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

INTERIM UPDATE 08-04

SUBJECT: Transition to SmartPay(r)2 for the USAID Worldwide Purchase Card Program

NEW MATERIAL: This notice announces that USAID have decided to transition to SmartPay(r)2 on November 3, 2008. The old purchase cards will be deactivated and the new purchase cards activated at midnight, November 3 simultaneously. It is not necessary for you to contact Citibank to activate your new card upon receipt.

EFFECTIVE DATE: 11/03/2008

POLICY

USAID/General Notice
M/OAA/OD
09/04/2008

Subject: Transition to SmartPay(r)2 for the USAID Worldwide Purchase Card Program

The USAID Worldwide Purchase Card Program is utilized by all bureaus in Washington and most overseas missions to procure goods and services via the purchase card using Operating Expenses (OE) and Program Funds.

The current Smartpay®1 Task Order with Citibank expires on November 29, 2008 and we have decided to transition to SmartPay(r)2 on November 3, 2008. Under the new GSA Master Contract all agencies are required to issue new cards regardless of whether the same bank holds the Smartpay(r)2 task order. As stated in the Information Notice on February 7, 2008, USAID and other small agencies have partnered with the Department of State who awarded a task order to Citibank for the Purchase and Travel Card Programs.

The old purchase cards will be deactivated and the new purchase cards activated at midnight, November 3 simultaneously. It is not necessary for you to contact Citibank to activate your new card upon receipt. Prior to this date you should terminate all reoccurring charges to each purchase card account, such as charges that are billed

monthly by any vendor for services rendered. Please cut up and destroy the old purchase card in your possession on November 3rd.

Per OMB Circular A-123, Management Responsibility for Internal Control, Appendix B, Improving the Management of the Government Charge Card Programs all participants in the Purchase Card Program must obtain training prior to being appointed as a Cardholder or as an Organization Program Coordinator/Approving Official(OPC/AO).

Cardholder Training. Training for purchase cardholders will be available via a computer based training (CBT) module, complete with a quiz and certificate of completion. The Cardholder must obtain a score of at least 80% on the quiz to receive the new purchase card. The Agency Program Coordinator (APC) will prepare a new Delegation of Authority (DOA) for all Washington cardholders which will be signed by the Chief of the Evaluation Division (M/OAA/E). The Cardholder must submit all of the required documentation to the APC, Ms.Velma Jones, M/OAA/CAS, prior to receiving the new purchase card.

The Executive Officer (EXO) at post must prepare a new DOA for each cardholder under his/her purview unless the cardholder has a warrant. The DOA must contain a DOA number which can be obtained from the Contracting Officer assigned to your mission. The DOA must be signed by the Head of the Contracting Activity (HCA) at each mission. A sample DOA can be found in the USAID Worldwide Purchase Card Program Manual, Exhibit 6 in the Purchase Card Program website

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

A copy of the DOA must be included in the training package submitted to the APC prior to any card being expressed mailed to the EXO. All cardholders must have a designated OPC/AO on file with Citibank before the card can be used. The Executive Officer at post must prepare a Standard Operating Procedure (SOP) outlining the management procedures of the program. This document must be cleared by the Controller and a copy sent electronically to the APC within 30 days from the implementation date of the new task order. A boilerplate SOP can be found at Exhibit 7 in the USAID Worldwide Purchase Card Program Manual.

OPC/AO Training -- We anticipate that this training will be available as a computer based training (CBT) module, complete with a quiz and certificate of completion. The OPC/AO must obtain a score of at least 80% before being appointed to the role of OPC/AO. A Certificate of Appointment is a new requirement from OMB which outlines the responsibilities expected from the OPC/AO and must be certified by the designated OPC/AO. All of the above documentation must be provided to the Agency Program Coordinator (APC) prior to any purchase cards being expressed mailed to you. Additional information will be provided at a later date as the training is finalized.

Training for the Washington Organization Program Coordinators (OPC) on the bank's electronic access system (EAS) is scheduled for October 27th-29th in the Nairobi

Training room on the B-1 level of RRB. Training will be offered at two sessions, 9:30-11:30 and 1:30-3:30. Registration instructions will be provided in a later notice. The Citidirect Card Management System (CCMS) is the bank's electronic access system which allows the OPC/AO to monitor card activity on cardholder accounts and question any suspicious or fraudulent charges promptly and bring them to the attention of the APC. This system also offers a variety of ad hoc reporting tools for the budget staff members and the Office of the Inspector General (OIG) auditors, who are also invited to attend this training. Overseas OPC/AOs training will be held via web cast by the Citibank Training Team and the dates will be confirmed within the next week and provided to you in the next information notice. It is our goal to ensure that training is available and completed by all participants by October 20th to ensure there is no lap in service to bureaus and missions utilizing the purchase card program.

All new purchase card numbers and corporate account number will be entered into Phoenix prior to November 3 by the Phoenix Security Team in M/CFO/FS.

Point of Contact: Any questions concerning this Notice may be directed to Velma Jones, M/OAA/CAS, at (202) 712-0117 or via email at vjones@usaid.gov .

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