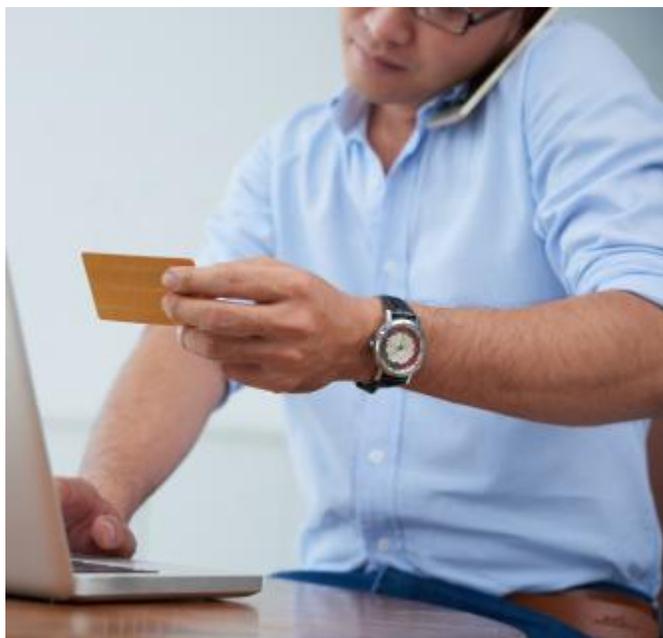




Published on *GSA SmartPay Online Training Courses* (<https://training.smartpay.gsa.gov>)

[Home](#) > For Account Holders

GSA SmartPay Purchase Training (Account Holders/ AOs)



Welcome to the GSA SmartPay purchase account holders training. This training program will teach you how to use the GSA SmartPay purchase payment solutions responsibly. Your agency may have additional training/restrictions. For specific information on agency training/restrictions you may contact your Agency Program Coordinator (A/OPC). An interactive quiz follows.

To print or save the training, please follow the following steps:

1. Click below for the "Download Purchase Account Holder Training PDF" button.
2. Select ?Ctrl P? or Print from the File menu on your web browser.
3. Select a printer name to print or select ?Adobe PDF? from the dropdown menu to save a copy to your computer.

To find out more information about the purchase card program, please visit the [GSA SmartPay website](#). [1]

[Download?Purchase?Account Holder Training PDF](#) [2]

Section 508 Compliance

Section 508 of the Rehabilitation Act requires that Federal agencies' purchase electronic and information technology that is accessible to people with disabilities.? Visit <http://www.section508.gov> [3] for more information.

Getting Started

You have been selected to receive a purchase account. The agency/organization program coordinator (A/OPC) for your organization will help you get started. The A/OPC will set up your account with the contractor bank (also known as the ?issuing bank?).

Your current contractor bank will accept account set-up forms from your A/OPC via paper, electronic access systems, and facsimiles. Account set-up can be done relatively quickly (usually within 10 working days from the time the account set-up forms are submitted). Emergency processing can occur within 24 hours and you should be sent a purchase charge card (if required) within 48 hours of receipt of a written request.

Your purchase account?is issued to you for official Government business only. The purchase account?can **NEVER** be used for personal reasons. If you receive a card, your name will be?imprinted on the card. Only you are authorized to use the account. Do not lend it to anyone. No member of your family or your staff, including your supervisor, may use your purchase account. Safeguard your purchase account?number at all times.

Purchase Account Benefits

Benefits to the Government

Use of the purchase account benefits the Government in many ways. GSA SmartPay accounts?save the Government time, money and resources. The purchase program provides the

Government with financial and cash management control over low dollar value high volume procurements, and can serve as a payment tool for larger transactions consistent with agency policy.

The Government saves money by making only one payment to the contractor bank rather than thousands of payments to individual merchants. The Government improves the use of its resources by freeing up contracting personnel so they are able to focus on more complex activities that derive greater benefit from their expertise.

Merchants throughout the world accept your purchase account because they are familiar with commercial credit cards and they understand how to accept them. As an account holder, you will be able to decide what to purchase, when to buy it, and from whom. You will monitor funds availability yourself. The concept of the purchase program is "just-in-time." You can get what your organization needs when your organization needs it. Merchants like it too, because they are paid quickly for the supplies and services they provide.

Benefits to the Account Holder

Your personal credit history is not a criterion for receiving a purchase account. Similarly, use of the purchase account will not affect your personal credit history. The most important criterion is a job requirement to make purchases. Any Government employee or employee of another entity authorized to use the program who has a responsibility to make purchases and completes the necessary training is eligible to become an account holder. There are no civil service grade requirements. Account holders are either appointed by their Agency/Organization Program Coordinator (A/OPC) or designated by an Approving Official (AO).

Roles and Responsibilities of Key Players in the Purchase Process

Account Holder Role and Responsibility

Your role as the account holder is to use the purchase account to buy supplies and services for Government use. You hold the primary responsibility for the proper use of the purchase account. Your responsibilities as an account holder are to:

- Secure the account
- Maintain a purchase log
- Use the account only to make informed buys of approved supplies and services
- Ensure availability of funds before purchase
- Be aware of reasonable prices offered in the marketplace
- Observe all dollar limits on purchases
- Comply with green purchasing requirements
- Reconcile and document transactions
- Use the account ethically

You are the Government's legal agent for each purchase made with the purchase account. You are legally responsible and accountable for each transaction. You must comply with all applicable regulations and procedures of your agency.

Approving Official Role and Responsibility

In some cases, the AO function may be carried out by the A/OPC. The primary purpose of this position is to assure proper use of the purchase account. The AO is typically the account holder's supervisor. The AO makes sure that your purchases are necessary for accomplishing the mission of your agency.

Agency/Organization Program Coordinator (A/OPC) Role and Responsibility

The A/OPC generally serves as the focal point for answering questions, establishing and maintaining accounts, and issuance and destruction of cards. Only the A/OPC is authorized to request that the contractor bank establish new accounts. The A/OPC also serves as the liaison between the Agency/Organization, the contractor, and the GSA Contracting Officer. The A/OPC oversees the purchase program(s) for his/her agency/organization and establishes guidelines. Changes to authorization controls must be submitted to the contractor by the A/OPC. The A/OPC will:

- Help you set up your account
- Serve as liaison between you and the contractor bank
- Provide on-going advice
- Audit purchase accounts as required
- Keep necessary account information current

Transaction Dispute Officer (TDO) Role and Responsibility

The Transaction Dispute Officer's (TDO) primary role, in some agencies, is to assist in the speedy resolution of any problems. The TDO generally serves as the focal point for disputing transactions on centrally billed invoices. This individual serves as the liaison between the Designated Billing Office, the A/OPC and the centrally billed account. The TDO oversees proper processing of transaction disputes and works with the contractor to resolve transaction disputes.

NOTE: Not all agencies have a separate TDO. In some organizations, the A/OPC serves a dual role.

Designated Billing Office (DBO) Role and Responsibility

The Designated Billing Office (DBO) serves as the focal point for receipt of official centrally billed invoices. This office serves as the liaison between the agency/organization, the A/OPC, and the centrally billed account. The DBO oversees the proper processing of invoices and ensures invoices are paid within the Prompt Payment Act timeframes. Responsibilities typically include the following:

- Reconciling invoices
- Providing feedback to the A/OPC on contractor performance

- Determining whether to pursue faster payment of official invoices in order to take advantage of the productivity refunds, if in the best interest of the Government, and making payment on the proper date
- Providing timely payment
- Providing proper interest penalties for payments that exceed Prompt Pay Act timeframes

Contractor Bank Role and Responsibility

The contractor banks are important players in this program and are dedicated to high levels of service. Your agency has selected one of the three contractors:

- Citibank
- JPMorganChase
- U.S. Bank

The Contractor Bank:

- Enables merchant payments for purchase account transactions
- Establishes accounts
- Issues cards (if required)
- Prepares the monthly statement for each account holder
- Issues invoices to the DBO
- Provides 24-hour customer service
- Prepares reports that assist your agency in effectively utilizing the program

Merchant Role and Responsibility

The merchant is the source for your supplies or services. The merchant may be:

- A required source inside or outside the Government
- Another Government agency
- A private sector merchant of supplies or services

Before Using Your Purchase Account

This section will lead you step-by-step through the process of preparing to use your purchase account.

Verifying Your Account

The purchase account is given to you, the account holder, in trust that it will be kept safe. Unauthorized use of the account due to your failure to secure the account may result in disciplinary action. After receipt of the account the following steps should be taken:

1. Verify the accuracy of your name and address
2. Call the toll-free number provided by the contractor bank to confirm receipt of and to

- activate your account
3. Sign your card (if required)
 4. Review account?holder guide provided by the contractor bank

Plan Your Monthly Purchases

Decide which items are best handled with the purchase account?and decide when to actually buy. When you plan your purchases, you can combine requirements in order to qualify for volume discounts as long as you remain within the authorized per transaction and monthly spending limits. Similarly, you can make small-scale purchases to avoid wasteful stockpiling. Your planning ensures that you are able to most effectively accomplish your mission by purchasing higher priority items before lower priority items.? Some agencies require account?holders to obtain management approval before each purchase.

Ensure Availability of Funds

You must establish the amount of your available funds BEFORE making any purchases. Some agencies require account?holders to verify the amount of their available funds before each purchase.

You must track purchases during the month to ensure that there are sufficient funds available to make all required purchases. Account?holders should use a log system to record purchases and the dollar amounts committed. Then they know at a glance the amount of their unobligated funds or certified fund availability.

Conduct Market Research

How can your contracting activity help in market research? Your contracting activity can provide information on required sources of supply, existing contracts, good merchants and many other areas.

Market research allows you to make an informed, responsible, reasonable purchase. Do enough market research to ensure that the Government gets a good value for its money in terms of reasonable price and timely/reliable/quality service. The purchase should represent the best buy that meets the Government's minimum requirements.

Use the [Green Procurement Compilation](#) [4], to identify environmental attributes, such as energy efficiency or recycled content, applicable to your purchase. ?The GPC also identifies GSA Sources, such as Multiple Award Schedules or ?GSA Global Supply, and links to GSA Advantage!

Compare prices and check with your contracting activity to see if there are existing contracts that offer you a good price, service, and quality. These existing contracts have been negotiated at your agency or by other agencies and can sometimes offer advantages in time and money savings. Check with the merchant to determine if they accept the purchase account.

Select the Best Value

When making micro-purchases, identify the supply or service that best satisfies the requirement,

weighing both price factors and non-price factors. You can buy a higher priced item if it represents a better value, but it is your responsibility as the account holder to perform basic comparison-shopping and to briefly document the basis for your purchase decisions. For example, check the vendor's schedule price at <http://www.gsa.gov/schedules> [5]. Also check the [Green Procurement Compilation](#) [4] for life cycle cost information, especially for energy using products. ? ?

Seek State Tax Exemption

Visit the [GSA SmartPay Website](#) [6] to find out more about the state tax requirements in your state. Centrally Billed Accounts (CBAs) are exempt from state taxes in EVERY state but there may be special requirements in some states. ????

Talk to Merchants

You should be as specific as possible when talking to merchants. Ask about:

- Price
- Whether the price includes shipping
- Time of delivery
- Discounts for Government purchases
- Merchant's return policies (if different)

When you have all the necessary information, make the purchase.

- A merchant may never require the account holder to complete a postcard or similar device that includes the account holder's account number, card expiration date, signature, or any other account data in plain view when mailed.

What Are Point of Sale Discounts?

Certain merchants offer automatic discounts when you use your purchase account to make purchases. These merchants recognize the Government purchase account and apply a discount at the time of the sale.

Is It Necessary to Distribute Purchases?

If you are not required to get quotations, can you always buy from the same source?

FAR Part 13.203(a)(1) of the Federal Acquisition Regulations recommends that micro-purchases be equitably distributed among qualified merchants to the extent practicable.

Determine Dollar Limits

There are generally two types of dollar limits applied to your purchase account:

- Single purchase limit
- Monthly purchase limit

Single purchase limits and monthly purchase limits are established when your account is set up. They are based on your delegation of authority and the budgetary limits of your office. The single purchase limit is the dollar limit for an individual transaction. The monthly limit represents the cumulative dollar limit for your purchases in one month. It may be set to any dollar amount equal to or greater than the single purchase limit. Verify both of your limits with your AO or A/OPC. Other restrictions such as number of transactions and merchant category codes (MCC) may apply. MCCs are codes that businesses use to describe the products or services they provide. Certain MCCs are blocked by agencies to prevent fraud and misuse.

Exceeding Your Dollar Limit

Prior to processing your purchase the merchant will check to see if it exceeds any of your dollar limits. All attempted transactions that exceed your single or monthly limit will be automatically declined at the point of sale. It is your responsibility to know how much you've spent against your limits before you purchase. Do not rely on the authorization system to do this for you. Contact your A/OPC or contractor issuing bank immediately if your account is declined. The contractor bank customer service phone number is listed on the back of your charge card or on the [GSA SmartPay website](#) [7].

Select Required Sources

Use of the purchase account should be consistent with established guidelines for required sources of supply and applicable acquisition procedures, such as those applicable to micro-purchases or to acquisitions below the simplified acquisition threshold. Procurements paid for with the account are subject to the acquisition rules established in the Federal Acquisition Regulations (FAR) and your Agency/Organization policies and procedures.

The Federal Acquisition Streamlining Act did not abolish the priorities for use of the Government supply sources as stated in FAR Part 8 (Required Sources of Supplies and Services) of the Federal Acquisition Regulations. Micro-purchases are not exempt from this requirement. The following information from FAR Part 8 lists the priorities for use of Government supply sources:

8.002? Priorities for use of Government supply sources. [8]

(a) Except as required by 8.003, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority?

(1) Supplies.

(i) Agency inventories;

(ii) Excess from other agencies (see Subpart 8.1);

(iii) Federal Prison Industries, Inc. (see Subpart 8.6);

(iv) Supplies which are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);

(v) Wholesale supply sources, such as stock programs of the General Services Administration (GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points;

(vi) Mandatory Federal Supply Schedules (see Subpart 8.4);

(vii) Optional use Federal Supply Schedules (see Subpart 8.4); and
(viii) Commercial sources (including educational and nonprofit institutions).

(2) Services.

(i) Services which are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);

(ii) Mandatory Federal Supply Schedules (see Subpart 8.4);

(iii) Optional use Federal Supply Schedules (see Subpart 8.4); and

(iv) Federal Prison Industries, Inc. (see Subpart 8.6), or commercial sources (including educational and nonprofit institutions).

(b) Sources other than those listed in paragraph (a) of this section may be used as prescribed in 41 CFR 101-26.301 and in an unusual and compelling urgency as prescribed in 6.302-2 and in 41 CFR 101-25.101-5.

(c) The statutory obligation for Government agencies to satisfy their requirements for supplies or services available from the Committee for Purchase From People Who Are Blind or Severely Disabled also applies when contractors purchase the supplies or services for Government use.

8.003? Use of other Government supply sources.

Agencies shall satisfy requirements for the following supplies or services from or through specified sources, as applicable:

(a) Public utility services (see Part 41);

(b) Printing and related supplies (see Subpart 8.8);

(c) Leased motor vehicles (see Subpart 8.11);

(d) Strategic and critical materials (e.g., metals and ores) from inventories exceeding Defense National Stockpile requirements (detailed information is available from the?

*Defense National Stockpile Center
8725 John J. Kingman Rd., Suite 3229
Fort Belvoir, VA 22060-6223; and*

(e) Helium (see Subpart 8.5?Acquisition of Helium).

With a connection to the internet, you can quickly browse through the GSA on-line shopping mall for thousands of commercial products and services including JWOD/NIB/NISH and UNICOR products.

GSA *Advantage!* TM is designed to link GSA schedule products and services, stock items, catalog descriptions, current pricing, and delivery information in a single location to make ordering easier for you. To place an order, you can use your purchase charge card.

The address for GSA *Advantage!* TM is www.gsaadvantage.gov/ [9].

For any questions regarding GSA's Products and Services, call the National Customer Service Center (NCSC) at 1-800-488-3111.

Small Business

Increasing opportunities for small businesses in Federal contracting is a priority.? The Office of Management and Budget (OMB), along with the Small Business Administration (SBA), is

improving access by small businesses to the Federal market and to boost communications to small businesses about Federal business opportunities.? As part of these efforts, you are reminded of the importance of considering small businesses when buying goods and services at or below the micro-purchase threshold.?? The Federal Acquisition Regulation (FAR) states that use of the Government-wide purchase card is the preferred method for buying these small purchases.?? To find small business resources, please consider visiting the GSA Advantage! And DoD e-Mall websites. ?
?

Shop Smarter

- Use GSA Advantage! to conduct quick and easy market research and to order already negotiated low-price items;
- Take advantage of the Blanket Purchase Agreements (BPAs) your agency has negotiated to get better prices;
- Always ask for discounts at the register - whether or not point-of-sale discounts are given;
- Locate merchants that accept MasterCard and VISA by visiting <http://www.mastercard.com/>^[10] and <http://www.visa.com/>^[11] to use their merchant/supplier locator tools.

Buy Green

Statutes, executive orders, and other regulations require federal buyers to purchase products with specific environmental or energy attributes and services under which those products will be used or supplied. This is generally referred to as "green purchasing" or "sustainable acquisition". When you use your purchase account to buy "green" products, you are helping your agency perform its mission while saving money, enhancing energy security, protecting public health, promoting environmental stewardship, reducing greenhouse gas emissions, and fostering markets for sustainable technologies, materials, products and services.?

There are multiple components to the Federal green purchasing program:

- Recycled content products
- Energy Star and FEMP-designated energy efficient products, low standby power devices, and renewable energy
- Alternative fuel vehicles/alternative fuel
- Biobased products
- WaterSense and other water efficient? products
- Environmentally preferable products and services
- Alternatives to ozone-depleting substances
- EPA Safer Choice-labeled products (formerly Design for the Environment)

This section of the purchase account?training addresses all of the components except purchasing renewable energy and alternative fuel vehicles.

The purchase of these products is required by law or executive order unless the products do not

meet your performance needs, are not reasonably available, or are only available at an unreasonable price. Most of these products are commercially available off-the-shelf items and are available through GSA stock and schedule programs, Federal Strategic Sourcing Initiative solutions, the Defense Logistic Agency, mandatory sources such as the National Industries for the Blind, and commercial open market sources. GSA makes it easy for you to identify which products have environmental requirements. ?consolidates federal green purchasing information into one location, making it easy for users to identify applicable green purchasing requirements, legal references, potential purchasing options such as GSA's Multiple Award Schedules and GSA Global Supply, and other guidance for purchasing green products and services. Products are organized by categories such as paper, non-paper office products, office electronics, and appliances.

Buying Recycled Content Products

Recycled content products are designated by the U.S. Environmental Protection Agency (EPA) and are also known as Comprehensive Procurement Guideline or CPG items. Under the CPG program, EPA designates products that are or can be made with recovered materials and recommends minimum recycled content levels you should specify when buying these products. Examples of recycled content products typically purchased with purchase cards include office supplies such as copier paper, file folders, and other office paper products, notebook binders, and remanufactured toner cartridges. Refer to the GPC for the current list of EPA-designated CPG products or go to www.epa.gov/cpg ^[12] for EPA's recommendations and additional information.

Buying Energy Efficient Products ?

Energy efficient products include Energy Star products, Federal Energy Management Program (FEMP) low standby power devices, and Electronic Product Environmental Assessment Tool (EPEAT)-registered products. Energy efficient products typically purchased with a purchase card include desktop computers, laptops, printers, and small appliances. As of early 2015, the EPEAT registry includes computers and displays (including tablets), printers and copiers, and televisions. Refer to the GPC for the current list of designated energy efficient products. In addition, refer to www.energystar.gov ^[13] and <http://energy.gov/eere/femp/energy-and-water-efficient-products> for efficiency recommendations, cost-effectiveness examples, buyer tips, and product sources. Refer to www.epeat.net ^[14] for additional information about EPEAT-registered electronic products.

Energy efficient products include Energy Star products, Federal Energy Management Program (FEMP) low standby power devices, and Electronic Product Environmental Assessment Tool (EPEAT)-registered products. Energy efficient products typically purchased with a purchase card include desktop computers, laptops, printers, and small appliances. As of early 2015, the EPEAT registry includes computers and displays (including tablets), printers and copiers, and televisions. Refer to the GPC for the current list of designated energy efficient products. In addition, refer to www.energystar.gov ^[13] and <http://energy.gov/eere/femp/energy-and-water-efficient-products> for efficiency recommendations, cost-effectiveness examples, buyer tips, and product sources. Refer to www.epeat.net ^[14] for additional information about EPEAT-registered electronic products.

Buying Biobased Products?

Biobased products are designated by the U.S. Department of Agriculture (USDA) and are also

known as BioPreferred products. They are made from agricultural materials like soy and corn and wood by-products. As with EPA's CPG Program, USDA designates biobased products and recommends minimum biobased content levels you should specify when buying these products. USDA also manages a "USDA Certified Biobased Product" labeling program for both the designated BioPreferred products and other products that contain biobased materials. Examples of BioPreferred products typically purchased with purchase cards include hand sanitizers, glass cleaners, and dish detergent. Refer to the GPC for the current list of BioPreferred products. Visit <http://www.biopreferred.gov/BioPreferred/> ^[15] for the USDA's recommendations and additional information. Examples of BioPreferred products typically purchased with purchase cards include hand sanitizers, glass cleaners, and dish detergent. Refer to the GPC for the current list of BioPreferred products. Visit <http://www.biopreferred.gov/BioPreferred/> ^[15] for the USDA's recommendations and additional information.

Buying Water Efficient Products

Water efficient products include bathroom sink faucets, shower heads, low flow toilets, and urinals. Products labeled with EPA's WaterSense label are 20% more efficient than similar products. Refer to the GPC for the current list of water efficient products. In addition, refer to www.epa.gov/watersense ^[16] for efficiency recommendations and information, qualified products, case studies, and a water savings calculator.

Buying Environmentally Preferable Products

Environmentally preferable products are products with no- or low-toxic or hazardous constituents, such as green cleaning products or mercury-free thermometers. They also can have multiple environmental attributes, such as a printer that is energy efficient, prints two-sided, and uses recycled content copier paper and remanufactured toner cartridges. At this time, there is no formal list of designated environmentally preferable products other than the EPEAT-registered office electronic products. Refer to the GPC for a partial list of environmentally preferable products, such as green cleaning products meeting EPA's Safer Choice program. Purchasers can also refer to third-party standards and labels to identify environmentally preferable products.

Refer to www.epa.gov/epp ^[17] for information EPA has collected on environmentally preferable products, including sample contract language, standards information, product sources, and additional information. The site also has a reference list of EPA and third-party calculators. Environmentally preferable products are products with no- or low-toxic or hazardous constituents, such as green cleaning products or mercury-free thermometers. They also can have multiple environmental attributes, such as a printer that is energy efficient, prints two-sided, and uses recycled content copier paper and remanufactured toner cartridges. At this time, there is no formal list of designated environmentally preferable products other than the EPEAT-registered office electronic products. Refer to the GPC for a partial list of environmentally preferable products, such as green cleaning products meeting EPA's Safer Choice program. Purchasers can also refer to third-party standards and labels to identify environmentally preferable products. Refer to www.epa.gov/epp ^[17] for information EPA has collected on environmentally preferable products, including sample contract language, standards information, product sources, and additional information. The site also has a reference list of EPA and third-party calculators.

Buying Alternatives to Ozone Depleting Substances

Although the United States has been very successful in reducing releases of ozone-depleting substances (ODSs), the amount of ozone-depleting substances in the atmosphere is still significant and will be for decades to come. EPA identifies alternatives to ODSs through its Significant New Alternatives Policy (SNAP) program and provides recommendations for specific products, such as refrigerants and chemicals used in fire extinguishers. Refer to the GPC for products such as appliances that use alternatives to ODSs. Refer to www.epa.gov/ozone/snap/lists/index.html ^[18] for the latest list of products and alternatives approved by EPA. Although the United States has been very successful in reducing releases of ozone-depleting substances (ODSs), the amount of ozone-depleting substances in the atmosphere is still significant and will be for decades to come. EPA identifies alternatives to ODSs through its Significant New Alternatives Policy (SNAP) program and provides recommendations for specific products, such as refrigerants and chemicals used in fire extinguishers. Refer to the GPC for products such as appliances that use alternatives to ODSs. Refer to www.epa.gov/ozone/snap/lists/index.html ^[18] for the latest list of products and alternatives approved by EPA.

Buying Safer Choice-Labeled Products ? ??

President Obama's Executive Order 13693, Planning for Federal Sustainability in the Next Decade, directs agencies to purchase products labeled with EPA's Safer Choice label. Safer Choice helps consumers, businesses, and purchasers find products that perform well and are safer for human health and the environment. Refer to the GPC for the current list of Safer Choice products. Visit <http://www2.epa.gov/saferchoice> ^[19] for the list of Safer Choice products by product name and manufacturer. For more information on buying green products and how GSA can help you buy green, please contact Brennan Conaway at brennan.conaway@gsa.gov ^[20] or Dana Arnold at dana.arnold@gsa.gov ^[21].

Making Purchases

What You Can Buy

Before you use the purchase account, you need to know the limits on its use and manage your purchases against those limits. You can buy any commercially available supply or service not prohibited by either Federal or agency-specific procurement regulations. Your A/OPC or contracting officer can provide you with your agency specific requirements regarding purchase amounts and types needing independent receipt documentation and or approval. This approval may be required prior to purchase and may be needed in conjunction with a subsequent review of the purchase activity. If a purchase appears questionable to you, consult your A/OPC or contracting office.

There are a number of purchases that are STRICTLY PROHIBITED. The purchase

account?shall not be used for:

- long-term rental or lease of land or buildings
- travel or travel-related expenses (However, conference rooms, meeting spaces, local transportation services such as metro fare cards, subway tokens, and shuttle services can be properly acquired on a purchase account)
- cash advances (unless permitted by Agency/Organization)

These items are NEVER to be purchased using the purchase account.

Intergovernmental Transactions

Effective June 1, 2015 the Treasury Department lowered the maximum dollar amount allowed for intergovernmental transactions to \$24,999 per day (not per single transaction). This change does not impact agency purchases from commercial vendors, either via open market or through GSA Advantage. It does apply to purchases from GSA Global Supply or GSA's retail stores, as well as purchases from Personal Property or GSA Fleet. A few notes to keep in mind:

- Customers cannot divide transactions into smaller pieces to evade this limit. For example, a buyer cannot make two purchases of \$15,000 each, because that total on a given day would exceed the \$24,999 limit.
- Transactions that exceed the limit will be denied by Vantiv, the contractor Treasury uses to manage transactions.
- Treasury retains the option to lower the limit further at a later date. One goal is to reduce the fees government pays when it accepts the card for large transactions.

Placing Your Order

Over the Counter

By using the purchase account, you can just step into a store and pick out the items to purchase. Take your items to the sales clerk and identify the purchase as an OFFICIAL GOVERNMENT PURCHASE. The purchase is therefore totally exempt from Federal taxes and, in most cases, also exempt from state or local taxes. However, be sure to check the [GSA SmartPay Website](#) ^[22] for any additional state?tax exemption requirements. When making an over-the-counter purchase:

- The sales clerk should itemize your purchases
- Sales taxes should not be charged on your order
- You should sign the receipt
- Get a copy of the itemized receipt
- Upon return to your office with your purchases, place the receipt in a safe place to use in reconciling your monthly invoice statement
- Record the purchase in your purchase log

By Phone or Fax

To place your order by phone or fax:

- Contact the merchant and identify yourself as a government employee who is making a purchase with a government account?
- Indicate that the purchase will be tax exempt
- Note the total purchase price after going over the price of individual items
- Be careful in giving out your account number. ?Account?holders should not include their account number when faxing orders.? Instead, we recommend the fax request for the vendor to contact the account?holder for account information.
- Identify the items to be purchased and reach agreement as to the price of each item (including shipping charges)
- Record the purchase in your purchase log
- Give your name and address for shipping, making sure your name appears on the mailing label and making sure that an itemized shipping document or invoice is included in the shipment
- When the item arrives, make sure you have what you ordered, at the price you agreed to pay
- If there is any discrepancy, call the merchant immediately
- Keep all purchase documentation for your records

Online Orders

Before placing an order online, familiarize yourself with the online merchant?s general information for placing orders and processing returns, as well as site security and privacy policies. If the site?s terms of use appear acceptable, proceed to place your order.? Note:? If the website is not government managed (such as GSA Advantage! or DoD eMall), registering your account is not recommended.

To place an online order:

- Identify the merchant you wish to use and bring up the merchant's ordering screen
- Make sure the site is a secure website before transmitting any information
- Enter the requested data
- Make it clear that you are a government employee
- Use your business address only, and indicate your purchase is tax exempt
- Make sure the merchant will include an itemized shipping document or invoice with the shipment
- Record the purchase in your purchase log
- When the items arrive, make sure you are satisfied with the purchase. If not, notify the merchant immediately
- Keep all purchase information for your records

Get an Accurate Quote

Sometimes you will encounter problems in reconciling your statement. Price differences between

quotes and the invoice occur most often because the price billed includes shipping or handling or a tax charge. That's why it's important for you to ask the right questions when making your purchase. Price differences between quotes and statement amounts cannot be disputed with the purchase charge card contractor. You must contact the merchant and ask for a credit. The charge must be paid as it stands on your monthly invoice.

Avoid "Splitting the Requirement"

It might seem logical for you to divide a purchase into parts so each purchase would then be below your agency limits. It is NEVER permissible to intentionally divide purchases into parts just to get under your limits. This is called "splitting the requirement." When you have a defined need, all the parts of that need are considered one purchase.

Maintaining Your Records

Keep all necessary information on each transaction, In accordance with FAR 4.805. At a minimum, you must have the following information:

- The item purchased (including a description, unit number and quantity)
- The amount of the purchase
- The name of the merchant
- The date you received the item purchased

Remember to keep your receipts!

Annotate any receipts that are too general in the product description area so that it is very clear what you purchased. Your agency procedures will tell you how long you must keep your documentation on your purchases. Failure to retain records can result in excess administrative burden when you attempt to reconcile your monthly invoice statement. In some agencies, you are responsible for keeping all documentation on your purchases. In other agencies, you must forward your records for retention to a central location. Check your agency procedures.

****Best Practice****?For purchases made at or above the micro-purchase threshold, consider entering the contract number into the "Comments" field in the bank Electronic Access System (EAS) or your agency's financial system. ?Taking this additional step will strengthen internal control processes and tracablility of?purchases.

After Your Purchase

This section outlines procedures to follow up on your?purchase.

Inspection and Acceptance (Receipt of Supplies and Services)

Account holders, when possible, should use a third party to document ?independent? inspection and acceptance (?receipt?) of supplies and services they order or obtain over-the-counter.? This

simply means having another government employee sign off on the receipt or other purchase documentation verifying that the supplies/services were inspected and accepted.? In some cases, such as when making an emergency purchase, or other circumstances where no other government employee is available, may make independent inspection and acceptance impossible.? In those cases, the account?holder should annotate the purchase documentation to indicate that independent inspection and acceptance was not possible and why.

For products, the account?holder (and, if possible, a third party as described above) shall inspect the items to verify they are in good condition, with no visible damage or defects, and the items meet the requirements of the purchase (color, size, quantity, etc.). ?Account?holders should also verify that the purchase documentation (receipts, packing lists, shipping documents, etc.) matches what is provided by the merchant and that the all requirements of the purchase are fulfilled. For services, the account?holder (and, if possible, a third party as described above) shall verify that the work done is satisfactory.? If upon inspection, all terms of the order as described above are fulfilled, the products (supplies) or services may be accepted.

In the event the items purchased are defective, damaged, or otherwise do not comply with the account?holder?s order, the account?holder shall attempt to resolve these issues as soon as possible directly with the merchant.? Similarly, if services provided are not satisfactory, the account?holder shall address deficiencies immediately and directly with the merchant and prior to?payment, if possible.

Should the merchant fail to resolve the issue satisfactorily, and the purchase account?has already been used for payment, the account?holder should dispute the transaction as soon as possible within the required timeframes in order to protect the agency?s/organization?s rights under VISA? and MasterCard? regulations.? Note that pursuant to Office of Management and Budget Circular A-123, Appendix B, account?holders who fail to timely dispute erroneous or incorrect purchases may become personally liable for that purchase.

Sensitive Property

Because purchase accounts?are frequently used to obtain sensitive items such as Personal Digital Assistants (PDAs), MP3 players, digital cameras, navigation/GPS units, fax machines, printers, and copiers, an accurate property tracking system should be in place. These items are considered sensitive as they are readily pilferable and can easily be converted to personal use. A chain of custody tracking system is strongly recommended.

Accountability for Items Purchased

Each year, agencies acquire billions of dollars of property with purchase accounts. Therefore, account holders' responsibilities do not end when an item they purchased is inspected and accepted. The item must be properly accounted for in accordance with applicable Federal and agency policies and regulations. Keep in mind that supplies and services purchased with a government purchase account are for official, and not personal, use. For example, an iPod purchased to view podcasts of work-related presentations and lectures should not also be used to store personal music and photos, nor should it be engraved with the user's name. The user should be made aware that the property could be taken back by the issuing activity or program and re-issued to another in that program, to meet the purposes of the agency.

Most government agencies have policies governing accountability for sensitive property such as iPods, cameras, navigation systems, etc, as well as other property.

Account holders shall ensure applicable Federal and agency accountability procedures are followed for property for which they are responsible. This activity includes providing information to agency/organization property officers and/or systems on items purchased, excluding consumables.

If the account holder is purchasing an item for another government employee, that employee is the user of that property and is therefore responsible for ensuring the proper accounting of that property. However, account holders should ensure they have documentation in their file demonstrating that the property acquired was delivered to another party and is no longer their responsibility.

Account holders must be familiar with and comply with their organization's policies regarding property management. This includes coordinating with your servicing property officer and appropriate custodians to ensure that all sensitive and otherwise accountable property is recorded in the applicable property tracking system, consistent with your agency's policies and procedures. Account holders shall also familiarize themselves with agency policies for reporting property they acquired with a purchase card that is missing, stolen or damaged after the initial receipt process.

Order Cancellation

If you need to cancel an order, immediately contact the merchant. When the merchant accepts the purchase account as payment, he/she must comply with VISA or MASTERCARD regulations. Immediately contacting the merchant allows you to cancel before the item has been shipped. If the merchant has already processed the transaction, a credit should be issued. If the merchant has not processed the transaction, simply cancel the order. Special order items may include a restocking charge.

Returning a Purchase

Return policies can vary by merchant. Merchants are responsible for establishing their own return and adjustment policies with their customers. If the return policy is unclear when making a purchase, please ask the merchant for clarification to avoid future misunderstandings. Merchants are required to disclose their return policies to the customer before the completion of

a transaction.

Obtaining Redress

By accepting the purchase account?as payment, merchants agree to refund or replace any defective items. The first step to obtaining redress is to work with the merchant on a resolution. This is usually a refund or replacement of the defective item. If the merchant refuses to issue a credit voucher, you must dispute the transaction through the issuing contractor bank.

Obtaining Sales Drafts Copies

Obtain a copy of your sales draft (purchase account?receipts) when making a face-to-face purchase. You need a copy of a sales draft in order to verify the purchase when reconciling your statement.? If you misplaced the sales draft and need a copy to verify an item on your statement, submit the required form to your?contractor bank. The contractor bank will send you a copy of the sales slip.

Unapproved Purchases

What happens if you make a purchase that your Approving Official does not approve?

If it has been determined that the item(s) cannot be returned, the Government must pay for the purchase and recoup the amount of the purchase from YOU! That is why it is important to fully understand what CAN and CANNOT be purchased with your purchase account, and to ensure that your Approving Official is aware in advance of what you are purchasing.

Reconciling a Credit

On occasion your statement will show a credit for a transaction that took place in a prior billing period. An example would be a credit for a returned item. When you get a credit several months after the original purchase, reconcile back to the original purchase documentation and note that the credit was received.

Convenience Checks

Some agencies allow for the use of convenience checks.? Convenience checks are a payment and/or procurement tool intended only for the use with merchants that do not accept purchase charge cards?and for other authorized purposes where charge cards?are not accepted.? Convenience checks should be used as a payment method of last resort, only when no reasonable alternative merchant is available who accepts the charge card.

If your agency/organization determines a need for convenience checks, your contractor bank will provide a supply of checks to the designated account?holder drawn on the account?holder's purchase account. ?The checks will be processed as they are presented for payment. Convenience checks are multi-copied (one copy for the account?holder's records; the original for the merchant).? Due to the increased potential of fraud and abuse, specialized training on convenience checks is required prior to being authorized to write checks.? If any misuse or abuse is discovered, the employee will lose convenience check and purchase card privileges.? That employee will then be referred for disciplinary action in accordance with agency procedure.

Convenience checks may NOT be written for purchases above the maximum dollar limit established by your agency. ?In addition, convenience checks may NOT be written to:

- Vendors who accept the purchase card;
- Vendor transactions already under another method of acquisition (purchase orders, contracts, etc);
- Employee reimbursements;
- Cash advances;
- Salary payments, cash awards, or any transaction processed through the payroll system;
- Travel-related transportation tickets;
- Meals or lodging related to employee travel except as related to emergency incident response; and
- Other restrictions as determined by Agency policy.

Checks must be used in sequential order.? Each convenience check must be entered in a check register or log for tracking purposes.? The following information must be written on each check:

- Date the check is being issued
- The name of the payee
- Amount of the check
- An original signature

Form 1099 Reporting for Convenience Checks:

The IRS requires that information be collected for reporting income to the IRS when a convenience check is used for purchases of services. If a person is ?engaged in a trade or business and, in the course of that trade or business, pays any person \$600 or more of rent, salaries, wages, premiums, annuities, compensation, remunerations, emoluments, or other fixed or determinable gains, profits and income during a calendar year, Internal Revenue Service (IRS) Code Section 6041 generally requires them to file an information return with the IRS and to furnish an information statement to the payee.?

The IRS states that Agencies may rely on the merchant category code (MCC) in determining whether a transaction is subject to Form 1099 reporting. [Click here for a MCC table which may be used to determine whether transactions are required for Form 1099 reporting.](#) [23] ?

Failure to file a correct information return (Form 1099) by the due date may result in a penalty imposed by the IRS.
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Administration

Your purchase account needs to be maintained in order to operate properly. This section will help you to keep the purchase program running smoothly.

Requesting a Higher Dollar Limit

After you use your purchase account for a while, you may find that a review of your single purchase limit and monthly purchase limit may be wise. You may seek a permanent higher limit on your purchase account by submitting a request to your Approving Official or A/OPC. Temporary increases may also be granted. Contact your Approving Official or A/OPC BEFORE using the purchase account for any purchase which exceeds your limit. If your request is approved, the A/OPC will submit the request for a higher dollar limit on your purchase account to the contractor bank. Neither permanent nor temporary single and monthly dollar limits can ever be higher than your Delegation of Authority. Remember, your spending limits are established at management's sole discretion.

Mandatory Reporting to FPDS-NG

The Federal Procurement Data System - Next Generation (FPDS-NG) provides a comprehensive mechanism for assembling, organizing and presenting contract placement data for the Federal Government. In accordance with FAR 4.602(3)(b) and (c)(1), agencies must report all transactions over \$3,000 and modifications to those transactions regardless of dollar value. The FPDS-NG website, <https://www.fpds.gov/> ^[24], provides instructions for submitting data.

Regulations That Govern Use of the Purchase Account

The purchase account has a solid grounding in key statutes and regulations. Although many small-scale purchases are low in dollar amount, taken together, small-scale purchases account for billions of dollars in contracting and are a critical part of the government's acquisition process. For further information see Government Purchase Cards ^[25], which prescribes procedures that apply to all departments and agencies that use the government purchase account.

Purchases of supplies and services are covered by Federal Acquisition Regulations (FAR) and the management of property is covered by Federal Management Regulations (FMR). OMB Circular A-123, Appendix B, contains Government-wide guidelines on account management. Your agency also may have supplemental policy governing account use.

Reconciling Your Statement

Make sure that you receive your account holder statement. You will only receive a statement if you had account activity during the month. The statement is mailed directly to your business address unless the agency is using the service provider's Electronic Access System (EAS). Identify and annotate any erroneous charges and work with the merchants and the issuing bank contractor on a resolution. You must review and reconcile your statement within the timeframes required by your agency (usually 3 to 5 days). This is one of your primary jobs as an account holder. Reconciling your statement includes reviewing receipts, citing proper accounting codes, documenting disputed items, and completing any other documentation required by your agency before forwarding your statement to your Approving Official and the appropriate Payment/Finance office for payment.

Stolen or Lost Purchase Account Procedures

Immediately report a stolen or lost account to your A/OPC and the contractor bank (the card-issuing bank). The contractor bank will mail a new card to you within one business day (if required) from the time the theft or loss was reported to the card-issuing bank. The contractor bank will assign a different account number to the replacement account.

Renewing the Account

The purchase account is issued for a defined period of time and will expire.

- You do not need to initiate any action to get your account renewed
- You will receive your new account before your old card expired
- If you do not receive your new account, contact your A/OPC
- Destroy expired cards (if required); they need not be returned

Account Holder Accounting Code Change

When you receive your purchase account, your A/OPC will assign a default accounting code(s) to your account. An accounting code is the internal number that identifies the funds to be used to pay for your purchase. It is important for you to know what to do if you change offices, your accounting code is no longer valid, or which accounting code (if different) to site if you are acquiring items for other offices or projects/organizations. Please check with your A/OPC for further information.

If you are transferred to a different office with a different Approving Official, notify your A/OPC, who will take the proper steps to change or assign new information.

Account Holder Name Change or Business Address Change

Changes in information occur from time to time. There are only a few steps for you to keep your information up-to-date. Report the current information, the new information, and the date of the change to your A/OPC in writing. Your A/OPC will make the appropriate updates to your account information using the contractor banks EAS.

Account Suspension/Cancellation

Accounts may be suspended and/or cancelled by contractor banks due to non-payment. If your account is suspended or cancelled due to failure of the agency to make payment, you will be unable to use the account. If you are advised by the merchant or contractor bank that your account has been suspended or cancelled, contact your A/OPC immediately. The contractor bank is required to notify your A/OPC prior to suspending or cancelling accounts.

Closing the Purchase Account

Procedures have been set up to handle closing of your purchase account. The purchase account must be closed or transferred to your new office when you change jobs or closed when you leave the employment of the Government. It also must be closed when you are no longer required to purchase items in support of your agency's mission. To close or transfer your account, notify the A/OPC. Your A/OPC will notify the contractor bank to close or transfer your account.

Billing Concerns

Item Billed Not Received

If you have been billed for an item that has not yet been delivered, you should contact the merchant to determine if the item has been shipped. Try to solve the problem at the merchant level by arranging for receipt of the item or by requesting a credit for the item. Check your agency's procedures. Some agencies will authorize payment of any item that has been shipped but not received.

Item Billed Has Been Returned but Not Credited

If you have returned merchandise to a merchant, but have not received a credit on your statement within a reasonable period of time, dispute the transaction. The contractor bank will typically issue a provisional credit to your purchase account while the issue is being reviewed.

Multiple Billing

If you have confirmed a double billing you should dispute the duplicate transaction.

Item Billed but Not Ordered

If you have been billed for an item that you never ordered, dispute the transaction.

Disputing a Transaction:

What is a transaction dispute?

A transaction dispute is a disagreement between the account holder and the merchant with respect to a transaction.

What should I do if I notice a questionable charge on my account?

If you have a questionable charge on your account (such as a double billing):

1. First try and resolve the issue with the merchant. If you have discussed the disputed charge with the merchant and expect resolution, give the merchant time to reverse the charge before filing a dispute, which may result in a double credit to the account and create more problems in resolving it. If you act promptly, the merchant should be able to submit the credit before your next billing statement, and the discrepancy will be resolved.
2. If you are unable to resolve the issue with the merchant, you must complete and submit a dispute form in writing or electronically to the contractor bank.
3. In addition to filing a dispute form, please notify your A/OPC of the dispute
4. You may obtain a dispute form through one of the following methods:
 - Through your bank's customer service center by calling the 1-800# on the back of your card or located on the [GSA SmartPay Website](#) ^[26]
 - Through your A/OPC
 - Online at the bank's website (if offered)
 - Via the bank's electronic access system
 - Online at some agency websites

When do I fill out a dispute form?

DO fill out and submit the dispute form:

- If you think the charge is disputable and enough time has elapsed to have received the credit;
- Before 90 days from the date that the transaction was processed to initiate a dispute;
- If the merchant will not assist you with identifying the charge.

What happens if 90 days has elapsed and I have not submitted a dispute form in writing or electronically?

You relinquish your right to recover a disputed amount if you do not dispute it electronically or in writing before the 90 days from the date that the erroneous charge first appeared on your billing statement of account. It is your responsibility to dispute questionable charges. If you don't, you will be held personally liable for the amount of the questionable charge.

What happens to the charge after I submit a dispute in writing or electronically?

Once you have sent the dispute form to the bank, delinquency of the disputed amount will be held in abeyance until the matter is resolved. Payment on all other undisputed charges must be made on or before the billing due date. The bank will promptly investigate the disputed items and use best efforts to resolve transaction disputes. The disputed charges will either be charged back to the merchant or re-billed to the cardholder in the subsequent billing period.?? ?

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Standards of Ethical Conduct

This section will outline how to properly use your purchase account and carefully watch for potential misuse. Further information regarding the ethical conduct of Federal Government employees can be found on the [Office of Government Ethics Website](#) [27].

Accepting Gifts

An employee shall not, directly or indirectly, solicit or accept a gift from a prohibited source or a gift that is offered because of the employee's official position. A gift is considered to be anything of monetary value, such as: gratuities, favors, discounts, entertainment, hospitality, loans, forbearance (forgiveness of a loan), services, training, transportation, travel, meals, lodging, etc.

What does it mean to accept a gift directly or indirectly? Direct acceptance is straightforward - you accept the gift. Indirect acceptance means that someone gives a gift, with your knowledge and acquiescence, to someone else, possibly your spouse or child, a sibling or other dependent relative because of that person's relationship to you. A gift could also be indirectly given to any other "person," including any charitable organization, at your recommendation or designation.

The definition of gifts is broad, but the gift rules specifically exclude certain things from being classified as gifts. The gift exclusions are:

- Modest items of food and refreshments, such as soft drinks, coffee, and donuts, offered other than as part of a meal
- Greeting cards and items with little intrinsic value, such as plaques, certificates and trophies, which are intended solely for presentation
- Loans from banks and other financial institutions on terms generally available to the public
- Opportunities and benefits, including favorable rates and commercial discounts, available to the public or to a class consisting of all Government employees or all uniformed military personnel, whether or not restricted on the basis of geographic considerations
- Rewards and prizes given to competitors in contests or events, including random drawings, open to the public - unless the employee's entry into the contest or event is required as part of his official duties
- Pensions and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer
- Anything which is paid for by the Government or secured by the Government under Government contract
- Any gift accepted by the Government under specific statutory authority, including:
- Travel, subsistence, and related expenses accepted by an agency under the authority of 31 U.S.C. 1353 in connection with an employee's attendance at a meeting or similar function relating to his/her official duties which takes place away from his/her duty station. The agency's acceptance must be in accordance with the implementing regulations at 41 CFR Part 304-1
- Other gifts provided in-kind which have been accepted by an agency under its agency gift acceptance statute
- Anything for which market value is paid by the employee

Basic Gift Rules

The basic gift rules are written to ensure that you do not accept gifts inappropriately. There are circumstances under which you may accept a gift even when it is from a prohibited source or given because of your official position.

The 12 gift exceptions are:

1. Gifts of \$20 or less
2. Gifts based on a personal relationship
3. Discounts and similar benefits
4. Awards and honorary degrees
5. Gifts based on outside business or employment relationships
6. Gifts in connection with political activities permitted by the Hatch Act Reform Amendments
7. Widely attended gatherings and other events
8. Social invitations from persons other than prohibited sources
9. Meals, refreshments and entertainment in foreign areas
10. Gifts to the President and Vice President
11. Gifts authorized by supplemental agency regulation
12. Gifts accepted under specific statutory authority

Of the 12 gift exceptions, rule number one seems to generate the most questions. Under the \$20 rule, an employee may accept an unsolicited gift of \$20 or less per occasion and no more than \$50 in a calendar year from one person. If the market value of a gift offered on any single occasion exceeds \$20, the employee may not pay the excess value over \$20 in order to accept the gift.

This means that if you were offered a \$55 item by a prohibited source, you could not apply the \$20 rule to the gift and pay the other \$35 to account for the total \$55.

If the aggregate value of tangible items offered on a single occasion exceeds \$20, the employee may decline any distinct and separate item in order to accept those items aggregating \$20 or less. Additional information on Standards of Ethical Conduct may be found at 5 U.S.C. 2635 or refer to your agency ethics training.

Recognizing Fraud

Fraud is any felonious act of corruption or attempt to cheat the Government or corrupt the Government's agents. Fraud may be committed either by government employees or by merchants. There are two responsibilities each account holder has relative to fraud: You must be alert to the indicator of fraud and report suspected fraud immediately. Indicators of potential fraud by government employees include:

- Splitting a single requirement into multiple purchases in order to make it appear to be under the micro-purchase threshold
- Making false statements about what was purchased or how the purchase account was used
- Using the purchase account for prohibited purchases

Indicators of merchant fraud include:

- False charges/transactions
- Mischarging
- Bribes and gratuities
- Kickbacks

Reporting Fraud

You must report all indicators of fraud. Identify the responsible official(s) and report them through the proper channels. You can make reports to any of the following as appropriate:

- Your AO
- Your A/OPC
- Your Paying/Finance Officer
- Your Office of the Inspector General (call the hotline), or Office of Special Investigations (for Defense agencies)

Notice: Any intentional use of the government purchase account for other than official Government business is considered an attempt to commit fraud against the U.S. Government and may be cause for disciplinary actions. The account holder is held personally liable to the Government for the amount of any non-Government transaction. Under 18 U.S.C. 287, misuse of the purchase account could result in fines or imprisonment or both. Military members who misuse the purchase account may be subject to court martial under 10 U.S.C. 932, UCMJ Art. 132.

References

Environmental Protection Agency (EPA) ^[28]

Provides a list of products, the EPA's recommendations on recycled content products and additional information.

Ethics Resource Library ^[29]

Provides references to the text of applicable Executive Orders, statutes, regulations, advisory letters (opinions), and other resource materials related to the executive branch ethics program.

Prompt Pay Regulations ^[30]

The Prompt Payment Final Rule (formerly OMB Circular A-125, "Prompt Payment") requires Executive departments and agencies to pay commercial obligations within certain time periods and to pay interest penalties when payments are late.

Government Purchase Cards [25]

Prescribes procedures that apply to all departments and agencies that use the Government purchase charge card.

Federal Acquisition Regulations [31]

The FAR contains numerous parts that are beneficial to review.

- FAR PART 8 - REQUIRED SOURCES OF SUPPLIES AND SERVICES 8.001 Priorities for use of Government supply sources. ?Part 8 deals with the acquisition of supplies and services from or through Government supply sources.
- FAR PART 12 - ACQUISITION OF COMMERCIAL ITEMS. ?Prescribes policies and procedures unique to the acquisition of commercial items.
- FAR Part 13 - SIMPLIFIED ACQUISITION PROCEDURES, ?Subpart 13.3 - Simplified Acquisition Methods, ?13.301 Government wide commercial purchase card. ?Prescribes policies and procedures for the acquisition of supplies and services.
- FAR PART 19--SMALL BUSINESS PROGRAMS, ?Part 19 implements the acquisition-related sections of the Small Business Act, ?19.502 Setting aside acquisitions, ?19.502-1 Requirements for setting aside acquisitions.
- FAR PART 29--TAXES, ?29.300 Scope of subpart. ?This subpart prescribes the policies and procedures regarding the exemption or immunity of Federal Government purchases and property from State and local taxation.
- FAR PART 32 - CONTRACT FINANCING, ?32.1108 Payment by Government wide commercial purchase card. ?A Government wide commercial purchase card charge authorizes the third party (e.g., financial institution) that issued the purchase card to make immediate payment to the contractor.

Federal Procurement Data System (FPDS) [32]

Provides instructions for submitting data. It also provides a complete list of departments, agencies and other entities that submit data to FPDS.

Office of the Federal Environment Executive (OFEE) [33]

Provides information and guidance on buying biobased products.

GSA SmartPay Website [1]

The GSA SmartPay website provides a copy of the GSA SmartPay? 2 Master Contract, State Tax Letters, GSA SmartPay? 2 points of contact, Contractor (card-issuing) bank points of contact, and the Purchase Card Agency/Organization Program (A/OPC) Listing.

Quiz on GSA SmartPay Purchase Account (Account Holders)

Now that you have completed the training portion of the GSA SmartPay Purchase Account Online Training, you are ready to take your quiz. ?Once you have completed and successfully

passed your quiz, you will receive your completion certificate. ?The certificate can be saved or printed from the training website.

Source URL: <https://training.smartpay.gsa.gov/gsa-smartpay-purchase-card-training-cardholders>

Links

- [1] <https://smartpay.gsa.gov>
- [2] <https://training.smartpay.gsa.gov/printpdf/book/export/html/75>
- [3] <http://www.section508.gov>
- [4] <https://sftool.gov/greenprocurement>
- [5] <http://www.gsa.gov/schedules>
- [6] <http://smartpay.gsa.gov/content/state-tax-information>
- [7] <http://smartpay.gsa.gov/content/contact#a1>
- [8] https://www.acquisition.gov/far/current/html/Subpart%208_1.html#wp1082288
- [9] <https://www.gsaadvantage.gov>
- [10] <http://www.mastercard.com/>
- [11] <http://www.visa.com/>
- [12] <http://www.epa.gov/cpg>
- [13] <http://www.energystar.gov>
- [14] <http://www.epeat.net>
- [15] <http://www.biopreferred.gov/BioPreferred/>
- [16] <http://www.epa.gov/watersense>
- [17] <http://www.epa.gov/epp>
- [18] <http://www.epa.gov/ozone/snap/lists/index.html>
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- [20] <mailto:brennan.conaway@gsa.gov>
- [21] <mailto:dana.arnold@gsa.gov>
- [22] <https://smartpay.gsa.gov/smarttax>
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- [31] <https://www.acquisition.gov/far/>
- [32] <https://www.fpds.gov>
- [33] <http://www.ofee.gov>