

## APD ALERT



## GPO Express Program

### **Background:**

The Government Printing Office (GPO) has formed an alliance with FedEx Office to offer the GPO Express Program allowing Department of Agriculture (USDA) employees with a GPO Express card to use FedEx Office Print Centers to obtain printing services, up to the micro-purchase threshold of \$3,000, at GPO negotiated prices. The GPO Express card is an authorization card that connects you to benefits and price discounts up to 70 percent off retail price. This is not a mandatory program. The intended use of the GPO Express Program is to obtain services not readily available to many Research, Education, and Economics (REE) locations (e.g., oversize copying, large format maps/charts, posters, large scanning, and finishing services).

### **Authorized Users:**

Any REE employee with purchase card authority can register for a GPO Express card. The GPO Express card authority shall be the same as the user's purchase card authority as provided in Departmental Regulation 5013-6, Use of the Purchase Card and Convenience Check, and 213.3M-REE Purchase Card Program.

### **Registration and Guidance:**

Registration must be coordinated with your Agency Printing Specialist, who is responsible for approving the program within their respective agencies and completing the necessary paperwork for their agency's participation. If you do not have an Agency Printing Specialist, you must contact the USDA, Office of Communications, Printing Services Division at 202-720-8189. The GPO Form 3001, GPO Express Participation Request, can be located at <http://www.gpo.gov/customers/express.htm>.

Although GPO Express offers a variety of services, users are still bound by all Federal printing laws, USDA and REE policies and procedures, and are encouraged to use in-house services whenever possible. This program does NOT authorize the circumvention of any applicable procurement or printing regulation. The following documents shall be adhered to when using the GPO Express card:

- Departmental Regulation 5013-6, Use of the Purchase Card and Convenience Check;
- 213.3M-REE, Purchase Card Program;
- AGAR Advisory 86, Business Cards Available at Government Express;
- AGAR Advisory 98, USDA Mandatory Source for Express and Ground Domestic Delivery Services in the continental United States, Alaska, Hawaii and Puerto Rico;
- P&P 113.1, Publishing (Print and Electronic Material); and,
- P&P 243.2, REE Signage Policy.

To ensure compliance with the regulations, all requirements under the program should be submitted to the primary cardholder in the form of a purchase request. Note that GPO Express cards may not be shared.

**APD Point of Contact:**

Questions regarding this Alert can be directed to the Acquisition Programs and Oversight Branch on 301-504-1725 or via e-mail at [APOB@ars.usda.gov](mailto:APOB@ars.usda.gov).

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