

ATTACHMENT L

DEFINITIONS

Account Setup Information: Specific information required for each card/account so that an active card/account can be established. This information is supplied to Citibank.

Agency Program Coordinator (APC): An individual that may be designated by the agency to manage the purchase card program for the agency. The APC generally serves as the focal point for answering questions, coordinating applications, issuing and destroying cards, conducting and managing training, conducting reviews and audits, and serving as the overall point of contact for cardholders, Approving Officials, Budget Approving Officials, the Purchase Card Contractor and GSA.

Approving Official: An individual who has a number of cardholders under his/her program hierarchy. The Approving Official is responsible for, at a minimum, reviewing his/her cardholder's monthly statements and verifying that all transactions made were necessary to the Federal Government. In offices where the Approving Official does not have budget authority, the Approving Official will work with the Cardholder and/or directly with the Budget Approving Official (BAO) to obtain the BAO's coordination of the monthly statement of account, purchase card log and supporting documentation.

Authorization: The process of verifying that a transaction is within the authorization controls at the point of sale.

Billing Cycle: The recurring monthly time period of cardholder activity that is reflected on the statement of account. The billing cycle for the Peace Corps starts on the 27th of one month and ends on the 26th of the following month.

Blanket Purchase Agreement (BPA): An agreement established by OACM or other Government agencies to fulfill anticipated repetitive needs for supplies or services. Cardholders can sometimes order against BPAs and pay with the purchase card as a method of payment.

Budget Approving Official (BAO): An individual who has budget authority but has elected to delegate Approving Official responsibilities to another individual. The BAO must work closely with the designated Approving Official and is still responsible for pre-approving purchases in Odyssey or FORPost. The BAO is also required to coordinate and sign the purchase card log. Since the BAO plays an important role in managing the Purchase Card Program, he/she is issued a formal delegation to set forth their duties and responsibilities.

Cardholder: Any Peace Corps direct hire employee (U.S. citizen or Foreign Service National) designated by the agency to be issued a purchase card. The card bears the individual's name and can only be used by this individual to pay for authorized official Federal Government purchases in

compliance with the applicable regulations. Individuals under overseas Personal Services Contracts and non-personal services contractors domestically or overseas are NOT eligible to be cardholders.

Committee for Purchase from People Who Are Blind or Severely Disabled (The Committee):

An independent Government activity with members appointed by the President of the United States. It is responsible for administering the Javits-Wagner-O'Day (JWOD) Program.

Declined Transaction: Those transaction where authorization has been refused by the Citibank transaction authorization system.

Delegation of Authority: A written memorandum issued by authorized personnel in the Office of Acquisitions and Contract Management to each participant in the Peace Corps Purchase Card Program. This delegation of procurement authority specifies individual responsibilities for each participant including Cardholders, Approving Officials, Budget Approving Officials and program coordinators and is a necessary requirement to participate in the program. For cardholders, the memorandum specifies the single purchase limit and monthly cycle limit unique to the individual cardholder. For Approving Officials, the memorandum specifies the program hierarchy and Approving Official responsibilities. For Budget Approving Officials, the memorandum specifies BAO duties and responsibilities. When amendments occur to a delegation of authority, a revised written memorandum is issued and nullifies any previous delegations.

Designated Billing Office: The office designated to make payments. The Peace Corps has one designated billing office, the Office of Global Accounts Payable (OGAP), located in Washington, DC. OGAP is responsible for ensuring that payment is made to the Purchase Card Contractor within the Prompt Payment Act timeframe.

Dispute: A disagreement between the cardholder and the merchant regarding items appearing on the cardholders' statement of account. A cardholder must complete and forward a Cardholder Dispute Form to the Purchase Card Contractor within 60 calendar days of the initial statement date. After 60 days, the cardholder may lose his/her right to dispute a charge.

DOD EMALL: An on-line purchasing system offering off-the-shelf finished goods and services from the commercial marketplace and government sources. Website: www.emall.dla.mil

Electronic Card Management System: A comprehensive on-line administration system used to (1) review, reconcile, and reallocate transactions and (2) review and approve cardholder statements.

Federal Acquisition Regulation (FAR): The regulation that implements uniform policies and procedures for the acquisition of supplies and services by Federal Agencies.

Federal Prison Industries Inc. (also referred as UNICOR): A mandatory source of supply for certain supplies and services. It employs and provides skills training to the greatest practicable number of inmates confined within the Federal Bureau of Prisons. Website: www.unicor.gov

Forced Authorization Request: A process to request a one-time deviation from a cardholder's existing purchase card profile for purposes of making a specific purchase that otherwise would be blocked from a cardholder's card. This one-time request does not permanently change the

cardholder's profile. An example includes a request to purchase training in the amount of \$3,000 when the cardholder's single purchase limit is set at \$3,000.

Fraud: Any felonious act of corruption or attempt to cheat the Government or corrupt the Government's agents.

GSA Advantage: An on-line purchasing system offering a streamlined approach to ordering products and services from GSA catalogs and Federal Supply Schedules. Website: www.gsaadvantage.gov

GSA Global Supply: An on-line purchasing system offering a streamlined approach to ordering. Website: www.gsaglobalsupply.gsa.gov

Javits-Wagner-O'Day (JWOD) Act: A public law that was passed to provide stable jobs and job skills training for people with severe disabilities by requiring that Federal Agencies buy certain supplies and services furnished by the nonprofit agencies employing such individuals.

JWOD Program: A mandatory source of supply for certain supplies and services. The JWOD Program creates jobs and training opportunities for people who are blind or who have other severe disabilities and is administered by the Committee for Purchase from People Who Are Blind or Severely Disabled.

Indefinite Delivery/Indefinite Quantity (IDIQ) Contract: A contract vehicle established by OACM or other Government agencies, which allow for individual orders to be placed for supplies and services. Cardholders can sometimes order against established IDIQ contracts and pay with the purchase card as a method of payment.

Invoice: A document listing goods or services purchased and the dollar amount to be paid.

Merchant Category Code: A contractor-assigned categorization of the type of business the merchant is engaged in and the kinds of goods and services provided. These codes are used as an authorized transaction type code on a card/account to identify those types of businesses who provide goods and/or services that are authorized.

Micro-Purchase: As defined in FAR 2.101, an acquisition of supplies or services, the aggregate amount of which does not exceed \$3,000 (\$2,000 for construction). The FAR encourages non-procurement personnel to make micro-purchases with a purchase card. The Office of Acquisitions and Contract Management will not process any micro-purchases that can be made with a purchase card.

Misuse: Any intentional use of the purchase card for goods or services other than official Government business. Misuse of the purchase card may result in disciplinary action, ranging from verbal counseling to termination of employment.

Monthly Cycle Limit: The dollar limitation assigned to each cardholder account for a 30-day billing cycle. All purchases charged in a billing cycle can NOT exceed the cardholder's monthly cycle limit.

Office of Acquisitions and Contract Management (OACM): The office with the overall responsibility for the Purchase Card Program and is responsible for establishing policies, procedures, and regulations governing the operation of the program.

Program Hierarchy: The reporting structure used by the Purchase Card Contractor to appropriately identify cardholders and Approving Officials.

Purchase Card Contractor: The contractor for the Peace Corps Purchase Card Program that issues the purchase card.

Receipt: A document indicating what has been paid and is used to verify a purchase.

Required Source: A Government supply source that shall be used to satisfy requirements for supplies and services before going to commercial sources (i.e. JWOD, Federal Prison Industries Inc.)

Separation of Duties: Dividing responsibilities among the key participants of the Purchase Card Program in order to minimize the risk of fraud and/or misuse. The following duties shall be assigned to separate individuals to the greatest extent possible: authorizing, approving and recording transactions; receiving assets; approving Cardholder statements; making payments; certification of funding; and reviewing or auditing.

Single Purchase Limit: The dollar limitation assigned to each cardholder for a single purchase. The standard Peace Corps single purchase limit is \$3,000. Higher limits may be assigned when the purchase card is used to place orders against existing contract vehicles.

Split Purchase: An illegal tactic to manipulate, circumvent, or “get around” the single purchase limit. For example, if a cardholder has a single purchase limit of \$3,000 and wants to purchase training in the amount of \$4,000, it would be illegal if he/she split the purchase into two transactions, one for \$1,000 and another for \$3,000. This is NOT permitted.

Statement of Account: An electronic itemized statement that includes all transactions posted during the billing cycle.

Tax Exempt Status: Transactions against Federal Government purchase cards are exempt from federal, state, and local taxes. Tax-exempt letters are located on the GSA website at <http://apps.fss.gsa.gov/services/gsa-smartpay/taxletter>.