

Reclamation Manual

Directives and Standards

Subject:	Charge Card Management
Purpose:	To assure that a system of internal controls is followed, and to minimize the potential for fraud, misuse, and delinquency. The benefit of this Directive and Standard (D&S) is to assure that the expenditure of funds is for Reclamation mission-related work.
Authority:	41 CFR 301 Federal Travel Regulation (FTR), Travel and Transportation Reform Act of October 19, 1998 (Pub. L. 105- 264); 48 CFR 1 Federal Acquisition Regulation (FAR); 41 CFR 101-26 Federal Property Management Regulation Procurement Sources and Program; 41 CFR 102 Federal Management Regulation; Department of the Interior Acquisition Regulations (DIAR); Reclamation Acquisition Regulations (RAR); Office of Management and Budget (OMB) Circular A-123 (Appendix B); Department of the Interior (Department) Integrated Charge Card Program Guide .
Approving Official:	Director, Management Services Office (MSO)
Contact	<p>Travel Business Line: Finance and Accounting Division (FAD), Accounts Receivable and Travel Group 84-27736</p> <p>Purchase Business Line: Acquisition and Assistance Management Division (AAMD) 84-27800</p> <p>Fleet Business Line: AAMD, Property Management Policy Group (PMPG) 84-27841</p>

1. Purpose, Requirements, and Scope.

- A. **Purpose.** This D&S establishes management control requirements and procedures to ensure a sound charge card program. This D&S defines responsibilities, internal controls, and limitations for charge cards, thereby reducing the potential for fraud, misuse, and delinquency.
- B. **Requirements.** Reclamation's requirement is to use the Department's integrated charge card for official travel, purchase and/or fleet transactions in accordance with Federal and Department regulations.
- C. **Scope.** The Department entered into a contract with Bank of America (BANK) on November 30, 1998, to provide an integrated charge card program. The three business lines are travel, purchase, and fleet. The Reclamation integrated charge card program is subject to the requirements and procedures of this D&S to comply with relevant authorities as referenced above. This D&S establishes requirements and procedures by identifying roles and responsibilities for each level of management and establishes basic procedures

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for Reclamation's participation in this program. This D&S also provides requirements for a system of internal controls to minimize the potential for fraud, misuse, and delinquency. Each office is responsible for complying with the requirements outlined in this D&S. Reclamation-sponsored government charge cards will only be issued to Reclamation employees and Reclamation-owned vehicles and appropriate heavy equipment. Charge cards shall not be issued to volunteers, cooperators/partners in missions, or contractors.

2. **Roles, Responsibilities, and Program Oversight.** The Department's Integrated Charge Card Guide provides the requirements and establishes roles and responsibilities at the Department and the National Business Center (NBC) levels, and also establishes the minimum level of bureau roles and responsibilities. Reclamation is required to establish procedures, which may be more restrictive than the Department's requirements and procedures, but not less. Reviews and oversight are required to be conducted by all business line managers to ensure that cardholder's account statements and supporting documentation are reviewed and utilized to monitor delinquency, misuse, fraud, and transaction activities. A sample of reviews for each business line shall be accomplished and documented on an annual basis. Below are the roles and responsibilities for Reclamation employees with regard to the integrated charge card program.

A. Director, MSO.

- (1) Overall responsibility for the Reclamation charge card program;
- (2) Designates the coordination of the Reclamation-wide charge card program to the Charge Card Coordinator (CC Coordinator) assigned to FAD, Accounts Receivable and Travel Group;
- (3) Delegates acquisition authority as Reclamation's head of the contracting authority;
- (4) Ensures the establishment of charge card procedures and roles and responsibilities;
- (5) Ensures program oversight of:
 - (a) Travel business line oversight by the FAD,
 - (b) Purchase business line oversight by the AAMD, and
 - (c) Fleet business line oversight by the AAMD.

- B. CC Coordinator.** Reclamation's CC Coordinator provides Reclamation-wide support and day-to-day coordination for the charge card program on behalf of

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the Director, MSO. The CC Coordinator serves as the lead Agency/Organizational Program Coordinator (A/OPC) for Reclamation and the regional A/OPC for offices located in Denver.

- (1) Serves as primary liaison with the BANK, Department's Office of Acquisition and Property Management (PAM) and Office of Financial Management (PFM), and the NBC;
- (2) Coordinates the establishment of Reclamation's charge card requirements and procedures, and monitors compliance;
- (3) Provides program coordination for all business lines; coordinates with the Denver Office AAMD for the purchase business line and the Denver Office AAMD, PMPG for the fleet business lines;
- (4) Provides direction to the regional, area, and field A/OPC on questions related to the overall program. Coordinates the dissemination of information with both the Reclamation-wide purchase line card coordinator (PLCC) and the Reclamation-wide fleet business line manager (FBLM);
- (5) Serves as the primary point of contact on all financial statement bankcard related audits;
- (6) Reviews charge card applications for Denver-based employees. Ensures the required training has been completed and purchase business line authority has been properly delegated. Submits applications to BANK;
- (7) Performs oversight reviews on the travel business line for Denver-based employees;
- (8) Serves as backup for regional A/OPCs, as appropriate;
- (9) Ensures each office designates, in writing, an individual to validate that all cardholder statements are received, signed, and dated by the cardholder and approving official; and
- (10) Disseminates Reclamation-wide information regarding charge card spam, scams, fraud, etc.

C. **A/OPC.** The A/OPC provides charge card oversight for their respective offices. All regions have one regional A/OPC. Additional A/OPCs shall be assigned, as required, to oversee the program.

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- (1) Reviews and processes new applications and change requests for their office in accordance with the Department's Integrated Charge Card Guide. Ensures the appropriate training has been completed for the authority lines requested, and purchase business line authority has been properly delegated, and initiates new employee accounts with BANK;
 - (2) Cancels or suspends an account for lack of payment or other infractions as requested by the Chief of the Contracting Office (CCO), Approving Official (AO), supervisor/manager, fleet manager (FM) and/or human resources (HR) office;
 - (3) Takes appropriate action to investigate outstanding and delinquent balances;
 - (4) Advises and assists managers, AOs, and cardholders, as requested, in coordination with CCO, PLCC, and FBLM; and
 - (5) Notifies the CC Coordinator, the cardholder's supervisor, and the CCO (for the purchase business line) of any suspected charge card misuse, fraud, and abuse.
- D. **Regional A/OPCs.** Regional A/OPC roles and responsibilities are outlined in the Department's Integrated Charge Card Guide. This includes reviewing quality assurance reports and conducting or participating in other reviews.
- (1) Some of the more frequently run reports to monitor transaction activity include:
 - (a) Aging Analysis
 - (b) Billing Cycle Report
 - (c) Convenience Check Exception Report
 - (d) Delinquency Report
 - (e) Miscellaneous Exception Reports
 - (f) Returned Check Charges
 - (g) Transactions over \$2,500 and/or \$3,000
 - (h) Account Activity Reports
 - (2) Conducts and/or coordinates charge card reviews on a sample basis, documents the results, and submits to the CC Coordinator;

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- (3) Sends e-mail notification to the cardholder and approving official of past-due amount;
 - (4) Reports allegations of misuse in accordance with the criteria provided in the Department's Integrated Charge Card Guide; and
 - (5) Assists the area and field office's A/OPCs with audits as requested.
- E. **PLCC.** There is one Reclamation-wide lead PLCC assigned to the AAMD in Denver, and a regional PLCC in each regional office.
- (1) **Lead PLCC.** The lead PLCCs oversight responsibilities are outlined in the RAR. These include:
 - (a) Develops and maintains the purchase business line procedures and management controls;
 - (b) Disseminates higher level guidance and policy and provides direction to regional CCOs and PLCCs;
 - (c) Develops requirements and report methods which are necessary for internal control; and
 - (d) Briefs Reclamation's Procurement Chief on the status of the management review of procedures and controls of the purchase function of the charge cards.
 - (2) **Regional PLCC.** The regional PLCCs are located in the regional office acquisition divisions and serve with delegated authority delegated from the regional CCO in accordance with the RAR 1413.301(b). The CCO in Denver provides this function for offices located in Denver and the Washington Office. The regional PLCC roles and responsibilities are outlined in the RAR to include:
 - (a) Provides oversight, advice, and assistance for the regional purchase business line activity;
 - (b) Reviews applications for purchase authority to determine appropriate level of purchase authority;
 - (c) Monitors and/or coordinates with A/OPCs on the destruction of convenience checks;

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- (d) Conducts purchase business line charge card/convenience check reviews. Documents the results on an office summary report. Annual office summary reports of purchase line reviews shall be submitted to AAMD by February 1;
 - (e) Reviews the number of cardholders with purchase authority and credit limits in accordance with the Department's Integrated Charge Card Guide; and
 - (f) Identifies and tracks misuse of purchase cards or convenience checks and makes recommendations to the CCO to revoke authority as necessary.
- F. **FBLM.** There is one Reclamation-wide lead FBLM assigned to the AAMD, PMPG, stationed in Denver. All regions, except Region 9, have one regional FBLM. Additional FMs shall be assigned by each region, as needed.
- (1) **PMPG Lead FM.**
 - (a) Develops and maintains Reclamation's fleet business line procedures;
 - (b) Provides oversight, advice and assistance for Reclamation-wide fleet business line activities;
 - (c) Provides direction to regional, area and field office FMs;
 - (d) Conducts reviews of fleet business line card usage, in conjunction with property management compliance review;
 - (e) Serves as backup for regional FMs, as required;
 - (f) Ensures compliance with the Department's PAM requirements for the management of fleet cards; and
 - (g) Conducts oversight and compliance management control reviews (MCR) required by 410 DM 114-60 and Reclamation supplements to the Federal Property Management Regulations, 114S-60.1. The reviews conducted by the offices located in Denver are done at a headquarters level. In addition, regional offices shall conduct MCRs of their area and field offices at least once every 4 years. FBLM shall provide direction and instructions to regional FMs. The Reclamation FBLM shall also interact with regional FMs, cardholders, approving officials/supervisors, servicing HR office, and the CC Coordinator regarding any alleged fraud or misuse.

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Conducts or participates in fleet line charge card reviews in accordance with Departmental requirements and Reclamation's procedures.

- (2) **FMs and Regional Property Managers.** FM's and regional Property managers are responsible for all tasks listed below; however, some tasks may be reassigned to local area/field FMs.
- (a) Provides oversight, advice and assistance for fleet business line activities;
 - (b) Conducts reviews of subordinate office's fleet business line card usage;
 - (c) Ensures all property compliance reviews include information about the fleet business line card usage;
 - (d) Initiates new fleet accounts and coordinates any required fleet card changes with the local A/OPC;
 - (e) Ensures all charge card maintenance and repair transactions are posted to the applicable motor vehicle or heavy equipment historical record;
 - (f) Ensures fleet charge card records are properly maintained and retained in accordance with Reclamation's record retention requirements;
 - (g) Ensures charge card cost allocations are correct;
 - (h) Conducts or participates in fleet charge card reviews which are a part of the overall property MCRs in accordance with 410 DM 114.60.1. The results of the property compliance reviews shall be documented and reported to PMPG for incorporation into Reclamation's property management Departmental Functional Review. Conducts or participates in fleet line charge card reviews in accordance with Departmental requirement and Reclamation's procedures. Managers shall also interact with regional FMs, cardholders, approving officials/supervisors, servicing HR office, and CC Coordinator regarding any alleged fraud or misuse. Each local area/field FM shall certify all fleet card statements prior to submission to the approving official. At a minimum, local area/field FMs shall:
 - (i) Review transaction exception and mixed fuel reports to identify purchasing patterns that indicate charge card misuse, inappropriate acquisition, or fraud;

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- (ii) Conduct or participate in fleet charge card reviews in accordance with Departmental requirement and Reclamation's procedures;
 - (iii) Conduct a random sample review of fleet card transactions reports against the Fleet Working Capital Fund Federal Financial System reports for any discrepancies. Correct allocations as necessary;
 - (iv) Ensure fleet transactions are reviewed when property management reviews are conducted as required by 410 DM 114-60;
 - (v) Ensure oversight review of fleet transaction records and reports for inappropriate fuel usage, maintenance, and repair charges;
 - (vi) Ensure certification of all invoices and receipts associated with monthly fuel receipts, services, repairs, and maintenance are accurate; and
 - (vii) Ensure all eBay vehicle sales are adequately documented and charged against the Fleet Working Capital Fund.
- (i) Reviews the following transaction exception and mixed fuel reports annually to identify purchasing patterns that indicate charge card misuse, inappropriate acquisition, or fraud:
- (i) Master Card Fuel/Non-Fuel Summary;
 - (ii) Statistical Summary;
 - (iii) Master Card Account Activity;
 - (iv) Frequent Repair;
 - (v) Fuel Frequency; and
 - (vi) Mixed Fuel.

G. **Approving Official.** The AO for travel and purchase business lines shall be the cardholder's supervisor. The AO for the fleet business line shall be an organizational level higher than the FMs. The AO:

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- (1) Understands and ensures cardholder or FM compliance with all charge card requirements and procedures;
- (2) Recommends applications for new accounts, ensures employee information is accurate, and approves changes as needed;
- (3) Reviews and certifies (sign and date by the 19th of the month) reconciled monthly charge card statements and fleet card statements in accordance with Departmental requirements and procedures. Ensures all receipts and invoices are consistent with charge card statement. Ensures a concise, detailed description is included for each transaction;
- (4) Coordinates with the servicing HR office, appropriate A/OPC, CC Coordinator, and the appropriate business line lead of any documented card abuse;
- (5) Reviews travel vouchers to ensure reimbursement requests are consistent with the monthly charge card statement records;
- (6) Ensures cardholders and FMs report suspected fraudulent activity or process disputes within 60 days of the original statement date;
- (7) Ensures employees follow cost allocation procedures to ensure transactions are charged against appropriate funds;
- (8) Approves transaction transfers between individually and centrally billed classifications;
- (9) Ensures retention of charge card records for all three business lines in a secured and approved, designated location for a minimum of 3 years in accordance with local procedures;
- (10) Reviews cardholders' statements for unpaid charges;
- (11) Takes correct action if cardholder is delinquent; and
- (12) Completes any required training prior to approving monthly bank statements.
- (13) Utilizes Approving Official Statement Review Checklists. See Appendix C for the checklists for each business line.

H. **Cardholders and FMs.** The roles and responsibilities identified below shall apply to all three business lines. FMs have the same responsibilities as the cardholders for all charge card activity associated with motor vehicles and

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construction and heavy equipment assets. Cardholders and FM's are responsible for the following:

- (1) Safeguard all charge card and purchase business line items including convenience checks;
- (2) Understand and comply with all applicable charge card policies and procedures to ensure the charge card is used only for authorized official purposes;
- (3) Comply with Federal, Departmental, and Reclamation regulations, policies, and requirements related to the charge card program, micro-purchases, and limits of their authority;
- (4) Ensure micro-purchases are obtained in accordance with FAR Part 13, DIAR Part 1413, and RAR Part WBR 1413 and are within the limits of their authority. The cardholder shall inquire about and use any available rebates or incentives, when in the Government's best interest. All rebates and incentives belong to Reclamation with the exception of airline miles;
- (5) Complete all required training;
- (6) Reconcile charge card statements monthly. Every cardholder shall reconcile, sign, and date their charge card statement each month based on Departmental guidelines. By signing the statement, the cardholder is certifying that the charges are correct and are for official business use only. The reconciliation consists of the following:
 - (a) Verifies that all transactions are valid and correct by matching each transaction to receipt/invoices or travel voucher;
 - (b) Provides a concise, detailed item(s) description for each transaction on the statement;
 - (c) Identifies travel-related transactions with the date(s) and destination(s) of the travel. Identifies all purchase and fleet transactions with a description of the item purchased;
 - (d) Annotates the appropriate cost structure (cost authority, cost center, and budget object code) on each centrally billed transaction if the default account code printed on the statement is not appropriate;

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- (e) Initiates appropriate action to ensure proper cost transfers are submitted prior to the next billing cycle in the charge card or financial system;
 - (f) Works with the vendor on any questionable transactions. If unable to resolve with the vendor, completes the BANK dispute form. Submits the dispute form to BANK within 60 calendar days of the disputed transaction statement date, and contacts the local A/OPC if assistance is needed;
 - (g) Identifies any fraudulent transactions and notifies the BANK immediately of fraudulent transactions; and
 - (h) Identifies any individually billed transactions that need to be reclassified as centrally billed and vice versa. Coordinates the request with the AO and A/OPC;
- (7) Pay all undisputed individually billed charges by the due date;
 - (8) Ensure that credits are obtained when travel is canceled or changed. Also ensure that credits are obtained for any items that have not been received or items that have been returned;
 - (9) Report all accountable property purchases to the local property management officer;
 - (10) In case original statement or supporting documentation is lost, contact the local A/OPC and/or PLCC for assistance. For lost supporting documentation on fleet purchases, contact the local FM for assistance;
 - (11) Attach original documentation for all purchase line transactions to the bank statement regardless of purchase amount; and
 - (12) File statements in accordance with your local record retention policies.

3. **Appointments and Account Setups.**

- A. **Formal Appointment of Cardholders and AOs.** An AO recommends for approval the issuance of new cards and any subsequent status or informational changes to existing cardholder accounts. The approval process includes determining the charge card business line(s) (travel, purchase, or fleet) for the cardholder, recommending spending limits, and verifying that the required training has been accomplished. Requests for purchase line authority shall be coordinated through the regional PLCC, refer to Paragraph 7.A. Delegation of

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Authority. The completed application is forwarded to the appropriate A/OPC for submission to BANK.

- (1) **Formal Appointment of Cardholders.**
 - (a) Cardholders shall complete page one of the BANK Integrated Card Account Setup/Application Form and required cover sheet. These forms can be obtained from the local A/OPC.
 - (b) Cardholders and local FMs shall complete the on-line training (the local A/OPC can assist cardholders in determining which modules they need to take), and attach a copy of the certificate to the application.
 - (c) Applicants will receive a charge card via U.S. mail within 7 - 10 business days of the A/OPCs submission of the application to the BANK. If the charge card is needed sooner, an A/OPC will assist with a Federal Express delivery. When the charge card is received, the cardholder must verify that the name is correct, read the enclosed information, and follow the instructions for activating the card. If authorized, an automated teller machine (ATM) personal identification number (PIN) will arrive in the mail within a few days. Cardholders can personalize their PIN by calling the BANK at 1-800-472-1424.
 - (d) Upon receipt of a fleet card, the FM shall verify that the license number or Property Control Number is correct, read the enclosed information, and follow instructions for use of the card, which is activated upon receipt.
- (2) **Formal Appointment of AOs.** The Department's AO training shall be completed before supervisors approve the BANK monthly statements. After the training is completed, AOs are sent a letter of appointment from the Department that informs them of their duties and responsibilities. There is no formal appointment for fleet AO's or FM.
 - (a) A supervisor shall not permanently reassign their responsibility to review and approve bankcard statements to subordinates. Duties and responsibilities can be temporarily assigned to an individual designated as "acting supervisor" on behalf of the supervisor of record, at the supervisor's discretion, while the supervisor is on leave or travel to ensure that charge card statements are approved in a timely manner.

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- (b) The acting supervisor shall have completed the AOs training and write “acting” by the signature. An individual acting for another AO shall have their own written Department AO delegation, since charge card approval authority is delegated to an individual, and not a position. If a cardholder or AO is on leave or travel, which results in the BANK statement not being reviewed, signed, and dated timely, annotate on the statement the reason and dates, e.g., “Cardholder was on leave March 1-31, 2007.”

B. New Cardholder (Transfer Employee and/or New Appointee). A government charge card may be issued to a transfer employee who is already a government employee, or an appointee who will be a new government employee, using the CODE RED or CODE BLUE procedure established with the BANK if necessary. The card may be issued in time for the employee to use it during a permanent change of station move within the limits of their travel authorization. The employee shall be instructed in allowable uses and procedures, and the account shall be closely monitored. The following are procedures to handle emergency situations. The BANK has a special fax number, 1-888-311-6877, to expedite CODE RED and CODE BLUE applications.

- (1) **CODE RED.** When an applicant needs to receive a charge card immediately in order to travel, write “CODE RED” large letters directly on the application. This card will be sent by Federal Express and will be received in 2-3 business days.
- (2) **CODE BLUE.** If a new employee or appointee needs to travel immediately upon entering on duty and is not available to sign the application at the time of submission, the application may be faxed without the applicant’s signature. Write “CODE BLUE” in large letters on this application. The applicant shall then follow up with a signed application within 5 days; write “CODE BLUE 2” on this application so that it will not be processed as a new account. If a signed application is not received within 5 days, the BANK will deactivate the account until they receive the signed application. CODE BLUE designations will only be utilized in emergency situations when CODE RED will not meet the applicant’s immediate travel needs. Any issues with CODE BLUE applications shall be elevated to the regional A/OPC.

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4. Authorization Controls and Account Changes.

A. **Authorization Controls.** Appropriate authorization controls such as hierarchies, option sets, credit limits, reviews, and program oversight responsibilities are established and enforced in accordance with OMB A-123, Appendix B and Departmental and Reclamation acquisition regulations.

- (1) **Hierarchy.** The structure and organization of the integrated charge card program is based on hierarchies. A hierarchy is a series of seven digit numbers with up to eight levels. Cardholders are grouped into hierarchies based upon the organization within their region. Identified roles in the integrated charge card program shall have a span of controls over one or more hierarchies and the cardholders within them. For questions regarding hierarchies, contact A/OPC or Reclamation's CC Coordinator.
- (2) **Option Set.** AOs, along with the A/OPCs, and PLCCs for the purchase line, shall assign an option set to each cardholder during the application process. The option set determines what business lines the cardholder is authorized to utilize. The A/OPC shall contact the BANK to change an option set.
- (3) **Name Change.** If a cardholder's name has changed due to marriage, divorce, or if they have had a legal name change, a faxed copy of the document showing the name (e.g., marriage license, driver's license, social security card, etc.) shall be sent to the BANK and then the BANK shall issue a new card.
- (4) **Credit Limit.** A credit limit is the overall dollar amount that cannot be exceeded for transactions on a charge card. Each option set has an associated credit limit and it can be raised or reduced as appropriate.

B. Account Changes.

- (1) The A/OPC can change the following in Electronic Account Government Ledger System (EAGLS):
 - (a) Address;
 - (b) Business phone;
 - (c) Home phone;
 - (d) Fax number;
 - (e) E-mail address;

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- (f) Hierarchy information; and
 - (g) Master Accounting Code.
- (2) The A/OPC and the appropriate business line coordinator can initiate the following actions in EAGLS:
- (a) Deactivate or activate an account;
 - (b) Close an account;
 - (c) Change credit limit within the option set;
 - (d) Reorder convenience checks if authorized by the PLCC or CCO; and
 - (e) Request a replacement card.
5. **Training.** Training is important because it is vital that charge card managers and cardholders understand their roles and responsibilities in order for the charge card program to be effectively implemented. The Website for charge card training is <http://training.nbc.gov/chargecard>. All program participants, including cardholders, FMs and charge card managers (including A/OPCs, AO's, and other accountable/billing officials), shall be trained in charge card management prior to appointment. All program participants shall take refresher training, at a minimum, every 3 years. The NBC utilizes the Federal Personnel Program System (FPPS) and other systems to trigger refresher training and the AO training for personnel with a supervisor classification. A copy of the training certificate must be submitted to the local A/OPC and servicing HR offices. For purchase line authority, copies of the certificates of completion shall be submitted to the local PLCC.
- A. **Cardholder.** Departmental cardholder training shall be completed before a BANK charge card is issued. This training includes an overview and separate modules for the purchase business line, convenience checks, and travel business line. Convenience checks are available in the purchase business line only and are not automatically available to everyone with purchase line authority. Cardholders are only required to take modules associated with their authorization. The training shall be consistent with the level of responsibility. Cardholders are to become familiar with the 41 CFR 301 FTR, specifically Paying Travel Expenses and Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card. In addition, purchase line cardholders are to become familiar with Reclamation's purchase business line requirements, the mandatory source requirements

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established in the FAR Part 8, Required Sources of Supplies and Services, and 41 CFR 101-26.107 Priorities for Use of Supply Sources.

- B. **AO.** The Department's AO training shall be completed before supervisors can approve the monthly bank statements. Individuals designated as "acting supervisors" shall also complete the training if requested to approve bankcard statements when the AO of record is unavailable.
 - C. **A/OPC and PLCCs.** The Department's A/OPC training shall be completed by all new A/OPCs and PLCCs prior to appointment. Training shall familiarize A/OPCs and PLCCs with cardholder and AO responsibilities, as well as proper management, control and oversight tools and techniques. The A/OPCs shall also receive training on the vendor's electronic reporting system to manage the charge card program. A/OPCs must be familiar with the 41 CFR 301 FTR, specifically internal requirements and procedures relating to Mandatory Use of the Government Charge Card. The PLCCs must be familiar with the required sources of supply established in FAR Part 8. The A/OPC and PLCC shall also complete the cardholder portions of the training modules.
 - D. **FMs.** FMs shall instruct and provide information to vehicle operators, who will be using fleet cards, regarding how to use the fleet card, applicable regulations, proper use, and Reclamation requirements and procedures related to use of the fleet card. Note: fleet cards are issued to specific vehicles and heavy equipment. Serialized fleet cards may also be issued for small equipment requiring fuel. Although not required, it is recommended that brochures and card sleeves be used to provide general information on how to properly use a government fleet card.
6. **Travel Business Line.** The travel business line is discussed in detail in the Department's Integrated Charge Card Guide. Employees are required to use the government charge card while on official government business to pay for travel and transportation expenses. A cardholder must only use the charge card for transactions prescribed by the FTR, Departmental, and Reclamation's requirements and procedures. Reclamation's requirements and procedures are available on Reclamation's Website. A cardholder cannot use the charge card to incur travel-related expenses, including lodging reservations, for other individuals. International Affairs Office employees that have the mission required option set are the only exception.
- A. **Mandatory Use.** Per the Travel and Transportation Reform Act, Pub. L. 105-264, dated October 19, 1998, the use of the Federal travel charge card is mandatory for all Federal employees. The Department's Integrated Charge Card Guide outlines the transactions that shall be charged to the charge card. Government transportation, lodging, and car rentals must be obtained only through the Department's mandatory travel provider. A list of

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Department-approved exceptions for using the Travel Management Center for lodging can be found at <http://www.doi.gov/pfm/fams/fam2001-05.html>.

- (1) **Exceptions.** The Department's Integrated Charge Card Guide outlines categories as being exempt from mandatory use; however, this does not prohibit using the charge card when it is accepted.

B. **Use Restrictions and Limitations.** In accordance with the Department's Integrated Charge Card Guide the travel card **shall not** be used to purchase any of the following:

- (1) Fuel for a privately owned vehicle. (Mileage reimbursements, authorized for local or temporary duty travel, includes the cost of fuel.)
- (2) Rental cars used for personal or unofficial purposes.
- (3) Travel accommodations or expenses for someone other than the cardholder or their family members during relocation travel. When reserving a block of hotel rooms, meeting rooms, equipment, and related services; the reservation shall be made using the purchase business line or through your supporting acquisition office. Individual lodging cannot be paid with the purchase business line.
- (4) Local travel (less than 50 miles, parking, tolls, etc.).
- (5) Consultant or contractor travel. This restriction also applies to construction service, volunteers, grantees, fleet contractors, etc.
- (6) Fuel, maintenance, or repairs for Reclamation-owned motor vehicles or heavy equipment or small fuel consuming equipment, e.g., weed eaters, chain saws, etc. These costs shall be charged to the charge card issued to the vehicle, heavy equipment or small equipment under the fleet business line. Fleet cards issued for small engine equipment, e.g., weed eaters, chain saws, etc. will be issued to an organization responsible for using such equipment.
- (7) Only Reclamation assigned fleet cards will be used to acquire fuel, maintenance, or repairs for commercially leased vehicles/equipment. Commercially leased equipment/vehicles are those items that are acquired under leases that are in excess of 60 days.
- (8) No charge against any business line is authorized for fuel, maintenance, or repairs for Government Services Administration (GSA) or commercially leased motor vehicles.

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- C. **ATM Travel Advances.** Cardholders with ATM privileges may obtain limited cash advances for official travel expenses not more than 5 days prior to the beginning date of the official travel or while in actual travel status. Cash advances cannot exceed the expected local allowance for meals and incidental expenses (M&IE), plus expected, reimbursable out-of-pocket expenses, e.g., taxi or shuttles. The cash advance limits are \$250 per day/transaction and \$500 per week. For restricted cards, the limit is \$100 per transaction and \$200 per week.
- (1) **Locating ATMs.** Cardholders can locate the nearest BANK ATM locally or at their travel destination by calling 1-800-472-1424, or on the Internet at <https://www.bankofamerica.com/site/government/>. Click on the Help Desk button, and then click on ATM and Banking Center locator. Follow the on-screen instructions.
 - (2) **ATM Fees.** The BANK ATM fees are 1.9 percent of the total amount withdrawn. These fees, as well as the ATM access fees, are reimbursable on the cardholder's travel voucher.
- D. **Centrally Billed Transactions.** Travel is the only charge card business line where some expenses are centrally billed and others are individually billed. Centrally billed transactions are directly billed to Reclamation for payment. These centrally billed transactions will appear on the cardholder's statement under the section "notice memo items listed below." Generally, centrally billed transactions include:
- (1) Transportation (airline and train tickets);
 - (2) Rental cars;
 - (3) Rental car fuel;
 - (4) Lodging;
 - (5) Airport parking;
 - (6) Travel agency fees; and
 - (7) Many taxis and shuttles.
- E. **Individually Billed Transactions.** The cardholder is responsible for ensuring that the individual balance is paid in full and posted to the cardholder's account on or prior to the due date shown on the front of the statement. As it often takes 5 or more working days for the BANK to receive and post payments (even if the payment is made to a BANK branch or office),

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cardholders are required to make their payments in a timely fashion so their accounts do not become delinquent. **Note: Payment is required from the cardholder by the due date even if travel reimbursement has not been received.** Generally, individually billed transactions include:

- (1) Meals or purchases from food service establishments, and
- (2) ATM cash advances (withdrawals) and fees.

F. **Corporate Accounts.** Reclamation's corporate travel account will only be used to purchase transportation tickets for invitational travelers, interviewees, new employees who have not yet received their charge card, spouse (for authorized house hunting trip), volunteers, and employees whose charge card accounts are suspended or cancelled due to misuse or delinquency. All charges on the corporate account are centrally billed.

7. **Purchase Business Line.** Per FAR Part 13, the government-wide commercial purchase card (integrated charge card) shall be the preferred method to purchase and pay for micro-purchases. Employees authorized to use the purchase business line shall follow the requirements included in the Department's Integrated Charge Card Guide and the RAR (WBR 1413.301(a)).

A. **Delegation of Authority.** The use of the purchase business line is a delegated authority in accordance with the definitions of DIAR 1402.101 and RAR 1413.301. It is delegated from the Head of the Contracting Activity, to the Bureau Procurement Chief, to the CCO who is responsible for issuing, amending or rescinding purchase line authority. This authority may be re-delegated to a PLCC in accordance with RAR WBR 1413.3. Prior to an A/OPC processing a request for purchase business line authority, the regional PLCC shall review the purchase business line application to determine the appropriate option set. This review is done in conjunction with the regional CCO.

- (1) **Micro-Purchase Authority.** Reclamation personnel without a Contracting Officer's Certificate of Appointment, who have been delegated purchase business line authority in accordance with the RAR WBR 1413.3, are authorized to use the charge card as a means of making and/or paying for micro-purchases. Micro-purchase is defined by the

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FAR as an acquisition of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold. The micro-purchase threshold is defined in FAR Part 2 as:

- (a) Supply purchases \$3,000 threshold;
- (b) Service purchases subject to the Service Contract Act \$2,500 threshold; and
- (c) Construction purchases subject to the Davis-Bacon Act \$2,000 threshold.

(2) **Warranted Cardholder Authority.** Warranted contracting officers are authorized to use the purchase business line up to the limit authorized by their certificate of appointment, issued by the Reclamation's Procurement Chief, and/or their option set.

B. **Termination of Authority.** Micro-purchase authority will be terminated in accordance with the Department's Integrated Charge Card Guide and the RAR. Per the RAR, the CCO has authority to terminate micro-purchase authority for any purchase business line cardholder under their area of responsibility. Suspension or termination of the purchase business line authority does not affect the travel or fleet business lines.

C. **Permitted Uses of the Purchase Business Line.** Purchase line cardholders will use their integrated charge card to acquire items as listed in the RAR, Index of Transactions (WBR 1413.301(a)).

D. **Convenience Checks.** Convenience checks are available in the purchase business line only and are limited to \$2,500 per Department of the Treasury requirements. This feature shall be authorized only for select cardholders after a determination of need and the completion of appropriate training. Convenience checks shall only be used where charge cards are not accepted by a merchant (see the Department's Integrated Charge Card Guide, Department Acquisition Requirement Release 1999-7, Financial Administration Memorandum No. 98-034, and RAR). The use of convenience checks does not exempt the employee from the requirements established under the acquisition process. All applicable requirements and regulations apply.

E. **Purchase Business Line Required Procedures.** Purchase business line cardholders shall comply with the following procedures when making procurements and shall adhere to documentation, filing, and record retention requirements as outlined in RAR 1413 to include:

- (1) Ensure funds availability prior to purchase;

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- (2) Check required and preferred sources (e.g., excess inventories; excess government property, Ability One (formerly the Javits-Wagner-O-Day Program) stock programs such as Defense Logistics Agency, GSA, and Federal Supply Schedule) prior to purchasing from a commercial open market source, refer to the, FAR Part 8 and 41 CFR 101.26;
 - (3) Distribute repeat buys among qualified vendors, e.g., office supplies, small office equipment, equipment repairs, etc.;
 - (4) Notify the vendor that the purchase is tax exempt;
 - (5) Ensure purchase does not exceed delegated purchase limits including associated freight or shipping costs. Cardholders shall **not** split an acquisition into smaller purchases to stay under the micro-purchase threshold;
 - (6) Review, sign, date, dispute (if necessary), and submit statement documentation to AO in accordance with Departmental charge card requirements and procedures; and
 - (7) Coordinate with local property management staff to ensure government ownership of the asset is clearly identified.
8. **Fleet Business Line.** Additional information regarding the use of fleet cards is contained in Reclamation's Supplement to the Federal Property Management Regulations, Part 114S-38.801-7001 through 7004. Reclamation employees must use the BANK charge card for fleet transactions in accordance with the requirements contained in this D&S and all applicable regulations. All fleet charge card purchases made under the fleet business line are centrally billed to Reclamation. FMs are responsible for annotating the appropriate cost structure (cost authority, cost center, and budget object code) on each centrally billed transaction if the default account code printed on the statement line item is not appropriate.
- A. **Fleet Transactions.** For fleet card transactions, the fuel, supplies, materials, maintenance and repair shall be recorded in the Fleet Utilization System. Maintenance and repair shall be annotated on the motor vehicle or heavy equipment historical record. Original invoices shall be retained in the historical record file. Only the following Budget Object Codes (BOC) shall be used for charges against vehicle fleet cards:
- (1) 257D Repairs and Maintenance – Vehicles
 - (2) 257E Repairs and Maintenance – Other (Heavy Equipment)
 - (3) 261M Motor vehicle Supplies and Materials

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(4) 269F Fuel – Motor Vehicle, Aircraft, etc.

- B. Prohibited Uses of the Fleet Charge Card.** Refer to the Department's Integrated Charge Card Program Guide Exhibit 1-1 which contains requirements for charge card use by business line, including fleet charges. Circumstances vary by business line and limitations apply.
- C. Micro-Purchases with Fleet Charge Cards.** Fleet cards will only be used to purchase supplies, materials and services for the associated motor vehicle and heavy equipment when the total acquisition cost is within the micro-purchase threshold defined in Paragraph 7.A.(1). However, vehicle operators shall obtain FMs approval **prior** to initiating action for maintenance repairs or services in excess of \$1,000. Upon completion of repair and maintenance work, the vehicle operator shall submit supporting documentation to the FM within 5 business days.
- (1) **FMs Responsibilities.**
- (a) For vehicle/heavy equipment maintenance, repairs or services in excess of \$1,000, FMs shall make a determination, based on the current book value of the asset and life to date maintenance costs whether or not such action is cost effective. Such determination shall be annotated on the equipment historical record.
 - (b) Serialized fleet cards are issued for small engine equipment, e.g., lawn mowers, weed eaters, chain saws, etc. For small assets requiring serialized fleet cards, maintenance, repairs, or services in excess of \$50 shall be approved by the local FM **prior** to initiating action. Such determination shall be annotated in writing.
 - (c) Distribute repeat buys among qualified vendors.
 - (d) For maintenance, repairs and services, notify the vendor that the purchase is tax exempt.
 - (e) FMs shall not split acquisition into smaller purchases to stay under the micro-purchase threshold.
 - (f) Review, sign, date, dispute (if necessary) and submit statement documentation to AO based on Departmental requirements.
 - (g) Ensure documentation on both fleet card statement and equipment historical record is maintained.
 - (h) Ensure all serialized fleet card statements are reconciled.

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- (i) Record all miscellaneous supplies and materials purchased for Reclamation-owned vehicles and heavy equipment on the Vehicle Historical Jacket, Form 7-1688. Copies of the maintenance invoices must also be retained in the vehicle jacket.
 - (j) Ensure filing and record retention requirements are maintained.
- (2) **Vehicle/Heavy Equipment Operators Responsibilities.**
- (a) Provide invoices and receipts of all purchases made with a fleet card to the appropriate FM immediately following completion of a trip or at least weekly if the vehicle/equipment is permanently assigned. Ensure that all invoices and receipts are provided to the FM by the 15th of each month.
 - (i) Annotate appropriate job cost structure to be charged.
 - (ii) Annotate odometer or hour reading at time of fuel acquisition.
 - (b) Distribute repeat buys among qualified vendors.
 - (c) For maintenance, repairs and services, notify the vendor that the purchase is tax exempt.
 - (d) Maintenance, repairs or services in excess of \$1,000 shall be approved by the local FM **prior** to initiating action. FMs shall make a determination, based on the current book value of the asset and life to date maintenance costs, whether or not such action is cost effective. Vehicle/heavy equipment operators shall notify FMs within 2 business days following the completion of repair and maintenance work.
 - (e) Vehicle/heavy equipment operators shall **not** split acquisition into smaller purchases to stay under the micro-purchase threshold.
- (3) **Assigned Serialized Fleet Cards Supervisors/Foremen Responsibilities.**
- (a) Provide invoices and receipts of all purchases made with a fleet card to the appropriate FM immediately following completion of a trip or at least weekly if the vehicle/equipment is permanently assigned. Ensure that all invoices and receipts are provided to the FM by the 15th of each month.
 - (b) Distribute repeat buys among qualified vendors.

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- (c) For maintenance, repairs and services, notify the vendor that the purchase is tax exempt.
 - (d) Maintenance, repairs or services in excess of \$50 shall be approved by the local FM **prior** to initiating action. FMs shall make a determination, based on the current book value of the asset and life-to-date maintenance costs, whether or not such action is cost effective. FMs shall be notified within 2 business days following the completion of repair and maintenance work.
 - (e) Supervisors/foremen shall **not** split acquisition into smaller purchases to stay under the micro-purchase threshold.
- D. **Operation Plan.** A fleet charge card operation plan shall be established in each office. As determined by the region, the plan may cover all offices within the region or at individual field offices. At a minimum, the plan shall include:
- (1) Fleet charge card application process;
 - (2) Quarterly distribution and use of reports to monitor acquisition of mixed fleet, multiple fuel purchases, frequency repair, split purchases, and other transaction activity;
 - (3) Procedures for annual fleet charge card reviews;
 - (4) Card cancellation procedures for lost fleet cards;
 - (5) Exit clearance procedures; and
 - (6) Detailed record retention procedures for the documentation, filing, and record retention requirements.

9. **Delinquency, Salary Offset and Split Disbursement.**

- A. **Delinquency.** Cardholders shall comply with the terms and conditions of the BANK Cardholder Agreement, including the timely payment of account balances. When cardholders sign, activate, or use their charge card, they agree to comply with the agreement. Under the terms of the agreement among the Department, cardholder, the BANK, and the SmartPay contract, payment is due to the BANK by the payment due date specified in the cardholder's statement of account. When the cardholder is past due on their account, the regional A/OPC shall notify the cardholder and the cardholder's supervisor of the payment due. If the cardholder continues to be delinquent, the regional A/OPC shall recommend to the AO that ATM privileges be removed from the cardholder. If the cardholder continues to have past due payments, the

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regional A/OPC shall recommend that the ability to charge food and meals be removed from the cardholder. The regional A/OPC shall notify the CC Coordinator if further action is needed to ensure the cardholder is making timely payments. When a cardholder's account is delinquent, the supervisor must counsel the cardholder and/or initiate appropriate action to administratively limit, temporarily suspend, or cancel the charge card authority.

B. **Salary Offset and Split Disbursement.**

- (1) **Salary Offset.** The cardholder's account shall be suspended and further charges prohibited in any undisputed individually billed transactions remaining unpaid 61 calendar days after the dated of the statement of account on which the charges first appeared. Salary offset applies to individually billed accounts only. Refer to the Department's Integrated Charge Card Guide for specific requirements.
- (2) **Due Process Requirement Prior to Salary Offset.** The due process requirement is identified in the Department's Integrated Charge Card Guide and shall be followed.
- (3) **Split Disbursement.** The Department does not currently have the ability to provide for split disbursements.

10. **Unauthorized Use and Administrative and/or Disciplinary Actions.**

- A. Use of the charge card for other than official government business constitutes unauthorized use. Intentional misuse of charge card is considered an attempt to commit fraud against the U.S. government.
- B. If the A/OPC suspects charge card instances of fraud, misuse or abuse, the cardholder's supervisor and appropriate business line leads will be notified. The A/OPC shall provide all pertinent documentation related to the suspected fraud, misuse or abuse. In addition, the A/OPC shall continue to monitor the situation with the supervisor and be available to the supervisor for consultation.
- C. If the supervisor suspects fraud, misuse, or abuse, immediate action shall be initiated to gather the facts.
- D. If the supervisor determines that the incident was intentional and/or resulted in loss to the government, the supervisor shall coordinate the notification with the HR office, CC Coordinator, local A/OPC, regional A/OPC and CCO (for the purchase business line). The supervisor will counsel the employee and take any action to administratively limit, temporarily suspend, or cancel the charge

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card authority. If the supervisor determines that the incident was unintentional and/or did not result in loss to the government, the supervisor must discuss the circumstances with the employee to avoid any future reoccurrence.

- E. Before any formal action is taken, the AO shall contact their HR office to ensure that all the necessary procedural requirements are satisfied. The HR office shall make a determination based upon direction in the Department Personnel Handbook, Part 2, Charges and Penalty Section for Disciplinary and Adverse Actions.

11. **Using Charge Card for Internet Purchases.** Cardholders are allowed to use their charge card to transact official business over the Internet. Cardholders and FMs must be familiar with all requirements contained in the Department's Integrated Charge Card Guide and the RAR. Some general requirements are as follows:

- A. **Protect Privacy.** Provide personal information only if it is known who is collecting it, why, and how it is going to be used.
- B. **Guard Passwords.** It is recommended that cardholders use a different password to make a purchase than is used to log on to the computer or network.
- C. **Order only on a Secure Server.** Look for an unbroken key or closed padlock picture at the bottom of the browser window, or the letters https in the website's uniform resource locators to ensure the transmission is protected. Buy only from web vendors that protect charge card information when ordering on-line.
- D. **Check Shipping and Handling Fees.** Factor shipping and handling fees into the cost of the order. Choose the delivery option that best meets the government's needs and track purchases. Keep printouts of the web pages with details about the transaction, including return requirements in case merchandise is unsatisfactory.

12. **Documentation and Record Retention.** All original charge card statements and supporting documentation are considered official government records (e.g., convenience check registers, receipts, etc.) and shall be retained according to the requirements outlined in Appendix D.

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13. Cancellation and Clearance Procedures.

A. Travel and Purchase Business Line.

- (1) If a cardholder transfers to another Reclamation office, they may retain their charge card; however, prior statements shall be maintained by the previous office. The cardholder shall coordinate the return of any remaining convenience checks with the losing office PLCC to be destroyed. Convenience checks with the new Reclamation office will be ordered after the cardholder arrives at the new office if authorized and required for the position.
 - (a) The A/OPC in the losing organization uses Electronic Account Government Ledger System (EAGLS) to transfer the cardholder's account to the gaining organization's charge card hierarchy, then notifies the gaining organization's A/OPC.
 - (b) The A/OPC in the gaining office uses EAGLS to accept the account into their organization. The gaining A/OPC also updates the account with the new address, phone numbers, e-mail address, option set changes, credit limits, convenience check authority (if authorized), and master accounting code.
 - (c) Each office shall document procedures to ensure that if the cardholder leaves Reclamation, the charge card is destroyed (shredded). Unused convenience checks, if applicable, must be returned to the PLCC to be destroyed (shredded). The check register must be retained by the AO in the cardholder's purchase records and annotated that the checks were returned to the PLCC. The A/OPC requests that the cardholder pays any outstanding balance, and all original charge card records must remain centrally filed in the organizational office.
- (2) The following are responsibilities required to be completed when a cardholder leaves Reclamation:
 - (a) **Cardholder.**
 - (i) Complete the appropriate exit clearance form;
 - (ii) Provide A/OPC with forwarding address to provide to the BANK if the cardholder has an outstanding balance;
 - (iii) Pay full amount of any outstanding, individually billed balance;
 - (iv) Surrender charge card to A/OPC for destruction;

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- (v) Follow requirements for destruction of convenience checks as outlined in the RAR, if applicable; and
 - (vi) Leave all charge card records centrally filed according to office retention requirements.
- (b) **A/OPC.**
- (i) Verify the account status in EAGLS and determine whether any amounts are due;
 - (ii) Ensure that any outstanding individually billed balance has been paid in full;
 - (iii) Close employee's account and inactivate EAGLS access;
 - (iv) Inform the cardholder that BANK shall be notified of the employee's departure and forwarding address if they have an outstanding balance;
 - (v) Notify BANK and provide a forwarding address, if applicable;
 - (vi) Ensure cardholder provides all charge card documents;
 - (vii) Destroy charge card;
 - (viii) Return unused convenience checks to the PLCC to be destroyed (shredded); and
 - (ix) Sign and date exit clearance form.

B. **Fleet Business Line.**

- (1) When vehicles are transferred to another Reclamation office, the fleet card will be re-assigned to the gaining office. The losing A/OPC shall be notified by the local FM **prior** to initiating the transfer.
- (2) When vehicles are transferred outside to another Federal entity, including another Department/ Bureau/Office, the fleet card shall be destroyed. The losing A/OPC shall be notified of the destruction of the fleet card.
- (3) When vehicles are sold, the fleet card shall be destroyed. The losing A/OPC shall be notified of the destruction of the fleet card.

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C. **Lost, Stolen, or Damaged Cards.** The following are responsibilities required to be completed when a charge card is lost, stolen, or damaged:

(1) **Cardholders.**

- (a) Notify BANK immediately,
- (b) Notify supervisor, and
- (c) Notify the A/OPC within 1 business day of the discovery.

(2) **Fleet.**

- (a) Vehicle operators shall immediately notify local FM;
- (b) FM shall:
 - (i) Notify BANK immediately,
 - (ii) Notify the A/OPC within 1 business day of the discovery, and
 - (iii) Notify the AO.

14. **Refund/Taxes.**

A. **Refund Management Controls.** A refund is a monetary payment provided by charge card vendors to agencies and is managed by the PAM.

B. **State and Local Tax Recovery (includes acquisition of fuel).** The Federal government is exempt from paying most state and local taxes where allowed by given state statute. However, in some states and localities, the Federal government is required to pay state and local taxes but is eligible to recover the taxes in the form of a refund upon application to the state or locality. The Department recovers all tax payments associated with the acquisition of fuel acquired using Reclamation's fleet cards. Refer to Departmental requirements regarding the reporting of recoveries and for which the funds shall be used. Federal government transactions, for which any of the government charge cards are used, are exempt from state and local taxes. Reclamation cardholders and FMs must work with the charge card vendor cooperatively to ensure that merchants and states do not tax these transactions. Reclamation shall be prepared to provide vendors with proof of tax exempt status via the Department's Tax Identification Number annotated on the charge card. In instances where the tax-exempt status is not recognized at the point of sale, Reclamation's A/OPCs will work with their charge card merchants and state or local authorities to accomplish tax recovery. Travelers shall provide a tax

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exemption certificate to lodging vendors, when necessary, to exclude state and local taxes from their hotel bills.

15. **Miscellaneous.**

A. **Credit Worthiness Assessment for the Travel Business Line.**

- (1) **Credit Worthiness.** Section 639, of the Consolidated Appropriations Act, 2005, Pub. L. 108-477, as prescribed in revised OMB Circular A-123, Appendix B, Improving the Management of Government Charge Card Programs, Chapter 6, requires agencies to conduct a credit worthiness assessment for all new charge card applicants beginning October 1, 2005. Pending Departmental requirement, Reclamation shall continue to process new applications without a credit check. However, in the absence of a credit check, new cards shall be issued with restricted spending limits. Credit worthiness does not apply to the purchase or fleet business line.
- (2) **Credit Scores.** Credit worthiness scores range from 300 to 850. In order for a first time applicant to receive a card to which standard agency restrictions apply, the employee's credit score shall be 660 or higher. For credit scores less than 660, more stringent restrictions shall apply.
- (3) **Spending Limit Categories.** For a list of spending limits, see Appendix E.

B. **Strategic Sourcing.** Strategic sourcing is used to improve the buying process and increase savings based on volume. Purchase card program managers must be aware of any agency-wide or multi-agency contracts that yield better pricing. They shall also ensure that cardholders and FMs are aware of Departmental requirements for using these contracts. The Department is required to implement strategic sourcing for certain commodities, to analyze purchase card spending data, and to develop and implement requirements and practices that ensure effective strategic sourcing. Reclamation shall work cooperatively with the Department to implement strategic sourcing goals.

C. **Maintain and Report Data and Performance Metrics.** Data reporting is a critical tool for improving the overall charge card management program. Information is used to timely and accurately assess compliance with legislative and administrative requirement; the effectiveness of efforts to mitigate risks of fraud, waste, and abuse; and performance trends in managing costs and other relevant indicators of program success. Reclamation shall work cooperatively with the Department to meet data reporting and performance metrics requirement as appropriate.

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- D. **Environmental Quality Products.** Reclamation shall use environmentally preferable and re-refined oil products whenever practical. The Resource Conservation and Recovery Act and Energy Requirement Act of 2005 requires Federal agencies to acquire products composed of the highest percentage of recovered materials practical, unless the products are not reasonably available within a certain period of time, the products fail to meet applicable performance standards, or the products are available only at an unreasonable price. Several sources of supply are available for re-refined engine lubricating oil and other environmentally preferable vehicular products. The Defense Logistics Agency sells several grades of commercial and heavy-duty refined oil that have been tested and meet the American Petroleum Institute's performance classifications and viscosity grades. For more information, refer to <http://www.dscr.dla.mil/environmental.htm>. For information regarding retread tires and other fleet-related, environmentally preferable products, access the GSA's Environmental Programs Website at <http://pub.fss.gsa.gov/environ/>.
- E. **Section 508 of the Rehabilitation Act for Micro Purchases.** Section 508 of the Rehabilitation Act requires that when the Department and Reclamation develop, procure, maintain, or use electronic and information technology (E&IT), they shall ensure that such E&IT allows Federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by other Federal employees. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal Department or agency, have access to and use of information and data that is comparable to that provided to the public without disabilities. Effective April 1, 2005, all micro purchases, including open market buys and those made through government contract vehicles, are subject to the provisions set forth in Section 508 of the Rehabilitation Act, unless an exception applies. All Reclamation acquisition offices were provided the Departmental requirements.