



## **PURCHASE CARD PROGRAM**

# **AGENCY PROGRAM COORDINATOR**

*PURCHASE CARD PROGRAM*

# **AGENCY PROGRAM COORDINATOR DESK GUIDE**



NRC Purchase Card Program  
Agency Program Coordinator Desk Guide

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# NRC Purchase Card Program

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### OVERVIEW

The General Services Administration's (GSA) SmartPay2® purchase card program (hereafter referred to as purchase card program or purchase card) provides a commercial credit card to federal agencies for making official Government purchases. The card is specifically designed showing the United States of America seal and the words "*For Official U.S. Government Purchases Only*" and "*U.S. Government Tax Exempt*" imprinted on it to avoid being mistaken for a personal credit card. The card is subject to existing Federal and agency procurement regulations. Purchase cards are issued by the agency's servicing bank (hereafter referred to as Citibank).

The purchase card is the preferred procurement and payment tool for micro-purchases as prescribed in the Federal Acquisition Regulation (FAR 13.2). A "micro-purchase is an acquisition of supplies or services in which the aggregate amount does not exceed \$3,000, (\$2,000 for construction / \$2,500 for services). The program authorizes designated cardholders, within an established delegated authority limit, to make purchases for official Government business. The objective for using the purchase card is to reduce administrative processing costs.

Use of the purchase card streamlines the ordering and payment process by providing for telephone, internet, and over-the-counter ordering, as well as, monthly summary billing. The program eliminates numerous small-value purchase orders, invoices, and payments, which normally incur with disproportionately high administrative expenses. Under no circumstances is the purchase card to be used for personal expenses.

### PURCHASE CARD ACCOUNTS

A purchase card account is a centrally billed account (CBA) established by Citibank at the request of the Agency Program Coordinator (APC), wherein the Government is liable for the payment of the charges made under the account by an authorized user. Under a CBA, the agency pays Citibank directly for all non-disputed transactions. **ALL** purchase cards are CBAs.

### CONVENIENCE CHECKS

Convenience checks are checks that can be written as a payment in lieu of using the purchase card for purchases from merchants who do not accept the purchase card. Convenience checks are for official use and should be used as a payment method of last resort, only when no reasonable alternative merchant is available who accepts the card. Convenience checks are issued to authorized cardholders. The checks are written against the cardholder's account and reconciled in the same way as the purchase card transactions. Citibank levies a flat charge of \$2.00 plus 2.25% of the amount of the transaction. The total amount written cannot exceed the cardholder's single purchase limit. The same rules that govern the purchase card are also applicable to checks.

Convenience checks at NRC are issued to designated purchase cardholders in the Office of Administration and at each of the agency's Regional offices.

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### FINANCIAL ACCOUNTING AND INTEGRATED MANAGEMENT INTEGRATED SYSTEM (FAIMIS)

FAIMIS is the agency's core financial management system. The Purchase Card Module incorporates electronic end-to-end processes for purchase card transactions comprising of funding, obligations, reconciliation and approval authority. On a daily basis, transaction detail is received from Citibank and uploaded in FAIMIS under the cardholder's account number. The cardholder and their approving official receive email notifications when posted transactions are available for reconciliation.

The APC is the primary point of contact for adding profiles and all maintenance changes for the purchase card program.

Template:

- *Momentum Reference Date System Change Request (Exhibit 1)*

### TRAINING

OMB Circular A-123, Appendix B mandates Federal agencies to provide training to all charge cardholders and charge card managers. The APC is responsible for ensuring that approving officials and cardholders complete the required training prior to appointment to the program. The training entitled, "*Proper Use of Government Charge Cards*," is available online through the NRC's Learning Management System (iLearn). The course provides an overview of the GSA SmartPay2® purchase card program with exercises dispersed within the training and a quiz at the end. In addition, The Office of Administration has added a supplement to the training which incorporates a detailed definition of proper convenience check use, internal controls for accountable property, and clear examples of split transactions. The supplement will be reviewed annually and updated as needed. The proposed cardholder/approving official is required to acknowledge completion of the training and an understanding of the roles and responsibilities pertaining to the purchase card program. All documentation of successful completion of training must be submitted to and retained by the APC.

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### MAJOR ROLES

**Agency Program Coordinator** - The APC is responsible for the day-to-day management of the agency's purchase card program, provides oversight of the program, and serves as the liaison between the cardholder and Citibank. Specifically, the APC:

- Establishes and maintains agency policy and training requirements for the purchase card program
- Performs Citibank administrative maintenance -- new cardholder accounts setup, issue purchase cards to cardholders, cancel inactive accounts, modify purchase card limits, master accounting codes
- Maintains an up-to-date list of account names, purchase limits, and training dates of all current cardholders and approving officials, to include the date an account is closed
- On a monthly basis, monitors cardholder account activity in Citibank's electronic access system
- FAIMIS -- establishes and updates cardholder and approving official accounts, monitors purchase card reconciliation report
- Provides guidance to cardholders and their approving officials to ensure proper use of the purchase card
- Conduct annual reviews on cardholder purchase card accounts
- Office of Management and Budget (OMB) -- submits statistical reporting on a quarterly basis and annually submits NRC's Management Plan for the purchase card program
- Reports suspected fraud, waste and abuse of the purchase card to the Office of the Inspector General (OIG)
- Participates in GSA training conference and quarterly meetings
- Performs general oversight function

**Approving Official** -- The primary purpose of an approving official is to assure that cardholders under their purview use the card responsibly for Government purchases only and to review and approve purchases at the end of the billing cycle for reconciliation.

**Cardholder** -- The cardholder is an individual to whom a purchase card is issued with designated purchasing authority. The cardholder must maintain detailed documentation on purchases made and at the end of the billing cycle, reconcile all transactions in a timely manner.

### ACCOUNT SETUP

You must be an NRC employee to participate in the agency's purchase card program. A prospective new cardholder or approving official must complete Parts 1 and 2 of NRC's online purchase card training in iLearn prior to nomination.

The APC must have the following documents prior to establishing a new account with Citibank:

- *Completion of Training Certificate from the prospective cardholder or approving official*
- *Delegation of Procurement Authority*

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Branch Chiefs or above are responsible for nominating a cardholder or approving official for the purchase card program. Nominations can be written or sent electronically to the APC and shall include the following:

- *Nominee's training certificate of completion*
- *Identify cardholder's 30-day spending limit*
- *Identify the 30-day approving official authority dollar limit*

The APC will provide the prospective cardholder or approving official a written Delegation of Procurement Authority (DPA) and create the account with Citibank through the bank's electronic access system, CitiDirect Card Management System (CCMS).

The APC submits a *Momentum Reference Date System Change Request* to [FAIMISHelp.Resource@nrc.gov](mailto:FAIMISHelp.Resource@nrc.gov) authorizing profiles to be created for the designated cardholder and their approving official for access to the Purchase Card Module in FAIMIS.

Templates:

- *Cardholder/Approving Official Nomination Memorandum (Exhibit 2)*
- *Sample DPA Memorandum (Exhibits 3 and 4)*
- *Momentum Reference Date System Change Request (Exhibit 1)*

The following documents should always be kept up-to-date:

- *Purchase Card Email Group*
- *Cardholder/Approving Official Listing*

### **MAINTAIN CARDHOLDER/APPROVING OFFICIAL LISTING**

The APC is responsible for maintaining an up-to-date listing of the cardholders and their approving officials. The list, which is located in the NRC Enterprise Acquisition Toolset (NEAT), contains the following information:

- Office
- Approving Official + Alternate -- date of training
- Cardholder -- date of training
- Single Limit Amount
- 30 Day Limit Amount
- Cardholder / Check Writer or Both
- Start Date
- End Date

Semi-annually, the APC will compare the list with data from Citibank's account list for accuracy.

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### RECONCILIATION AND PAYMENT

The agency's billing cycle extends from the 14th of the month through the 13th of the following month. All transactions that appear on the cardholder's statement of account must be reconciled, accepted and approved before payment is made. The APC monitor's the cardholder accounts at the end of the billing cycle. Timely completion of the reconciliation process by all participants is crucial in order to prevent NRC from being delinquent in payments to Citibank. Therefore, NRC has established a policy to encourage compliance with due dates as well as to provide consequences for late reconciliation.

The APC will alert cardholders and approving officials via the following email *Reminder Notices*, which include a due date by which the reconciliation must be completed.

#### **1<sup>st</sup> Reminder Notice - at the end of the billing cycle (for transactions 60 day or less)**

*Cardholders and Approving Officials are reminded to reconcile and approve transactions in FAIMIS in a timely manner*

*Citibank will only receive payment on transactions that have been **reconciled** and **accepted** by the Cardholder and **approved** for payment by the Approving Official in FAIMIS. In FAIMIS, transactions are categorized as follows:*

- **Open Transactions**

*Cardholders have 5 business days from the end of the billing cycle to **reconcile** and **accept** all transactions. In accepting the transaction, the cardholder is verifying receipt/acceptance of purchased supplies/services.*

- **Reconciled Transactions**

*Approving Officials have 5 business days to review cardholder transactions for accuracy and **approve** transaction payment.*

*If charges on your account remain unapproved for over 60 days, you will receive a warning notice to remedy the situation. If charges over 60 days past due remain for a second billing cycle in a row, your ability to incur additional charges will be suspended until all outstanding transactions are reconciled and approved.*

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### **2<sup>ND</sup> Reminder Notice - at the end of the month (for transactions 61+)**

*There are unreconciled or unapproved charges over 60 days old on your purchase card account. These charges are past due for payment. Your account is not compliant with NRC purchase card policy and action must be taken by you immediately to remedy the situation. These charges must be reconciled and approved within **5 business days** so that payment can be made to Citibank.*

*If charges over 60 days past due remain at the end of this billing cycle, your ability to incur additional charges will be suspended until all outstanding transactions are reconciled and approved.*

### **3<sup>rd</sup> Reminder Notice – 6<sup>th</sup> day of the following month (for transactions 61+)**

*For the second billing cycle in a row, there are charges over 60 days old on your purchase card account that have not been reconciled and approved. Your purchase card account has been suspended until all outstanding transactions are reconciled and approved. Please reconcile and approve all transactions on your account ASAP so that purchase card authority can be restored..*

## **ACCOUNT MAINTENANCE**

The APC is responsible for maintenance of active purchase card accounts and has access to do modifications to accounts directly in Citibank's CCMS. Maintenance functions include closing accounts, changing cardholder purchase limits and suspending accounts and updating profiles. Change requests for the purchase card accounts should be submitted via email to the APC.

The following documents should always be kept up-to-date:

- *Purchase Card Email Group*
- *Cardholder/Approving Official Listing*

## **OVERSIGHT**

The APC has responsibility for the oversight of the agency's activities of the purchase card program. GSA's master contract requires Citibank to provide reports in the following categories:

- General account information
- Transactions, payments, and disputes
- CBA delinquency
- Statistical reports
- Split Transactions

These types of reports are required to meet the reporting requirements for the Government purchase card. In monitoring the program, the APC uses CCRS to create reports, i.e., for suspicious vendors, split purchases, fraudulent transactions, convenience checks. The APC can also establish a group of reports that can easily be modified and run on a regular basis.



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### MONTHLY REVIEWS

The APC is responsible for conducting monthly reviews of cardholder activity using Citibank's electronic access system to ensure that the overall integrity of the program is being maintained. The following Citibank reports are emailed to the APC at the end of the billing cycle:

- Account Activity Report -- listing of cardholder's transaction activity occurring during the billing cycle
- Declined Authorization Report -- information on attempted transactions that have been declined
- Split Ticket I -- multiple transactions from the same merchant and same transaction date

The APC should review the monthly reports to identify any potential misuse of the card or potential split transactions. If suspected misuse or split transactions appear on the report, the APC must follow up with the appropriate cardholder to verify that the charge was correct. If the charge is in fact misuse of the card or a split transaction, it will be reported to the Approving Official and the Office Director for further action. This type of screening cycle helps result in a better managed program.

### AUDIT

The APC is required to conduct an annual purchase card review audit of the agency's purchase card program to ensure that cardholders and approving officials are in compliance with NRC's purchase card procedures. The review and report must be performed and completed on a fiscal year basis. Cardholders are required to maintain adequate documentation on all purchase card transactions for three years before disposal. The audit consists of a review of the purchase card and convenience check transactions and records occurring on a quarterly basis at NRC Headquarters and for a fiscal year at the agency's Regional Offices.

The APC will perform the audit by a review in FAIMIS of the cardholder's supporting documentation. To facilitate the review, the following documents must be in FAIMIS:

- Requisition
- Vendor invoice

#### Training

- SF 182 (Training Authorization)
- Vendor invoice

The *Purchase Card Annual Review Checklist* is used in the initial review of cardholder records to determine compliance with procurement buying policies. The APC completes one checklist for each individual cardholder reviewed. The APC shall document the findings in a written report which is issued separately to each office.

#### Template

- *Purchase Card Annual Review Checklist (Exhibit 5)*

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### OMB REPORTING

Office of Management and Budget (OMB) Circular No. 123, Appendix B, "*Improving the Management of Government Charge Card Programs*," prescribes policies and procedures to Federal agencies regarding how to maintain internal controls to reduce the risk of fraud and waste in government charge card programs.

The following reports are required by OMB:

- Quarterly Statistical Reports -- a summary of the agency's purchase card activity, including dollar volume, convenience check volume, number of transactions, active cardholders, new accounts on a quarterly basis
- Purchase Card Management Report – an annual report of the policies and procedures for the administration of the agency's purchase card program

These reports are found on OMB's MAX Federal Community website.

### SEPARATION CLEARANCE

The APC serves as a clearing official for employees leaving the agency. Employees not associated with the purchase card program are cleared by email.

A cardholder anticipating retirement, resignation, or transfer should stop using the card far enough in advance of the separation date to reconcile all outstanding transactions. The cardholder and their approving official must have all transactions reconciled before clearance. The cardholder shall destroy the purchase card in a secured container and notify the APC to close the account.

### MEETINGS

APCs are encouraged to participate in scheduled APC meetings held quarterly at GSA, participate in Citibank user training; and attend GSA's annual training conference.

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## TEMPLATES

- EXHIBIT 1      Momentum Reference Data System Change Request
- EXHIBIT 2      Cardholder/Approving Official Nomination Memorandum
- EXHIBIT 3      Sample Approving Official Delegation of Procurement Authority
- EXHIBIT 4      Sample Cardholder Delegation of Procurement Authority
- EXHIBIT 5      Purchase Card Annual Review Checklist

## REFERENCE TOOLS

NRC Purchase Card Handbook (ADAMS Accession No. ML 120380095)

NRC Purchase Card Training - *“Proper Use of Government Charge Cards”* (iLearn)

GSA Smartpay2® website <https://smartpay.gsa.gov/>

Citibank website <https://home.cards.citidirect.com>

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**EXHIBIT 1      Momentum Reference Data System Change Request**

NRC Momentum O&M – System Change Request Form



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**Nuclear Regulatory Commission**  
**Momentum Reference Data System Change Request**

**Momentum Module:**

**Change Request Description:**

**Justification for Change Request:**

**Has the Change Request been successfully tested (attach test results when applicable):**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If “No” is checked, specify the reason for why testing was not completed: \_\_\_\_\_

Requester's Printed Name	Requester's Signature	Date
Supervisor's Printed Name	Supervisor's Signature	Date
FSYSB Approver's Printed Name	FSYSB Approver's Signature	Date

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**EXHIBIT 2      Cardholder/Approving Official Nomination Memorandum**

**CARDHOLDER**

The following individual is nominated to be a purchase cardholder for *[Office]*

Name: *[Nominated Cardholder]*

Approving Official and/or Alternate:

Single Purchase Limit: \$3,000 *[Micro-purchase Threshold]*

30-Day Dollar Limit: *[Amount is based on budget considerations and anticipated usage]*

30-Day Approving Official Dollar Limit: *[Amount is the combined authorized 30-day limits of all cardholders that report to the Approving Official]*

Attachment:

*Completed training certificate for nominated cardholder*

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**APPROVING OFFICIAL**

The following individual is nominated to be an approving official for *[Office]*

Name: *[Nominated Approving Official]*

Cardholders: *[List all existing cardholders that will report the nominated approving official]*

30-Day Approving Official Dollar Limit: *[Amount is the combined total of the 30-day limits for all cardholders that report to the nominated Approving Official]*

Attachment:

*Completed training certificate for nominated approving official*

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## EXHIBIT 3 Sample Approving Official Delegation of Procurement Authority



(DATE)

MEMORANDUM TO:

[Approving Official Name]

FROM:

[Director, Division of Contracts]

SUBJECT:

DESIGNATION OF APPROVING OFFICIAL

You are hereby designated as an approving official in the Office of Small Business and Civil Rights, for the individual listed below who has been issued a U.S. Government Purchase Card. This delegation of authority is in accordance with *The U. S. Nuclear Regulatory Commission (NRC) Procedures for Use of the U.S. Government Purchase Card Handbook*. By providing your training certificate, you certify that you have successfully completed the required purchase card training and that you will abide by the policies and procedures that govern the use of the Government purchase card.

As an approving official, you have assumed the oversight and approval responsibility for purchase card activity of the cardholder(s) under your purview; ensuring that purchases be in compliance with established regulations and procedures and that the purchases are for official government use. Ensure that each cardholder has properly tagged accountable property and a copy of the purchase documentation is sent to the Property & Labor Services Branch.

During the reconciliation process, you are responsible to review and approve your cardholder's monthly billing statement of account. You will receive an email notification alerting you that transactions are ready for approval. Transactions must be reconciled and approved electronically in the agency's core financial system (FAIMIS) by the date specified.

Instructions to guide you through reconciling transactions are available on the FAIMIS SharePoint site under FAIMIS Training Materials. [Purchase Card Training Materials](#).

The designated purchase cardholders under your delegated authority are listed below.

Additional information on NRC's Purchase Card Program is found in NRC's Purchase Card Handbook located at website <http://www.internal.nrc.gov/ADM/contracts/purchasecard.html>.

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### EXHIBIT 4 Sample Cardholder Delegation of Procurement Authority



(DATE)

MEMORANDUM TO:

FROM:

SUBJECT: DESIGNATION OF AUTHORITY UNDER THE U.S. GOVERNMENT PURCHASE CARD PROGRAM

You are hereby delegated authority to make purchases with the use of a purchase card issued through a General Services Administration administered contract with Citibank, or its successor. You will be issued a purchase card with your name and account number embossed on it.

This delegation of authority is issued in accordance with *The U.S. Nuclear Regulatory Commission (NRC) Procedures for Use of the U.S. Government Purchase Card Handbook*. By providing your training certificate, you certify that you have successfully completed the required purchase card training and that you will abide by the policies and procedures that govern the use of the Government purchase card.

As a cardholder, your responsibility is to use the card for official government purchases, within the dollar limitations designated on your purchase card, and only when sufficient funds are available. All purchases shall be in compliance with established federal regulations and procedures. Misuse of the card may result in immediate cancellation.

During the reconciliation process, you are responsible to review and approve your transactions in accordance with the monthly billing statement of account. You will receive an email notification alerting you that transactions are ready for approval. Transactions must be reconciled and approved electronically in the agency's core financial system (FAIMIS) by the date specified.

Instructions to guide you through reconciling transactions are available on the FAIMIS SharePoint site under FAIMIS Training Materials: [New Purchase Card Processes](#) and [Purchase Card Training Materials](#). Original purchase card documentation is required to be maintained for three years.

Your Approving Official listed below will be responsible for the review and approval of all purchases made by you under this delegation. Identified below are your assigned dollar limits for single purchases and for total purchases over a 30-day period, as determined by your office.

Approving Official (Primary):  
Approving Official (Alternate):

(Cardholder) (Single/ 30-Day Limits)

We expect the purchase card to simplify the way you make small purchases. We will continue to welcome any comments and suggestions that you think will enhance your use of the purchase card.

For additional guidance, refer to the NRC Purchase Card Handbook found at website <http://www.internal.nrc.gov/ADM/contracts/purchasecard.html>.

This delegation becomes effective upon receipt of your purchase card from Citibank. This delegation of authority shall not be re-delegated or transferred to another person. This delegation of authority shall remain in effect until you are transferred or terminate your employment, or until the delegation is suspended, modified, or canceled. This delegation of authority will be subject to periodic review.

Should your duties as a purchase cardholder be discontinued, the cardholder is responsible to notify the Agency Program Coordinator to cancel your delegation of authority.

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### EXHIBIT 5 Purchase Card Annual Review Checklist

**SCOPE:** The scope of the review will be three months of transactions for each cardholder

CARDHOLDER'S RESPONSIBILITIES & REQUIREMENTS				
SPECIFIC REVIEW CRITERIA	YES	NO	N/A	COMMENTS
<i>Was the Cardholder issued a Delegation of Authority memo from the APC?</i>				
<i>Did the Cardholder know and comply with his/her monthly spending limits?</i>				
<i>Has the Cardholder split requirements to stay under the single purchase limit? Are there repeated orders during a short time period for the same goods or services?</i>				
<i>Were all purchases made by the Cardholder for official Government business only?</i>				
<i>Did the Cardholder have adequate funds certified before use of the purchase card?</i>				
<i>Did the Cardholder obtain all required approvals (IT Coordinator/OIBD) prior to purchasing IT buys ?</i>				
<i>Have all disputes been resolved and closed with OCFO? Did the Cardholder notify the servicing bank within 60 days?</i>				
<i>Did the Cardholder comply with NRC's policy for purchasing accountable government property?</i>				
<i>Did the Cardholder pay U.S. state taxes?</i>				
<i>Did the Cardholder reconcile all transactions from their monthly statement in FAIMIS before the end of the next billing cycle?</i>				
<i>Did the Cardholder attach supporting documentation for his/her purchases in FAIMIS? Does the supporting documentation match the Cardholder's Reconciliation Report in FAIMIS?</i>				

APPROVING OFFICIAL REQUIREMENTS				
SPECIFIC REVIEW CRITERIA	YES	NO	N/A	COMMENTS
<i>Was the Approving Official issued a Delegation of Authority memo from the APC?</i>				
<i>Does the Approving Official review his/her cardholder's purchase transaction each billing cycle?</i>				
<i>Does the Approving Official ensure that purchases are for official government use?</i>				
<i>Does the Approving Official review and approve his/her cardholders purchase transactions each billing cycle?</i>				

TRANSACTIONS REVIEWED		
REVIEW PERIOD	TOTAL TRANSACTIONS	TOTAL AMOUNT



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*The Agency Program Coordinator Desk Guide provides the user information necessary to administer the purchase card program at the Nuclear Regulatory Commission (NRC). This guide should be used as a reference tool, in addition to the NRC Purchase Card Handbook, in addressing the procedures and proper management in the use of the purchase card.*