POLICY FLASH 2006-18

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DATE: March 16, 2006

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Updated Policy and Operating Procedures Guide for Use of the GSA SmartPay Purchase Card

SUMMARY: This Flash issues revised Chapter 13 of the DOE Acquisition Guide, which consists of the March 2006 Edition of the Policy and Operating Procedures for Use of the GSA SMARTPAY Purchase Card and a Summary of operating revisions.

This Flash and the Guide Chapter may be viewed at http://professionals.pr.doe.gov.

Questions may be referred to Richard Langston (202) 287-1339 or richard.langston@hq.doe.gov .

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Attachment

Summary of Revisions to the Policy and Procedures for Use of the GSA SmartPay Purchase Card (DOE Acquisition Guide Chapter 13)

1. Added a provision to explain that contractors are being issued new cards without the "U.S. Government Tax Exempt" logo (Section 2.j.).

2. Added a provision to require approving Officials to be appointed in writing (Section 3.a.(2)).

3. Prohibited the use of third party payment vendors (such as PayPay) except with OPC approval (Section 8.a.(7)).

4. Oral purchase limitation is lowered from $25,000 to $2,500 (Section 13(1)).

5. Clarified the need for the HCA to document the annual review and forward a copy to the APC (Section 27).

6. Federal Prison Industries are still a mandatory source for items on the schedule at (http://www.unicor.gov) but special best value analysis is needed for such purchases. Non-procurement cardholders consult their local procurement office unless cardholders have been trained in the technique (Section 29.b.).

7. Convenience checks are limited to $2,500 for any cardholder, with an exception allowed for transactions up to $10,000 in emergency situations, when authorized by the Organization Program Coordinator. Previously, contracting officers could exceed the limit (Section 39).

8. Deleted some outdated guidance in the "Office Supplies and Affirmative Procurement" sections (Sections 30 and 37).

9. Added a reference to the Energy Policy Act of 2005 in the "Energy Efficiency" section (Section 38).

10. Added language addressing SmartBuy and IPv6 section (Section 43).

11. Made other editorial corrections.