



# PURCHASE CARD BRIEFING

March 21, 2012

# Overview of Purchase Card Handbook Changes (through January 31, 2012 update)

# Nomination of Purchase Cardholders / Approving Officials

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- Branch Chiefs or above shall nominate perspective candidates
- Candidates can only be NRC employees
- Nominations can be sent by email or through Interoffice Mail and must include:
  - ▣ Completed training certificate
  - ▣ The cardholder's 30-day spending limit
  - ▣ The 30-day approval authority
- Refer to *Appendix 2* of the Purchase Card Handbook for additional information

# Rental of Offsite Meeting Space

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- All requests for offsite meeting space must be submitted on NRC's *Checklist for Office Conferences and Meeting* and sent to the *Division of Administrative Services (DAS)*, mail stop O-2 A13 or by e-mail to [ConferenceSpaceRequests.Resource@nrc.gov](mailto:ConferenceSpaceRequests.Resource@nrc.gov).
- The Checklist should be submitted to DAS at least 60 days prior to the event
- Refer to the Office of Administration's website for further information

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# Purchase Limit Increases

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- The single purchase limit is the micro-purchase threshold (currently \$3,000) and cannot be increased except for temporary increases to pay for training registration.
  - ▣ The increases are reset to the original amounts at the end of the billing cycle
- Changes to raise or lower the cardholder's 30-day limit shall be submitted to the APC by the cardholder's approving official via email
  - ▣ Temporary increases are reset the original amount at the end of the billing cycle
  - ▣ For permanent increases, the APC will issue a modified purchase card delegation

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# Closing Accounts

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- Upon a change in cardholder status such as transfer, resignation or termination, the cardholder shall stop using the card far enough in advance of the separation date to allow for the reconciliation of all purchases prior to departing the agency
- The cardholder shall destroy the purchase card in a secured container and notify the APC via email
- The cardholder shall advise the approving official of any unreconciled transactions
- The approving official shall determine when to notify the APC to close the account based on unreconciled transactions. The approving official is responsible to complete unreconciled transactions

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# Accountable Property

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- 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>.
- Purchase card approving officials are responsible for ensuring that property is reported to PLSB before they approve the reconciliation of transactions.

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# Split Purchases

- The cardholder cannot intentionally divide the requirement into multiple purchases in order to circumvent the single purchase limit.
- *Example*
  - *The cardholder's single purchase limit is \$3,000.*
  - *The items to be purchased total \$5,000*
  - *The cardholder divides the purchase into two individual charges of \$2,500 to stay within the authorized single purchase limit.*
- Refer to *Appendix 8* of the handbook for further examples



# Convenience Checks

- In accordance with OMB Circular A-123, appendix B, the use of convenience checks as a payment tool intended only for use with merchants that do not accept the government purchase card
- Convenience checks should be used as a payment method of last resort, only when no reasonable alternative merchant is available who accept the card.
- Refer to *Appendix 6* of the Handbook for additional information

# FAIMIS & the Purchase Card

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## □ Bankcard Commitments (BCC)

- The Office Funds Certifying Official certifies funding for the commitment transaction.

**Attachment – Approved funding document**

## □ Training Obligations (TG)

- The Office Funds Certifying Official certifies funding for the training obligation.

**Attachment – Approved SF-182**

# FAIMIS & the Purchase Card

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## □ Bankcard Obligations

- Cardholder commits obligation of the transaction; enters transactions data, include description of item purchased
- Cardholder verifies acceptance of goods/services with supporting documentation
- Cardholder **Reconciles** and **Accepts** transaction

**Attachment – Vendor receipt**

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# FAIMIS & the Purchase Card

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## □ Approving Official

- Approving official reviews transaction documentation
- Approving official **Approves** transaction for payment

# FAIMIS & the Purchase Card

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## □ Reconciliation & Payment

- Agency's billing cycle closed on the 13<sup>th</sup> of each month. An email will be sent as a reminder to reconcile transactions occurring in the previous billing cycle
- **Payment is made after the Cardholder has reconciled and accepted and the approving official has approved the transaction in FAIMIS**
- Reconciliation must be accomplished in a timely manner in accordance with the Prompt Payment Act
- Accounts with Open transactions greater than 60 days are in jeopardy of temporary suspension

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# FAIMIS Purchase Card – Reminders and Hints

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- Cardholder – Transaction Line Reconciliation
  - In the screenshot, the ‘Charge Amount’ matches the ‘Unreconciled Amount’ before the cardholder clicks on the “RECONCILE” button
  - After the cardholder clicks the “RECONCILE” button, the ‘Current Reconciliation Amount’ will be \$1,125 and the ‘Unreconciled Amount’ will be \$0
  - The obligation will disappear from the dropdown menu
  - If an obligation has multiple charges, the ‘Unreconciled Amount’ will decrease every time a charge to the obligation is reconciled

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# FAIMIS Purchase Card – Reminders and Hints

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- Transaction Line Reconciliation (continued)
  - The goal is for ‘Unreconciled Amounts’ to reach \$0. *Even 1¢ remaining* as an ‘Unreconciled Amount’ needs to be deobligated
  - Cardholders must monitor the ‘Unreconciled Amount’ field every time after clicking the ‘Reconcile’ button

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# FAIMIS Purchase Card Reconciliation - Prior to Clicking "Reconcile"

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Transaction Line Reconciliation - Microsoft Internet Explorer provided by USNRC

https://faimis.nbc.gov/momex/Controller

FAIMIS

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Transactions > Queries > Reference > Utilities

FAIMIS > Transactions > Credit Card > Reconciliation > Reconcile to Transaction > Transaction Line Reconciliation

### Transaction Line Reconciliation

Statement Line

Credit Card: DEONNA PURDIE-0179

Charge Date: 01/10/2012

Charge Amount: \$1,125.00

Reconciled Amount: \$0.00

Transaction Type: Charge

Prorate Amount:  Prorate

Reconcile Add Misc

Display 10 Items View as CSV Sort...

Asset

Accounting Line Number	Line Amount	Reconcile Elsewhere Amount	Current Reconciliation Amount	Unreconciled Amount
1	\$1,125.00	\$0.00	\$0.00	\$1,125.00

Reconciliation Amount: \$1,125.00

Type: Number: Item: SubItem: Accounting:

ITG NRC11T2852 0 1 1

Final:  Misc:  View Document

Local intranet 100%

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# FAIMIS Purchase Card Reconciliation - After Clicking "Reconcile"

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Transaction Line Reconciliation - Microsoft Internet Explorer provided by USMRC

https://faimis.nbc.gov/momex/Controller

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Transactions > Queries > Reference > Utilities > FAIMIS > Transactions > Credit Card > Reconciliation > Reconcile to Transaction > Transaction Line Reconciliation

Reconciliation Successful.

### Transaction Line Reconciliation

Statement Line

Credit Card: DEONNA PURDIE-0179

Charge Date: 01/10/2012

Charge Amount: \$1,125.00

Reconciled Amount: \$1,125.00

Transaction Type: Charge

Prorate Amount:  Prorate

Reconcile Add Misc Asset

Display 10 Items View as CSV Sort...

Accounting Line Number	Line Amount	Reconcile Elsewhere Amount	Current Reconciliation Amount	Unreconciled Amount
1	\$1,125.00	\$0.00	\$1,125.00	\$0.00

Done Local intranet 100%

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# Strategic Acquisition Portfolio Council Update

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- Council for Meetings/Conferences was initiated in October 2011 and is focusing on internal review/ approval procedures to acquire meeting space outside of NRC facilities and on establishing Blanket Purchase Agreements (BPAs) with the most highly used hotels near HQ. An Integrated Project Team (IPT) as initiated in February 2012 to draft the terms and conditions of the proposed BPAs
  - ▣ NRC spent \$5.19M on meetings and conferences during FY2008 – FY2010

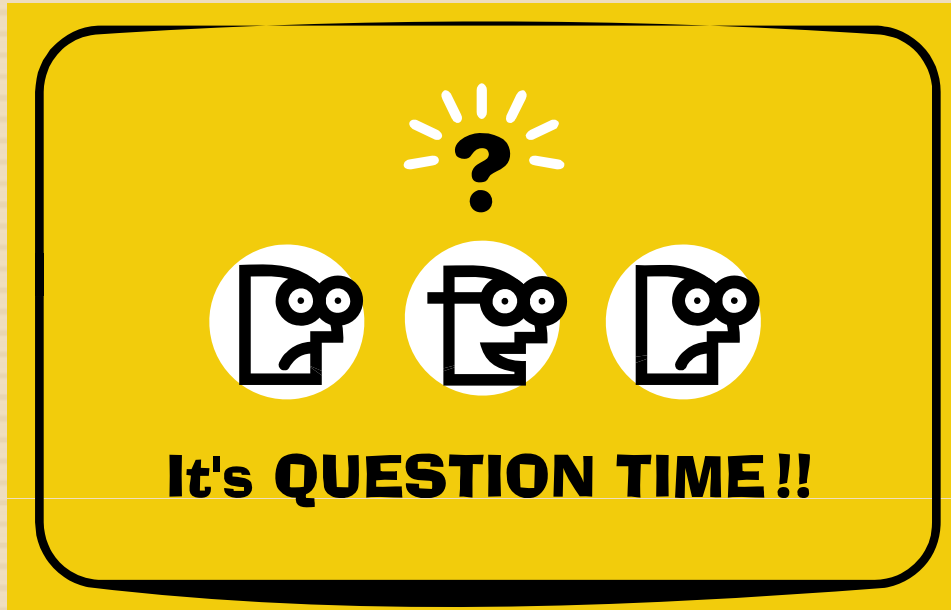
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# Strategic Acquisition Portfolio Council Update

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- The Council for Information Technology (IT) was initiated in December 2011. IPTs were initiated in February 2012 to assess the potential for development of Enterprise Wide Contracts (EWCs) in the following two categories:
  - ▣ IT Application Software (\$24M in spend)
  - ▣ Printer/Scanner/Copier (\$7M in spend)
  - ▣ NRC spent \$339M on IT during FY2008 – FY2010
  - ▣ Proposed BPAs and EWCs should allow purchase card holders to order products/services within their delegated authority

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Questions?

NRC Purchase Card Agency Program Coordinator (APC):  
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