



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

January 27, 2011

MEMORANDUM TO: NRC Purchase Cardholders
NRC Purchase Card Approving Officials

FROM: Virginia A. Huth, Director *Virginia A. Huth*
Division of Contracts

SUBJECT: UPDATED PURCHASE CARD HANDBOOK

The Nuclear Regulatory Commission's (NRC) Purchase Card Handbook has been updated and is now available on the Office of Administration (ADM), Division of Contracts (DC) internal web page <http://www.internal.nrc.gov/ADM/contracts/purchasecard.html>. The change to the handbook establishes policy for Government Property.

Government property is accountable and subject to controls to track its physical location from acquisition through use and disposition. The NRC Purchase Card Handbook supplements NRC's Management Directive 13.1, "*Property Management*," to assist in the proper property management procedures.

The handbook has been revised to define the roles and responsibilities for the purchase cardholder when acquiring accountable/sensitive property with the use of the government purchase card.

Should you need additional information regarding purchasing of accountable/sensitive property, please contact either Sharon Boone at (301) 415-2332 or Bruce Ridgely at (301) 415-2161 in the Property & Labor Services Branch.

All questions regarding purchase card policies or procedures should be directed to Betty Freeman in the Division of Contracts at (301) 492-3631.

PROCURING ACCOUNTABLE PROPERTY USING THE PURCHASE CARD

When accountable property is acquired using the purchase card, the cardholder has a responsibility to ensure that the information regarding that property is reported to the designated Office Property Custodian. The Property Custodian will complete a tagging data sheet (NRC Form 747), attach the purchase documentation and forward to the Property & Labor Services Branch (PLSB) located at mail stop OWF-4D15. A copy of the tagging sheet must be retained in the purchase card file. A list of Property Custodians can be found on the ADM internal website at <http://www.internal.nrc.gov/ADM/spaceplanning/propmgmt.html>.

At NRC, the purchase card Approving Officials are responsible for ensuring that property is reported to PLSB before they approve the reconciliation of transactions.

What if the supplies or products need to be delivered?

Small orders (1 or 2 items) can be delivered directly to offices. Larger orders should always be shipped directly to the NRC Warehouse (HQ only).

Orders shipped by mail or package services (e.g., UPS) are delivered by the NRC Mail Room staff. Cardholders must provide the full name of the recipient with their mail stop and the building address to the vendor for inclusion on the package shipping label.

Large orders that require temporary storage and packages that weigh more than 70 pounds are to be identified for delivery to the NRC Warehouse.

To ensure that orders being shipped to the NRC Warehouse (HQ only) are processed smoothly, the cardholder must take the following actions:

1. Instruct the vendor to mark the shipping label or packing slip as follows:
 - Cardholder's Full Name
 - U . S. Nuclear Regulatory Commission Warehouse
 - 5008 Boiling Brook Parkway
 - Rockville, MD 20852-2738
2. Inform the vendor that the NRC Warehouse receiving hours are Monday through Friday from 7:30 a.m. to 3:30 p.m.
3. Notify the Warehouse in advance of the upcoming delivery via e-mail to WHSE. Make sure you include the following minimum information in that e-mail:
 - A. Name of vendor;
 - B. Description of item(s);
 - C. Quantity;
 - D. NRC contact name with their phone number;
 - E. Expected delivery date.

4. Instruct the vendor to send the customer copy of the sales draft to the cardholder's NRC office address.
5. Ask the vendor to put the cardholder name, room number, and telephone number on the shipping report so that receipt of the supplies can be reconciled with the monthly statement of account.

Should you need additional assistance regarding procedures for shipments to the warehouse, please contact the NRC Warehouse at (301) 492-0051.

Additional guidance and procedures for control and accountability of NRC property is found in Management Directive 13.1, *Property Management*.