

<u>Policy Document</u>	<u>Topic</u>	<u>Date</u>	<u>Originator</u>	<u>Summary</u>	<u>Signator</u>
Track Four Efficiency Initiatives		3/14/2011		A series of initiatives designed to reduce duplication, overhead, and excess, and instill a culture of savings and cost accountability across the Department of Defense	
13th Annual GSA SmartPay Training Conference-Mandatory for DoD A/OPCs	SmartPay	3/29/2011	PCPMO	Directs mandatory attendance for all A/OPCs at the 13th Annual GSA SmartPay 2 Conferene scheduled for August 16-18, 2011 in Las Vegas, NV. The conference is recommended for Approving Officials, Billing Officials, Inspector General Staff, and Financial, Resource or Budget personnel.	LeAntha D. Sumpter Director Purchase Card Joint Program Management Office
Reporting Governmentwide Purchase Card Actions to the FPDS	FPDS	10/26/2010	Director, Defense Procurement	Indicates the reporting requirements of actions conducted with the GPC to the FPDS. The following requirements are effective immediately: 1) All contracts/orders where GPC is used solely as payment must be reported to FPDS regardless of dollar value. 2)Open-market actions paid for with the GPC shall not be reported to FPDS. 3) For actions under federally awarded contracts Components shall report all actions using the GPC to FPDS.	Shay D. Assad Director, Defense Procurement and Acquisition Policy
DoD PCOLS Capability	PCOLS	3/3/2010	Director, Defense Procurement	Mr. Assad congratulates Air Force, Defense Logistics Agency, Defense Commissary Agency, Defense Contract Management Agency and the Washington Headquarters Service for their progress in the implementation of PCOLS as per directed on the November 19, 2009 memorandum directing full PCOLS deployment by January 1, 2010. All activities not noted above are to provide a new implementation plan for PCOLS within 30 days from the date of this memorandum.	Shay D. Assad Director, Defense Procurement and Acquisition Policy
DoD Purchase Card Strategy	PCOLS	9/3/2009	Director, Defense Procurement	The attached draft document describes the DoD strategy for information/data flow, transmission and storage of DoD Purchase Card data. The document also solicits input to improve its accuracy and to determine possibility of eliminating "paper documentation" in any associated Purchase Card business process.	Shay D. Assad Director, Defense Procurement and Acquisition Policy
Use of WAWF for Purchase Card Transactions	WAWF	9/2/2009	Director, Defense Procurement	The 2009 Defense Authorization Act directed a plan to enable capture of acceptance data for items bought with a purchase card by modifying WAWF to enable receiving reports for card transactions.	Shay D. Assad Director, Defense Procurement and Acquisition Policy
Linking Financial Data to Contract Documents	CONOPS	3/18/2009	Under Secretary of Defense (Comptroller)	Establishes a new paradigm and business rules to the historical practice of contract documents containing a financial line of accounting. New contract awards no longer will be reliant on carrying line of accounting data, it will carry the AAI attribute to route contract transactions to the appropriate accounting system.	John J. Young Jr. and Robert F. Hale

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DoD Deployment of PCOLS Capability	PCOLS	11/19/2008	Director, Defense Procurement	PCOLS a web based system capability was designed to address weaknesses in the charge card program. AIM, a workflow tool that identifies questionable purchase card transactions. Data mining algorithms identify purchases that could be fraudulent. A Risk Assessment application will allow both auditors to assess the "health" of local card programs. All Component Procurement Executives are required to develop a plan to implement this capability that should be submitted by January 9, 2009.	Shay D. Assad Director, Defense Procurement and Acquisition Policy
GPC Certifying Officer and Departmental Accountable Official Responsibilities	General	11/7/2008	Director, Defense Procurement	In accordance with DoDFMR, Vol. 5, Chapter 33, Components shall designate departmental accountable officials, including GPC holders and approving officials, in writing. The written designation should apprise individuals of their responsibilities to support the certifying officer and that they be held pecuniarily liable for an illegal, improper or incorrect GPC payments resulting from their fault or negligence.	Shay D. Assad and David P. Smith (Comptroller)
GSA SmartPay Conference-Mandatory for DoD AOPCs	SmartPay	6/10/2008	Director, Defense Procurement	This memorandum announces the importance of the annual training for Department of Defense Agency Program Coordinators conducted at the General Services Administration (GSA) Smart Pay Conference. This years training will be held July 22-24 2008 in Denver, Colorado. All purchase cards will be cancelled effective 30 November 2008 and reissued under the SmartPay 2 contract that starts effective 1 December 2008. This, in addition to the on-going deployment of the Purchase Card On-Line System (PCOLS), makes attendance at the event for all A/OPCs critical. Further details are provided within the memorandum.	Shay D. Assad Director, Defense Procurement and Acquisition Policy
Documenting and Reporting Civilian Training Requirements	Training	10/29/2007	CPMS	Institutes a new policy on documenting and reporting training by: 1) sunseting the DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement and replacing it with the SF 182, Authorization, Agreement, Certification of Training 2) requiring that all instances of completed civilian employee training be input to the DCPDS 3) Requiring that all LMSs be capable of reporting data elements required by OPM.	David S.C. Chu

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Use of Third Party Payments-Policy Change	MCCs/Internal Controls	10/17/2007	PCPMO	This memorandum revises previous policy issued on March 7, 2005 on this subject. In that memorandum we stated that the use of a third party payment merchant was not allowed under any circumstances. Since the issuance of the subject memorandum, we have received persuasive feedback which sites numerous situations where the use of a third party payment merchant is unavoidable. Therefore, we are revising the existing policy to state that where it is identified that the purchase will be processed via a third party merchant, the cardholder should make every attempt to choose another merchant with whom to procure the goods and/or services.	LeAntha D. Sumpter Director Purchase Card Joint Program Management Office
Purchase Card Internal Controls Revision	Internal Controls	10/17/2007	PMO	On December 19, 2005 the Defense Procurement and Acquisition Policy (DPAP) Office and the OUSD (Comptroller) issued a joint memorandum entitled "Internal Controls for the Purchase Card Program." This posted memorandum and guidance implement a revision to the certification process to comply with the requirements in the Department of Defense Financial Management Regulation Volume 5, "Disbursing Policy and Procedures".	Shay D. Assad and James E. Short
Miscellaneous Payment Guidebook	WAWF	10/9/2007	PMO	DPAP and the Comptroller developed the first edition of the Miscellaneous Payment Guidebook. It serves as a baseline to standardize the miscellaneous payment process and enable future automation. WAWF plans to provide a link to the miscellaneous payment categories section within the guidebook.	Shay D. Assad and James E. Short
Component Efforts to Address Purchase Card Abuse	Internal Controls	12/12/2006	Director, Defense Procurement	This memo requires each senior procurement executive to brief the Director, DPAP on the programs they are using to address purchase card misuse.	Shay D. Assad Director, Defense Procurement and Acquisition Policy
Mandatory Purchase Card Refresher Training	Training	8/22/2006	Director Purchase Card Joint Program Management Office	Requires that all cardholders, approving officials, certifying officials and A/OPCs to take a refresher GPC training every two years after completing basic training. Departments may develop a course or use the DAU online course.	LeAntha D. Sumpter Director Purchase Card Joint Program Management Office
FOIA Policy on Release of Credit Card Data	FOIA	6/29/2006	Defense Freedom of Information Policy Office	The guidance "Release of Purchase Card Data to the Public Domain" authorized DoD Purchase Card Program Offices to only release the following specific transactional data in response to FOIA requests: merchant category code, transaction amount, merchant name, merchant, city, state, zip, phone, transaction date	Will Kammer Chief Defense Freedom of Information Policy

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Convenience Check Screening	Convenience Checks	3/17/2006	Purchase Card Joint Program Management Office	Enclosed listing of convenience checks that violated the \$2,500 threshold written between June 2005 to November 2005. The document requests the immediate audit and cancellation of the check accounts and a report of the findings to be forwarded the Purchase Card Program Office no later than 30 days after receipt of this memorandum.	LeAntha D. Sumpter Director Purchase Card Joint Program Management Office
Internal Controls for the Purchase Card Program	Internal Controls	12/8/2005	Purchase Card PMO	This memo instructs the services and defense agencies to ensure that their purchase card guidance and instructions are consistent with controls developed by representatives from the DoD Comptroller, Acquisition, Inspector General, and Military Department audit communities. This memo also issues guidance on nominating electronic solutions other than the use of the existing bank systems for validation of invoices.	Teresa McKay and Domenic C. Cipicchio
Use of GPC in Support of Hurricane Katrina Rescue and Relief Operations	Hurricane Katrina Rescue and Relief Operation.	9/21/2005	PCPMO	This memorandum provides implementing instructions for recently issued OMB and DoD guidance (enclosed) regarding the use of the purchase card in support of the Hurricane Katrina Rescue and Relief Operation.	LeAntha D. Sumpter Director Purchase Card Joint Program Management Office
Withholding of Information that Personally Identifies DoD Personnel	FOIA	9/1/2005	Office of Freedom of Information	Under new policy, personally identifying information may be inappropriate for inclusion in any medium available to the general public. Release of informatin on DoD personnel will be limited to the names, official titles, organizations and telephone numbers of personnel only at the office director level or above, provided that this does not raise security concerns. No other informatin, including room numbers will be released.	Howard G. Becker Deputy Director
Release of Purchase Card Data to the Public Domain	FOIA	6/15/2005	Director, Defense Procurement	In response to 9/11, attacks purchase card program information would not be release under a FOIA request. However, this memorandum authorizes the release the following limited data: merchant category code, transaction amount, merchant name, merchant city, state, zip and phone, trasaction date.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy
Department of Defense (DoD) Purchase Card Program Training Nonappropriated Fund (NAF) Participants	Training	7/8/2004	Director, Defense Procurement	The GSA Purchase Card training was reviewed in response to the Navy's request to consider the GSA training as the mandatory source of training for NAF Purchase Card Program participants in lieu of the training currently mandated at DAU. It was determined that the GSA training meets all of the salient requirements for a general overview of the program. The Air Force, however, prefers to continue use of the DAU training.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy

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OMB Guidance to Implement Credit Worthiness Evaluation Requirement (Section 638 of the FY04 Omnibus Appropriations Act)	Credit Worthiness	6/14/2004	Director, Defense Procurement	The FY 2003 Defense Appropriations Act required the Secretary of Defense to evaluate the creditworthiness of individuals before issuing them purchase or travel charge cards and stated that an individual may not be issued a card if found not credit worthy.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy
GAO-04-430 "Contract Management: Agencies Could Achieve Significant Savings On Purchase Card Buys," (GAO Code 192082)	GAO	5/24/2004	Director, Defense Procurement	This is in response your memorandum of April 29, 2004, requesting a proposed response to GAO with regard to the subject final report. DoD's overall position on the report has not changed, and there are no additional comments to the report.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy
Proposed New Form Credit Worthiness Evaluation	Credit Worthiness	5/24/2004		The Fair Credit Reporting Act requires cardholder permission before a formal credit check can be conducted. If sufficient numbers of cardholders refuse to give permission, the effectiveness of the Government Purchase Card Program in the future could be limited.	
DoD Charge Card Programs Proposed DoD Directive	Internal Controls	6/4/2004	Purchase Card Joint Program Management Office	The proposed directive establishes policy, assigns responsibilities and prescribes procedures for initiating and managing DoD Charge Card Programs, to include the Aviation-Into-Plane Reimbursement Card, the Fleet Card, the Purchase Card and the Travel Card.	Michael W. Wynne Acting USD (AT&L)
GAO Draft Report, "Contract Management: Agencies Could Achieve Significant Savings on Purchase Card Buys," (GAO Code 192082).	GAO	3/1/2004	Director, Defense Procurement	This is the Department of Defense (DoD) response to the GAO draft report, "CONTRACT MANAGEMENT: Agencies Could Achieve Significant Savings on Purchase Card Buys," dated February 9, 2003 (GAO Code 192082/GAO-04-430). Enclosed are DoD's detailed comments regarding the three recommendations on pages 25 and 26 of your draft report.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy
DoD Response to GAO report GAO-04-156, "Purchase Cards: Steps Taken to Improve DoD Program Management, but Actions Needed to Address Misuse."	GAO	1/28/2004	Director, Defense Procurement	This is the Department of Defense (DoD) response to the General Accounting Office (GAO) final report, GAO-04- 156, "PURCHASE CARDS: Steps Taken to Improve DoD Program Management, but Actions Needed to Address Misuse," dated December 2,2003 (GAO Code 192090). It provides additional comments.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy

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Disciplinary Guide for Military Personnel	Disciplinary Guide	6/10/2003	CPMS	Following reports of government charge card misuse within the Department, the DoD Charge Card Task Force identified personal accountability as essential to DoD's efforts to strengthen the Department's purchase and travel charge card programs. It shall be DoD policy that in each case of improper, fraudulent, abusive, or negligent use of a government purchase or travel charge card by military personnel, including any use at establishments or for purposes that are inconsistent with the official business of DoD or with applicable standards of conduct, the commander or supervisor of the responsible individual or parties will be informed in a timely manner in order that appropriate corrective or disciplinary action may be taken.	David S.C. Chu
Optimizing Component Purchase Card Purchasing Power	Strategic Sourcing	6/5/2003	Director, Defense Procurement and Acquisition	Management Initiative Decision (MID) 904, Recommendation PC-13 requires all Components to review FY 2002 purchase card transactions for strategic sourcing intelligence and to determine if they could optimize purchasing power through Component-wide contracts. The enclosed memorandum acknowledges and commends the Components for taking the initiative to achieve this objective.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy
Disciplinary Guide for Civilians	Disciplinary Guide	4/21/2003	Deputy Under Secretary Civilian Personnel Policy	The FY03 Appropriations Act requires that procedures be established for dealing with improper, fraudulent or abusive use of government purchase cards and government travel charge cards by DoD civilian employees. The FY03 NDAA requires that DoD issue regulations providing for appropriate corrective actions for employees who are negligent or who engage in misuse, abuse, or fraud with respect to a purchase card. Existing Component disciplinary policies satisfy these new requirements; however, we developed a sample range of suggested penalties included in the report guidance attached, so that us of these policies reflect consistent application. DoD Components must take appropriate action to implement this guidance as necessary and furnish this office a report by May 15, summarizing how Component policy meets statutory requirements. This data will be used to satisfy congressional reporting requirements as outlined in Subsection 8149(d) of the FY03.	Ginger Groeber, Deputy Under Secretary Civilian Personnel Policy

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Acquisition of Gift Certificates through Use of the DoD Purchase Card	General	3/31/2003	Defense Procurement and Acquisition Policy	This is in response to your memorandum of March 4, 2003, requesting waiver authority to purchase gift certificates with the DoD Purchase Card. The request for waiver is denied.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy
DoD Charge Card Special Focus Group	Internal Controls	3/4/2003	Director, Defense Procurement	The Department must ensure the proper stewardship of public funds and sustain the momentum initiated by the Government Charge Card Task Force. To this end, a Special Focus Group for Charge Cards is being established, under the aegis of the Acquisition Governance Board, to ensure that an appropriate balance is established between streamlining business processes and proper use of charge cards. This group will also ensure successful implementation of Management Initiative Decision 904 and establish a strategic vision for the Department's future.	Deidre A. Lee Director, Defense Procurement and Acquisition Policy
Internal Controls for the Purchase Card Program	Internal Controls/EDI	11/27/2002	Purchase Card PMO	To provide stronger internal controls for the purchase card program all Military Departments, Defense Agencies, and DoD Field Activities must accelerate fielding of online certification and bill payment tools at ever DoD installation.	Dov S. Zakheim and E.C. Aldridge, Jr.
Blocking of Merchant Category Codes	MCCs/Internal Controls	10/5/2001	Purchase Card PMO	Reminder of the DoD policy of restricting purchases of items/services from merchants coded in certain categories. The memo lists merchant codes who have identified themselves within these categories.	Brue E. Sullivan Director, Purchase Card Joint Program
Operation Mongoose Fraud Detection Program	Data Mining/Operation Mongoose	10/5/2001	Purchase Card PMO	Describes the purpose of Operation Mongoose and the need to expand the program to formally include purchase card transactions and associated dollars. Specifically, the data mining or data query efforts by the Air Force Audit Agency and the DoDIG should be considered for program inclusion.	Brue E. Sullivan Director, Purchase Card Joint Program
Government Purchase Card Internal Controls	Internal Controls	8/13/2001	Director, Defense Procurement	Highlights the need to ensure proper oversight of DoD's purchase card program at all levels, but especially at the post/camp/station level. Encourages approving officials to perform frequent spot checks of internal controls, including the using the audit activities and inspector's general assigned to the organizations.	Deidre A. Lee Director, Defense Procurement

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Purchase Card Program Electronic Data Interchange Response Cell	EDI/Internal Controls	7/13/2001	Purchase Card PMO	Announces the establishment of an Electronic Data Interchange (EDI) Response Cell in support of US Bank Government Purchase Card customers and Standard Operation Procedure (SOP). Errors surrounding the digital flow of obligations and invoices generated by U.S. Bank to the DoD's financial management systems should be reported to this Response Cell. The Response Cell identifies where in the process the digital flow was interrupted and to assign corrective action.	Brue E. Sullivan Director, Purchase Card Joint Program
Internal and Management Controls-DoD Purchase Card Program	Internal Controls	7/5/2001	Purchase Card PMO	Stresses the need for a system of internal and management controls to minimize losses. Appropriate allocation of resources to allow officials to perform their duties accurately is essential. Billing officials should have no more than 5-7 cardholders assigned to them for oversight and program coordinators must be given the resources to complete annual or semi-annual compliance review and training.	Brue E. Sullivan Director, Purchase Card Joint Program
Cash Management of Certified Purchase Card Invoices	Cash Management/ Rebates	5/8/2001	DFAS	The commercial bank program contracts for the Purchase Card, Travel Card and PowerTrack include rebates based on early payment of the billings. Based on the attached table illustrating CVF rebate discount points, payments for the US Bank Purchase Card, Citibank Purchase Card and Bank of America Travel Card are to be paid as soon as they are ready for payment. In contrast, payments for the US Bank PowerTrack will be paid at the end of the payment cycle.	Jerry S. Hinton Director for Finance
Appointing Certifying Officers	General/Accountable Officials	8/31/2000	ASA(FM&C)	This memorandum delegates to commanders, activity directors and other personnel the authority to appoint certifying officers. Certifying officers are accountable to ensure payments are legal, proper and correct by their certification on vouchers prior to payment. Sample for the appointment and acknowledgement of appointment of certifying officers is enclosed.	Helen T. McCoy Assistant Secretary of the Army
Continuous Learning Points for GSA SmartPay Conference	SmartPay	8/10/2000	Purchase Card PMO	Workforce members who attend the GSA SmartPay conference on August 29-31, 2000, can earn Continuous Learning Points. The training is mandatory for APCs.	Brue E. Sullivan Director, Purchase Card Joint Program
Certification of Purchase Card Payment Invoices	General	8/1/2000	Purchase Card PMO	This memorandum asks for support in ensuring only properly authorized individuals certify purchase card invoices for payment. DoD is implementing a web based, electronic review, approval and certification process, the payment office will assume that electronic certification was made by authorized individuals.	Brue E. Sullivan Director, Purchase Card Joint Program
Conference Planning	General	5/15/2000	Office of Federal Procurement Policy	GSA guidelines to minimize overall Government expenses associated with conferences	Joel B. Hudson

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Use of Charge Card Rebates to Fund Government-wide Initiatives-Revised DoD Contribution	General	4/11/2000	USS(AT&L) & USDC	Identified theDoD commitment, for fiscal year 2000, to fund interagency initiatives using charge card rebates. DoD Purchase Card Program and the Travel Card PMO are directed to remit up to \$3.312 million to these initiatives for fiscal year 2000.	R.D. Kerrins, Jr Acting Director, Defense Procurement and Nelson Toye Deputy Chief Financial Officer Attachment
Use of Charge Card Rebates to Fund Government-wide Initiatives	General Government Appropriations Act	2/22/2000	USS(AT&L) & USDC	Section 637 of the fiscal year 2000 Treasury and General Government Appropriations Act, states that the Administrator of General Services may provide up to \$7 million from government wide credit card rebates to support Government-wide financial, information technology, procurement, and other management innovations.	David R. Oliver Principal Deputy Under Secretary of Defense for Acquisition and Alice C. Maroni Principal Deputy Under Secretary of Defense
Purchase Card Delinquency Policies	Delinquency Standards	9/17/1999	PMO	Announces new delinquency standards. A Department of Agency may not have more than .75% of their total receivables at the bank over 60 days past due. A zero tolerance will be maintained for any percentages of receivables over 180 days past due. US Bank and Citibank will suspend any billing account that goes 60 days delinquent. If any of those accounts go 180 days delinquent, the entire activity will be suspended. The banks will lift the suspension once they are paid.	Brue E. Sullivan Program Manager
Changes to the FPDS Reporting Manual on Purchase Card Transactions	FPDS	5/18/1999	Office of Federal Procurement Policy	Agencies shall not report imprest fund transactions, SF 44 purchases, training authorizations, and micro purchases (valued at \$2,500 or less) obtained through the government purchase card.	Deidre A. Lee Administrator
Use of Commercial Purchase Card for Electronic Catalog (ECAT) Contracts	ECAT	3/23/1999	Defense Supply Center Philadelphia	All ECAT contracts are pre-priced, these contracts offer multiple payment methods, which include Interfund Filling and GPC. The use of purchase cards against existing contracts generates internal savings that warrant the use of purchase cards for payment.	Margaret J. Rees Director, Medical Surgical Products Group

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Cross Disbursement Letter	General	3/1/1999	Purchase Card PMO	Requests assistance in ensuring purchase card billing accounts are established in such a way that cross disbursements do not occur. It is essential that billing officials forward certified invoices to his/her appropriate accounting office. When a billing office is procuring for customers that are supported by different payment offices, the billing official must establish separate accounts, thereby ensuring invoices are sent to the correct office.	Brue E. Sullivan Program Manager
Applicability of the JWOD Program for Micropurchases	FPDS	2/16/1999	Office of Federal Procurement Policy	The JWOD Program is a mandatory source of supply for all entities of the Federal Government, with any payment method (including purchase cards) and at any dollar value.	Deidre A. Lee Administrator
Purchase Card Delinquencies Letter	Delinquency	2/5/1999	Purchase Card PMO	DoD was delinquent by over \$10 million to US Bank. Ms. Eleanor Spector, Director of Defense Procurement, directed that all accounts be paid in full no later than September 30, 1998. In addition, she directed full payment of all US Bank accounts under the previous contract (which expired November 29, 1998) no later than April 1, 1999. Charts depicting delinquencies are attached.	Brue E. Sullivan Program Manager
Purchase Card Reengineering Implementation Memorandum #1: Certifying Officer Guidance	Purchase Card Reengineering	11/20/1998	USD(Comptroller)	Attached to this memorandum is a complete revision of the Purchase Card Reengineering Memorandum #1 that implements a tiered approach to payment certification in accordance with Chapter 33, "Accountable Officials and Certifying Officers," of Volume 5, "Disbursing Policy and Procedures," of the <u>DoD FMR</u> .	Alice C. Maroni Principal Deputy Under Secretary of Defense (Comptroller)
Streamlined Payment Practices for Awards/Orders Valued at or below the Micro-Purchase Threshold	Streamlined Practices	10/2/1998	USD(Acquisition and Technology)	A written determination by a member of the Senior Executive Service, Flag Officer, or General Officer is required for any type of award/order valued at or below \$2,000 that does not use the purchase card on a stand alone basis or as the method payment.	Dave Oliver Principal Deputy
Use of Government-Wide Purchase Cards	General	9/25/1998	USD(Personnel and Readiness)	To expedite use of the government wide purchase card, purchase cards will be the method of payment for training requests (below \$25,000), medical services (below \$2,500), and certain purchases made with Nonappropriated Funds (below \$2,500).	Rudy de Leon
Purchase Card Task Order Transition and Payment Delinquencies	Delinquencies	9/24/1998	Director, Defense Procurement	All existing task orders with US Bank for purchase card services will expire. Task orders for the Department's follow-on requirements were awarded to US Bank and Citibank for performance beginning November 30, 1998. \$8,00 million delinquent payments to US Bank must be reconciled no later than April 1, 1999.	Eleanor R. Spector Director, Defense Procurement

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Purchase Card Program Reengineering Implementation Memorandum #6: Streamlined Payment Practices	General	7/20/1998	Deputy Secretary of Defense	Stresses the importance of expanding usage of the purchase card to reduce the costs of financial transactions. Directs the following to broaden use of the purchase card: 1.) Use of the purchase card is required as payment method for all training requests using the DD Form 1556 valued at or below \$25,000 and all medical services and Nonappropriated Fund payments valued at or below \$2,500. 2.) The use of the purchase card is required to pay for goods and services purchased using standard contracting instruments, such as the Standard Form 1449 and the DD Form 1155, valued at or below \$2,500. 3.) The use of the purchase card is required for all Military Interdepartmental Purchase Requests DD Form 448 valued at or below \$2,500. 4.) Electronic	John J. Hamre
Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management Procedures	Purchase Card Reengineering	6/30/1998	USD(Comptroller)	Memorandum #3 is hereby amended, attached to this memo is a revised policy document. Changes to the issuance of March 27, 1997 are identified by a star preceding each changed paragraph or subparagraph. All other provisions of the Purchase Card Reengineering Implementation Memo #3 continue to apply.	William J. Lynn
DoD Charge Card Management	General	3/9/1998	Deputy Secretary of Defense	The GSA awarded contracts under a master contract approach to six vendors for its charge card programs. Under this new acquisition strategy the (a) Comptroller will continue to be responsible for travel card policy (b) the Under Secretary of Defense is responsible for purchase card policy and oversight in coordination with the Comptroller (c) The Defense Energy Supply Center, is responsible for policy and program management.	John J. Hamre
Micro-Purchase Approval Authority	General	9/26/1997	USD(Acquisition and Technology)	Where activities do not have resident SES member, Flag Officer, or General Officer to make written determinations, the authority may be delegated to the level of the senior local commander or director.	R. Noel Longuemare Acting Under Secretary of Defense
Memo #15--Reengineering Defense Transportation Documentation and Financial Processes	Purchase Card Reengineering	7/7/1997	USD(Comptroller)	Defense transportation is reengineering the transportation documentation, billing, collection, and payment processes. Three major changes: 1) Fix the transportation account code process 2) Test the potential use IMPAC cards for paying airlift, sealift, domestic freight and express package bills 3) Eliminate the use of government bills of lading for domestic express carrier movements	John J. Hamre

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Purchase Card Reengineering Implementation Memo #4	Purchase Card Reengineering	5/5/1997	USD(Comptroller)	DAPS has experienced delays in the past with billings and collections from customers for its printing services. In order to resolve these delays, the DAPS, in August 1996, started accepting the International Merchant Purchase Authorization Card (I.M.P.A.C.) from its DoD customers in payment for goods and services. Effective July 1, 1997, all orders for printing services placed by customers of the DAPS within the Continental United States (CONUS) and Hawaii are to be acquired using the I.M.P.A.C.	John J. Hamre
Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management Procedures	Purchase Card Reengineering	3/27/1997	USD(Comptroller)	The "Joint Report of the Purchase Card Financial Management Team and the Purchase Card Integrated Product Team to the Under Secretary of Defense (Acquisition and Technology and Comptroller)" proposed new practices for the advance reservations of funds, summary level recording of financial data, use of automated purchase card management and reconciliation systems, delayed dispute and payment certification at the approving official level. The attachment to this memorandum promulgates the policies necessary to establish these practices across the Department of Defense (DoD).	John J. Hamre
Using the Purchase Card for Micro-purchases	General	3/20/1997	USD(Acquisition and Technology)	Reminder that the Government commercial purchase card is the preferred method for micro-purchases. Contracts or purchase orders for micro-purchase of commercial items unless : 1)purchase cards are not accepted 2)the nature of the supply necessitates a contract or purchase order.	R. Noel Longuemare
Purchase Card Reengineering Implementation Memorandum #2: Conversion of DoD Purchase Cards to New Contractor-Offered Platform	Purchase Card Reengineering	11/12/1996	USD(Comptroller)	GSA is to initiate a modification of the RMBCS contract that enables the Department to migrate its card base to the CPS platform (and re-issue its 75,000 + cards) as soon as possible. We anticipate a phase implementation to the new platform--with the Department of the Army in the first wave--commencing no later than April 1, 1997,and ending in September 1997.	John J. Hamre
Property Accountability Threshold	Property Accountability	5/28/1996	USD(Comptroller)	Implementation of revised guidance that 1) raises the property accountability dollar threshold from the current level of \$300 to a revised level equal to at least the dollar value of micropurchase threshold \$2,500 and 2) modifies provisions of the "DoD Financial Management Regulation" related property.	John J. Hamre