

Department of Defense Purchase Card Program Management Office

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

May 18, 1999

MEMORANDUM AGENCY SENIOR PROCUREMENT EXECUTIVES
FOR AND THE DEPUTY UNDER SECRETARY OF DEFENSE
(ACQUISITION REFORM)
FROM: Deidre A. Lee
Administrator
SUBJECT: Changes to the FPDS Reporting Manual on Purchase Card Transactions

At the April 1999 Procurement Executives Council (PEC) meeting, we discussed the OFPP proposal set forth in the attached March 5, 1999 memorandum to clarify the guidance on reporting purchase card transactions to the Federal Procurement Data System (FPDS). The PEC agreed that OFPP should clarify the FPDS guidance when the purchase card is used to make purchases at or below the micro-purchase threshold. The FPDS guidance should state that agencies shall not report micro-purchases obtained through the use of the purchase card. GSA collects data centrally on these purchases from its purchase card contractors. Therefore, we are changing the FPDS Reporting Manual as follows:

Part III, B.2 Reportable/Non Reportable Actions

c. Agencies shall not report the following actions:

(3) Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases (purchases valued at \$2,500 or less) obtained through the use of the government purchase card. The term "micro-purchase" has the same meaning as set forth in FAR 2.101. (See Appendix B).

We also realize that agencies use the purchase card above the micro-purchase threshold at various dollar levels and there is no consistency in FPDS reporting practices. Notwithstanding, the PEC agreed that OFPP should not take action at this time to clarify the FPDS guidance when the card is used above the micro-purchase threshold. Although GSA collects data centrally on all purchase card transactions (above and below the micro-purchase threshold), GSA should be

given time to provide the PEC with a status report on the availability of socio-economic data under its new purchase card contracts.

The above change becomes effective immediately. We will provide a replacement page when we issue the next amendment to the FPDS Reporting Manual. In the meantime, we ask that you notify your contracting activities of this change. Should you have questions, please contact Linda Williams on 202-395-3302.

Attachment

c: FPDS Policy Advisory Board Members
FPDC Agency Contacts