received.

4 FAM 448 MISCELLANEOUS ITEMS

(CT:FIN-391; 04-30-2008)

A LEGAL OPINION ISSUED BY THE OFFICE OF THE LEGAL COUNSEL (OLC) AT THE DEPARTMENT OF JUSTICE HAS CAUSED 4 FAM 448.4-3 TO BE UNDER REVIEW BY THE DEPARTMENT'S OFFICE OF THE LEGAL ADVISER. BECAUSE OF THIS REVIEW, THIS SECTION IS NOT CURRENTLY VALID AS WRITTEN HERE. OLC'S OPINION CHANGED THE CIRCUMSTANCES UNDER WHICH APPROPRIATED FUNDS MAY BE USED TO PROVIDE FOOD OR LIGHT REFRESHMENTS AT DEPARTMENT-SPONSORED CONFERENCES/MEETINGS. QUESTIONS SHOULD BE DIRECTED TO THE OFFICE OF THE LEGAL ADVISER (L/M).

4 FAM 448.1 Employee Awards

(TL:FIN-352; 05-30-95)

Appropriated funds may be used to pay awards to employees. As a general rule, appropriated funds may not be used to "pay subsistence or to provide free food to U.S. Government employees at their duty stations." However, the Government Employees' Incentive Awards Act authorizes funds when the suitability of providing light refreshments, at a nominal cost, may be

provided for award ceremony purposes if such refreshments would materially enhance the effectiveness of the awards ceremony as determined, on a case-by-case basis, by each post or office. The awards committee of the office or post concerned must document and approve such determination. If such refreshments are served, they must be made available as part of the awards ceremony. The nominal cost may be considered a "necessary expense" and may be charged to operating appropriations rather than to the post or office representation account.

NOTE: Purchasing alcoholic beverages with appropriated funds is **not** authorized.

4 FAM 448.2 Membership and Meeting Fees

(CT:FIN-386; 10-03-2007)

- a. **Membership fees** or dues in a society, club, or association may be paid from official funds when the membership is shown to be essential to the operation of the Department and the dues are tantamount to a charge for a direct and primary benefit to the Government, as opposed to a primary benefit to the individual employee. The membership must be institutional and not be in the name of an individual employee. Examples include overseas membership to foreign press clubs where media activities essential to Departmental public affairs and public diplomacy operations take place, or "library membership" in an organization that would allow the employee to receive publications available to members only, or allow the employee to purchase generally available publications at a reduced rate. Use diplomatic and consular program funds for this purpose. The intent of this authorization is to enable employees to associate with professional groups; to benefit the Department by providing access to information and activities of those groups; and, through the forum those groups provide, for the employee/member to express U.S. interests. U.S. Government payment or reimbursement of memberships in social, sporting, or similar organizations, such as golf clubs, country clubs, swimming clubs, hiking/biking clubs, yacht clubs, etc., is not permitted.
- b. **Meetings:** Official funds may be spent for employee attendance at professional meetings if such attendance relates to Departmental functions and is of primary benefit to the Government. Associated meal costs may be covered when these are incidental to the business of the meeting; attendance of the employee at the meal is necessary for full participation in the business of the meeting; and the employee is not free to take the meal elsewhere without being absent from essential formal discussions of the meeting. Either operating funds or representational funds may be used, depending on the circumstances and purposes of the meeting, as determined by the chief of mission or designated representative.

4 FAM 448.3 U.S. Citizens Abroad

(TL:FIN-352; 05-30-95)

Payments of expenses for persons charged with crime against the United States, maintenance of U.S. citizens incarcerated abroad, or repatriation loans must be supported by the appropriate vouchers and documentation.

4 FAM 448.4 Food and Light Refreshments for Department-Sponsored Events

(CT:FIN-391; 04-30-2008)

A LEGAL OPINION ISSUED BY THE OFFICE OF THE LEGAL COUNSEL (OLC) AT THE DEPARTMENT OF JUSTICE HAS CAUSED 4 FAM 448.4-3 TO BE UNDER REVIEW BY THE DEPARTMENT'S OFFICE OF THE LEGAL ADVISER. BECAUSE OF THIS REVIEW, THIS SECTION IS NOT CURRENTLY VALID AS WRITTEN HERE. OLC'S OPINION CHANGED THE CIRCUMSTANCES UNDER WHICH APPROPRIATED FUNDS MAY BE USED TO PROVIDE FOOD OR LIGHT REFRESHMENTS AT DEPARTMENT-SPONSORED CONFERENCES/MEETINGS. QUESTIONS SHOULD BE DIRECTED TO THE OFFICE OF THE LEGAL ADVISER (L/M).

4 FAM 448.4-1 General Prohibitions and Exceptions

(CT:FIN-386; 10-03-2007)

- a. As a general rule, appropriated funds cannot be used to provide food or light refreshments for employees at their duty station. For this reason, appropriated funds should not be used to purchase food for Department-sponsored events unless specifically authorized. Authorized exceptions to the general prohibition regarding using appropriated funds to pay for food at Department-sponsored events include:
 - (1) Representational events, as permitted under the Department of State Standardized Regulations (DSSR) 320, 3 FAM 3240, and 3 FAH-1 H-3240 for representation events abroad, and the Domestic Representation Guidelines issued by the Bureau of Resource Management (RM) for domestic representation events;
 - (2) Award ceremonies under 5 U.S.C. 4503, the Government Employees' Incentive Awards Act, that authorizes funds when it has been determined that it is appropriate to provide light refreshments. Each bureau or post makes this determination;
 - (3) Department conferences that meet the criteria specified in 4 FAM 448.4-3; and

- (4) Cultural awareness ceremonies in accordance with 4 FAM 448.4-4.
- b. Alcoholic beverages, souvenirs or favors, and decorations may not be purchased with operating funds authorized under these provisions.

4 FAM 448.4-2 Food for Employee Award Ceremonies

(CT:FIN-393; 06-12-2008)

- a. Bureaus and posts are permitted to use operating funds to provide for light refreshments at awards ceremonies when the following conditions are met:
 - (1) Official Department awards will be presented at the ceremony, as authorized by the Department Awards Program (see the Government Employees' Incentive Awards Act, 5 U.S.C. 4501 - 4506, and 3 FAM 4800);
 - (2) The awards ceremony is designed to publicly recognize award recipients, and attendance will not be limited to award recipients;
 - (3) Light refreshments will materially enhance the effectiveness of the awards ceremony by advancing recognition of award recipients; and
 - (4) The refreshments will be served as part of the awards ceremony.
- b. The awards committee of the bureau or post concerned must document that the above conditions have been met and approve the use of operating funds for the awards ceremony.
- c. If light refreshments are served, they must be made available as part of the awards ceremony. The cost may be considered a "necessary expense" and may be charged to operating appropriations rather than to the post or office representation account.
- d. Procedures governing the approval and purchase of food for these events are contained in 4 FAM 448.4-5.*

4 FAM 448.4-3 Food for Department Conferences

(CT:FIN-393; 06-12-2008)

A LEGAL OPINION ISSUED BY THE OFFICE OF THE LEGAL COUNSEL (OLC) AT THE DEPARTMENT OF JUSTICE HAS CAUSED 4 FAM 448.4-3 TO BE UNDER REVIEW BY THE DEPARTMENT'S OFFICE OF THE LEGAL ADVISER. BECAUSE OF THIS REVIEW, THIS SECTION IS NOT CURRENTLY VALID AS WRITTEN HERE. OLC'S OPINION CHANGED THE CIRCUMSTANCES UNDER WHICH APPROPRIATED FUNDS MAY BE USED TO PROVIDE FOOD OR LIGHT REFRESHMENTS AT DEPARTMENT-SPONSORED CONFERENCES/MEETINGS. QUESTIONS SHOULD BE DIRECTED TO THE OFFICE OF THE LEGAL ADVISER

(L/M).

a. Operating funds may be used to provide food or light refreshments at formal conferences sponsored by the Department of State in the United States or overseas. For purposes of this section, a formal conference is defined as an event that includes:

- (1) Registration;
- (2) Published substantive agenda; and
- (3) Scheduled speakers or discussion panels.

In addition, the conference must involve topical matters of interest to, and the participation of, multiple agencies and/or nongovernmental participants.

b. Meetings discussing business matters internal to an agency or other topics that have little relevance outside of the agency do not constitute formal conferences. For example, day-long retreats within the duty station or after-hours supervisors meetings discussing general business/management topics, suggestions, issues, and problems of the agency are not formal conferences. Interagency working meetings involving the day-to-day operations of government do not qualify as formal conferences.

c. In addition to the formal conference requirements in paragraph a of this section, Department food or light refreshments may be provided only when all three of the following conditions apply:

- (1) The food or light refreshments are incidental to the conference;
- (2) Serving food is important for full attendance and participation in essential discussions, lectures, and speeches concerning the purpose of the conference; and
- (3) The food is part of the formal conference discussions, speeches, or other business that may take place while the food is served. Substantial conference functions also occur separately from when the food is available.

d. An exception to paragraph b of this section may be allowed when a nongovernment facility provides food as a gratis arrangement for using the facility and the meeting cannot be held at a Government facility or available workplace. However, such arrangement will be permissible only if:

- (1) The fee for the facility is reasonable;
- (2) It is impossible or impractical to separate the cost of the food from the facility charge; and
- (3) Lower cost alternative locations that do not provide food or light refreshments are not reasonably available.

- e. Operating funds should not be used for social functions, such as evening receptions, which are related to the conference but do not involve formal conference discussions, speeches, or other business. Representation funds may be available for such functions (see DSSR 320, 3 FAM 3240, and 3 FAH-1 H-3240 for representation events abroad, and the Domestic Representation Guidelines issued by RM for domestic representation events).
- f. Bureaus and posts are not authorized to charge fees for attendance or food at conferences or award ceremonies unless specifically authorized by law to do so.
- g. Procedures governing the approval and purchase of food for *these events* are contained in 4 FAM 448.4-5.

4 FAM 448.4-4 Cultural Awareness Ceremony

(CT:FIN-382; 12-14-2006)

- a. Operating funds may be used to pay for food for employees as part of a cultural awareness ceremony if the food is part of a formal program to advance EEO objectives and to make the audience aware of the cultural or ethnic history being celebrated. The food provided should be a sample of the food of the culture, not a meal, and should be offered as part of the larger program to serve an educational function. Take appropriate steps to avoid the appearance of providing meals to employees at their duty stations under the auspices of a cultural awareness ceremony. For example, the food offered should not represent all the various courses of what constitutes a meal, and, if the food is served during an ordinary meal time, employees should be advised in advance that they should make their own arrangements for lunch.
- b. The procedures for approval and purchase of food for these events are contained in 4 FAM 448.4-5.

4 FAM 448.4-5 Procedures for Procuring and Vouchering for Food at Department-Sponsored *Events*

(CT:FIN-393; 06-12-2008)

A LEGAL OPINION ISSUED BY THE OFFICE OF THE LEGAL COUNSEL (OLC) AT THE DEPARTMENT OF JUSTICE HAS CAUSED 4 FAM 448.4-3 TO BE UNDER REVIEW BY THE DEPARTMENT'S OFFICE OF THE LEGAL ADVISER. BECAUSE OF THIS REVIEW, THIS SECTION IS NOT CURRENTLY VALID AS WRITTEN HERE. OLC'S OPINION CHANGED THE CIRCUMSTANCES UNDER WHICH APPROPRIATED FUNDS MAY BE USED TO PROVIDE FOOD OR LIGHT REFRESHMENTS AT DEPARTMENT-SPONSORED CONFERENCES/MEETINGS. THESE

PROCEDURES FOR THE PURCHASE OF FOOD FOR DEPARTMENT-SPONSORED CONFERENCES ARE NOT CURRENTLY VALID. QUESTIONS SHOULD BE DIRECTED TO THE OFFICE OF THE LEGAL ADVISER (L/M).

- a. When *procuring food for an employee awards ceremony, an agency formal conference, or a cultural awareness ceremony, the food must be* procured in accordance with 4 FAM 448.4. *Advance approval must be obtained before initiating any food purchases via a purchase order or purchase card. The approving official should be the executive director or an equivalent level domestically or the post management officer overseas. This is not a decision that should be delegated to a financial management officer..*
- b. While a format is not specified, approval documentation must be signed and dated by the appropriate approving official and retained in the approving official's office:
 - (1) *For an employee awards ceremony, the approval documentation must state that the four criteria listed in 4 FAM 448.4-2 have been met; describe the food to be provided; and state the estimated cost;*
 - (2) For a conference, the approval documentation must state conference purpose (including its name, dates, and location) and that the requirements of this section have been met. The documentation must also have a conference agenda, participant list, a description of the food to be provided, and an estimated cost based on the number of participants; *and*
 - (3) For a cultural awareness ceremony, the approval documentation must state that the food is in support of EEO objectives; cite the specific cultural ethnic history being celebrated; describe the food to be provided; and state the estimated cost.
- c. As a best practice and the preferred procedure, make food purchases through the entity supporting the *event* (e.g., hotel, conference center, etc.) unless a more cost-effective or efficient alternative is available to the GSO or individual authorized to procure the food.
- d. Use the purchase card to the maximum extent possible when food is procured separately from the *event* space or facility. To utilize this option, the cardholder's program coordinator (bureau executive director or post management officer) must submit a written justification using the A/OPE "Tool Kit" for a "One-Time Forced Authorization" to purchase food. The Tool Kit serves as the internal control mechanism to process the forced authorization and is available from the A/OPE Web site. The completed Tool Kit request must be signed by the program coordinator and must clearly identify the *event* purpose (including its name, dates,

and location); identify the types of food to be purchased; contain a participant list by traveler name; and state that the cost is based on these participants. The Tool Kit must also include:

- (1) Name and phone number of the cardholder;
- (2) Most recent date of cardholder training (must be within past 20 years);
- (3) Last five digits of the cardholder's account number;
- (4) Anticipated date(s) the charges will be made;
- (5) Name of the vendor; and
- (6) The total estimated amount of the forced authorization request for the food.

Submit completed Tool Kits directly to the Logistics Policy and Professional Development Division (A/LM/PMP/P) for review. After review and concurrence, A/LM/PMP/P will forward the completed Tool Kit for use of the purchase card for food to the purchase card program manager in the Office of the Procurement Executive (A/OPE) for final review and approval. Once A/OPE approves the Tool Kit, A/LM/PMP/P will coordinate the processing of the forced authorization with the card vendor.

- e. When the purchase card is not a viable option, use purchase orders as the next preferred procurement vehicle. The least preferred procurement vehicle for food is the individual Form SF-1164, Claim for Reimbursement for Expenditures on Official Business, which should be used only when either a purchase card or purchase order is not practical for the circumstances.
- f. Regardless of method, all purchases for food must be documented in advance and made in accordance with existing purchase card policies and procedures and/or the procurement and vouchering requirements identified in this section.
- g. When purchase orders are used instead of purchase cards, domestic bureaus must forward the documentation to the certifying location. Overseas locations should maintain the documentation for purchase orders in accordance with local procurement and certification procedures. For domestic Form SF-1164 voucher reimbursements, the Department is not requiring the submission of the approval documentation. However, the documentation must be available if requested at a later date. In addition, no *cash* advances *will* be made by the imprest fund cashier *domestically* for the procurement *of food* to be claimed on the Form SF-1164 *later*. Department receipt regulations must be followed, and all cash reimbursements under Form SF-1164 cash reimbursements may not exceed \$25. Reimbursement claims exceeding this amount (not to exceed \$500) must be made via electronic funds transfer to the

claimant's bank account.

4 FAM 449 UNASSIGNED