

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 7
SMARTPAY PROGRAM
AUGUST 2010**

I. BACKGROUND

The Harpers Ferry Center (HFC) SmartPay Program is established in accordance with the GSA SmartPay2 contract dated November 2008, and the U.S. Department of the Interior Interim DOI Integrated Charge Card Policy Manual dated November 24, 2008. This charge card manual can be accessed at: <http://www.doi.gov/pam/chargecard/policy.html>.

There will be an NPS supplement to the DOI Interim Guideline in the near future. Upon issuance, this guideline will be updated to include the reference and link to it.

The Agency/Organization Program Coordinators (A/OPC) and the Approving/Reviewing Officials responsible for the HFC Charge Card Program are listed in Attachment A.

II. PURPOSE

The purpose of this Administrative Guideline is to supplement the DOI and NPS guidelines that contain the official policies and procedures for the use of the government purchase and travel card. This Administrative Guideline contains the policies and procedures that pertain specifically to HFC.

III. IMPLEMENTATION AND TRAINING

Once a need has been established, the Approving/Reviewing Official, which is normally your supervisor, must request that an individual be granted a purchase and/or travel card.

- For cardholders established prior to October 1, 2005, the single purchase limit is \$2,500, the monthly purchase limit is \$50,000 and the monthly travel limit is \$15,500 with an aggregate total of \$65,500.
- After October 1, 2005, cardholders receive purchase and travel limits based upon their credit rating.

The micro-purchase threshold is \$3,000 for the purchase of supplies; however, for ease of administration, the micro-purchase threshold at HFC for supplies and services is \$2,500 and \$2,000 for construction. Selective cardholders are authorized up to the \$3,000 limit for supplies only. This delegation is not automatic. A request for this increased delegation must be made by the approving official, in writing, to the HFC A/OPC with justification for the need. If approved, the cardholder will receive an increased delegation of authority.

To receive a purchase and/or travel card, you must take the DOI Integrated Charge Card Program training at <https://chargecardtraining.nbc.gov/>. After you have taken the required training, you will complete and sign an application form. Currently, you must obtain an application from either the HFC Travel A/OPC or the Purchase A/OPC depending on your need. This form is not available on-line yet. For all purchase and travel cardholders, you must use your business address, not your home address, on the application. Complete page one on your computer, print and obtain appropriate signatures and return the original signed form to the appropriate A/OPC (purchase or travel). The purchase or travel A/OPC must sign the second page of the application. The A/OPC will forward the application to JP Morgan Chase Bank for processing.

Upon completion of the training and approval of the application by JPMorgan Chase, a Delegation of Authority for Purchase Card Use will be issued by the A/OPC. This memorandum officially delegates authority to use the charge card for purchases. It is important that this memorandum be retained in your charge card file for audit purposes. Unless modified, the memorandum carries over from year to year and should always be maintained with your current charge card file.

IV. CARDHOLDER RESPONSIBILITIES

In addition to complying with all guidelines, the cardholder is responsible to:

- Keep and maintain an up-to-date log in the AFS3 program;
- Print the AFS3 CCL each month and keep it with each statement;
- Reconcile the monthly statement within five working days of receipt. Refer to Attachment B for instructions;
- Make sure that receipts or correspondence that is mailed from a vendor contains an attention line with **your specific name** as part of the address.
- Ensure that records are properly maintained and all records are retained for three years, plus the current year;
- Ensure that the proper process for disputed transactions is followed;
- Obtain the signature of the Approving/Reviewing Official within five working days after receipt;
- Submit a copy of the monthly statement to the Office of Programs and Budget within 15 working days after receipt; and
- Ensure the security of the charge card.

In addition, the cardholder must document the statement with the following information:

- Account number;
- Budget object class code. Refer to Attachment C for the most commonly used codes. A complete listing is available here: <http://www.hfc.nps.gov/pdf/acquisition/budget-object-class-codes.pdf>
- Description of the item(s) purchased; and
- Travel authorization number (if any). An approved travel authorization is required to charge any travel expenses to the card.

V. **APPROVING/REVIEWING OFFICIAL RESPONSIBILITIES**

The Approving/Reviewing Official is responsible to:

- Authorize and approve cardholder application requests;
- Ensure that cardholder is trained in proper use of the charge card;
- Ensure that the cardholder complies with mandatory card use requirements;
- Ensure that the cardholder safeguards their card, account number, statements and receipts;
- Review and certify statement and associated back-up documentation each month;
- Records are properly maintained, and retained for three years, plus the current year;
- Comply with statement reconciliation timeframes and procedures;
- Charge transactions against appropriate funds;
- Execute and follow the proper process for disputed transactions;
- Understand and implement appropriate procedures when delinquency or misuse is found; and
- Notify the appropriate A/OPC when an employee transfers or leaves.

VI. TRAVEL

NPS employees traveling on official business will have their trip categorized as either Temporary Duty Travel (TDY), or Permanent Change of Station Travel (PCS). Authorized and prohibited types of charges follow:

A. Temporary Duty Travel (TDY)

Authorized Charges with Travel Authorization	Prohibited Charges
Gasoline for rental car	Gasoline for POV and GOV
Lodging	No reservations for another person other than the cardholder
Meals	
Air, Bus, Train, etc...	
ATM Advances	
Taxis, Shuttle Bus, etc...	
Rental Cars	

B. Permanent Change of Station Travel (PCS)

Authorized Charges with Travel Authorization	Prohibited Charges
House hunting trip expenses	Temporary Subsistence Costs
Expenses incurred en route to the new duty station	

VII. SHIPPING AND RECEIVING PROCEDURES

Shipping costs which exceed \$250 **are not permitted** on the charge card. If shipping costs exceed \$250, a Transportation Service Order (TSO) is required and should be coordinated with the Office of Facilities, Service and Property (FSP).

Most charge card orders are to be shipped directly to the person who orders the item(s). However, for inbound shipments that exceed small package carrier limits, the Charles Town Warehouse can still be used. The address for the Charles Town Warehouse is National Park Service, 401 West Washington Street, Charles Town, West Virginia 25414. The cardholder should notify the Office of FSP by email of the incoming shipment. The cardholder must make sure that the packing slip contains the following information: Name of the cardholder, address, telephone number, and the term "Payment by Charge Card." This information will allow the FSP Receiving Officer to properly deliver the item(s) and/or contact the cardholder if a problem arises with an item(s).

VIII. SOURCES FOR SUPPLIES

The purchase of supplies with your charge card is not permitted if the product is available through the HFC Warehouse Central Supply Store. Refer to Attachment D for a list of items provided.

If the HFC Warehouse Central Supply Store does not stock or the supply items you need, then the mandatory purchase requirements must be followed. They are listed below in priority order:

- Products available through the Ability One (formally Javits-Wagner-O'Day (JWOD)) Program which is located at: www.basesupply.com. You will initially need to register. When registering click on dan.bailey@ibmilw.com.
- The *Committee for Purchase from People who are Blind or Severely Disabled* is the JWOD Programs Federal overseer, through two central nonprofit agencies:
 - National Industries for the Blind (NIB) which can be located at www.nib.org and
 - National Institute for the Severely Handicapped (NISH) which can be located at www.nish.org.

Wholesale supply sources, such as stock programs of the GSA and the Defense Logistics Agency.

- GSA Advantage which is located at <http://www.gsaadvantage.gov>.
- DOD EMALL which is located at: <https://dod-emall.dla.mil/>
- Federal Supply Schedules which is located at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=8106
- Commercial sources

Use of these sources is required unless an exception exists. The charge card file must clearly document the exception. A less expensive price is **NOT** an exception. For example, if you find the item through a commercial source which costs less than an Ability One equivalent, you **must** still obtain the item through the sources listed above in priority order. In the case of Ability One purchases, this program is designed to employ individuals who are blind or severely handicapped.

IX. **NON-EXPENDABLE PERSONAL PROPERTY**

Non-expendable personal property is classified as property which has continuing use; is not consumed in use, is of a durable nature with an expected service life of two or more years; and has an acquisition cost of \$300 or more, or is identified as sensitive property. The mandatory purchase requirements listed in Paragraph VIII – **SOURCES FOR SUPPLIES**, of this guideline shall be followed to the extent possible in the purchase of non-expendable personal property.

All cardholders are authorized to purchase non-expendable personal property, up to their delegated authority, except as follows:

- **Sensitive Property** – system-controlled, regardless of value, by detailed property accountability records and may not be purchased, except by a Contracting Officer. Sensitive property items are:
 - Firearms (to include taser guns)
 - Monitors
 - Laptops and Personal Computers
 - Printers
 - Motor Vehicles
 - Motor Scooters
 - Boats
 - Cameras, Camcorders and Projectors
 - MP3 Players and IPODS
- **HFC Controlled Property** – HFC controlled, regardless of value, and may not be purchased, except by a Contracting Officer. HFC controlled property items are:
 - TV Monitors
 - LCD Flat Screen TV
 - HD Flat Screen TV
 - Plasma TV
 - Property purchased with project funds
- **AV Stores Property** – equipment needed for AV theatre installations. Attachment E defines property items in the AV Depot and consists of one page.

There are no exceptions to the purchase of sensitive property. All sensitive property must be purchased by the Office of Acquisition Management. Purchase of HFC Controlled Property over \$300 and any AV Stores Property should also be purchased through the Office of Acquisition Management unless extenuating circumstances are present, coordinated and approved, in advance, by the HFC Contracting and Accountability Officer and documented in the purchase card file.

X. **PURCHASE OF BOOKS, VIDEOS, SUBSCRIPTIONS AND MEMBERSHIPS**

All cardholders are authorized to purchase books and videos; however, the cardholder must check for the item with the HFC Library prior to making the purchase. It is the responsibility of the cardholder to ensure that the book or video is accessioned and catalogued into the HFC Library within 30 calendar days of purchase and the accession number must be documented on the charge card statement. The exception to this policy is computer books and manuals or other training material and technical construction reference materials (i.e., building codes and life/safety codes).

Subscriptions and memberships can only be purchased by the HFC Training Officer.

XI. **PURCHASE OF COMPUTER SOFTWARE, SHAREWARE AND CD ROMS**

Software, shareware or CD ROMS with an acquisition cost of less than \$2,500 may be purchased by the cardholder; however, before the purchase is made, approval from the HFC Associate Manager of Information Technology must be obtained via e-mail. The information required for approval is: Name of software, shareware or CD-ROM, price, manufacturer, vendor, user, property number of the machine it will be installed on and justification for purchase. The Office of Information Technology approval, along with receipts and/or invoices and packing slips, will be required for audit purposes and must be kept as part of your charge card file documentation.

Each office is responsible for establishing procedures for ensuring compliance with all terms of the licensing and registration of the purchased software, shareware or CD ROMS. Proof of license for the purchased software must be kept on file within the office and copies must be provided to the Office of Information Technology on receipt of the purchase. License documentation must include receipt and/or invoice, license agreement (terms of license), license certificate and license serial number.

XII. PURCHASES AT AUCTION

Certain Staff Curators are authorized by separate delegation to use Convenience Checks for purchases up to \$2,500 from vendors who do not take the Government Charge Card. Separate training for the use of Convenience Checks must be taken. Whether you use a charge card or convenience check, the objects must be purchased in accordance with an approved exhibit or historic furnishings plan. They also must be picked up at the time the purchase is made and immediately accessioned into the HFC Registrar's Office. A complete accession sheet must be obtained from the Registrar or assistant. Receipts must be annotated with the accession number and initials of the Registrar or assistant. Both the accession sheets and the receipts must be retained with the charge card statement.

A charge card log must be maintained in AFS3 for both charge card and convenience check purchases. For convenience checks, a second entry for each purchase must be added to show the 1.9% purchase fee. This fee must be charged to the same project account as the purchase.

XIII. REGISTRATION FEES FOR CONFERENCES AND TRAINING CLASSES

The HFC Training Officer is the **only** authorized cardholder who may register and pay for conferences or training classes.

XIV. PROFESSIONAL MEDIA EVALUATION COMPETITION FEES

The fees for professional media evaluation competitions must always be approved by the Director of Harpers Ferry Center in advance of a project being submitted for a competition. Only staff members within the Director's office may use their purchase card to pay for these fees, once written approval has been received.

XV. **PROHIBITED USES OF THE CARD**

The following items are added to the list of prohibited purchases found in the DOI Integrated Charge Card Guide, Page 43, and Paragraph 3.6 Prohibited Uses:

- A. Supplies that are purchased in quantities and stocked at the Charles Town Warehouse, except in emergency and field situations. Refer to Attachment D for the list of items available from the Charles Town Warehouse. **If supplies are purchased in an emergency or field situation, documentation must be contained in the charge card file.** If an emergency or field situation occurs, contact the Office of Acquisition Management for the purchase of sensitive property. **DO NOT BUY IT WITH YOUR CHARGE CARD! (See Paragraph VIII)**
- B. Sensitive, HFC Controlled and AV Stores Property. (See Paragraph IX)
- C. Subscriptions and memberships, except for the HFC Training Officer. (See Paragraph X)
- D. Registration fees for conferences and training classes, except for the HFC Training Officer. (See Paragraph X)
- E. Professional Media Evaluation Competition Fees, except for the staff in the Director's Office.

Attachments