

Printing, Copying, and Related Services - Smart Pay Charge Card

Publication Update #2

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Use of the Charge Card

Procurement of duplicating (copying), printing or related services are restricted object classes for the Smart Pay Credit Card. The purchase of these services with Federal funds without prior authorization is prohibited. United States Code, Title 44, Section 501, 314 DM and 121AM.

Authorized Use

If you have a term contract with the Government Printing Office (GPO), which specifically authorizes payment by credit card.

Waiver

The Service has a standing waiver from the GPO for unforeseen duplicating needs. Your project must meet all of the following criteria:

- a) Copying needed within a 48 hour period without prior knowledge of the necessity.
- b) Number of copies does not exceed 5000 impressions of a single page.
- c) Number of copies for multi-page documents does not exceed 25,000 impressions.
- d) Cost does not exceed \$1000 for black and white.
- e) Cost does not exceed \$500 for color reproduction.

What is Considered Appropriate Use of the GPO Waiver?

Example 1

A Service instructor is providing training at a field station. Upon arrival at the training site the instructor realizes that there are 10 more attendees than anticipated and does not have enough handouts. The handouts consist of four single sided color pages. At lunch the

instructor goes back to his hotel which can provide duplicating services. The per page cost is two dollars (\$2 x 10 x 4=\$80.00).

This scenario fits the waiver because the cost is under \$500 (color copying). The number of impressions is under 25,000 (it is only 80 impressions). The materials are needed within the 48 hour timeframe restriction.

Example 2

A Service program office is tasked with producing a report for Congress in January with a delivery date scheduled for June 15th. This provides the program office at least five months to write and finalize the document. The end product consists of 800 pages, black and white and is signed off by the official in-charge on June 13th. The authorizing individual tells the project officer to produce the required 50 copies and deliver them to Congress on/or before June 15th. Since there are only two workdays to the due date the project officer decides it would be easiest to go to the local commercial copy center. When the job is complete, the final cost is \$4800. The Service employee knows that the charge card has a limit of \$2500 and asks the sales clerk to break the bill into two separate invoices. Each at a cost of \$2400.

This scenario does not meet the waiver criteria because the program office knew that fifty copies of the report were due to Congress by June 15th when assigned this task in January. The number of impressions per report multiplied by the number of reports exceeds the 25,000 limit (800 x 50 = 40,000) and the cost exceeds the \$1000 threshold.

Also, per credit card policy, an individual procurement can not be split into separate invoices to avoid charge card thresholds.

Who Can I Contact?

Your regional Contracting and General Services Office or your Publication Coordinator can provide you with the necessary waiver form. If you use the waiver, you must fax a completed waiver form to the Branch of Printing and Publishing in Washington, DC within 2 workdays of receipt of your finished product. Misuse of the waiver could result in the GPO rescinding it Service-wide.

If your project does not meet the waiver requirements contact, your regional Publication Coordinator:

- R1 Matthew Hasti 503/872 2701
- R2 Art Needleman 505/248 6822
- R3 Abby Rodriguez 612/713 5383
- R4 Ellen Marcus 404/679 7179
- R5 Diana Weaver 413/253 8329
- R6 Melvie Uhland or Beverly Bocher 303/236 8145x622 or 303/236 8145x690
- R7 Laura Whitehouse 907/786 3373
- HQ Mark Newcastle or Pete Maccini 202/208 4111 fax 202/208 7661
- NCTC Troy Bunch 304/876 7656

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