

DATE: November 28, 2008

TO: **Procurement Directors**

FROM: Office of Procurement and Assistance Policy, MA-61

Office of Procurement and Assistance Management

SUBJECT: DOE Acquisition Guide Chapter 13 Policy and Operating Procedures for

Use of the GSA Smartpay2 Purchase Card

SUMMARY: Attached for your information is a copy of DOE Acquisition Guide Chapter 13 Policy and Operating Procedures for Use of the GSA Smartpay2 Purchase Card. It has been revised to reflect our new contract with the JPMorgan Chase Bank.

This Flash and its attachment will be posted online, at the following website: http://www.management.energy.gov/policy guidance/policy flashes.htm.

Questions concerning this policy flash should be directed to Denise Clark at (202) 287-1748 or DeniseT.Clarke@hq.doe.gov.

> ohn Bashista, Acting Director Office of Procurement and

Assistance Policy

Attachment