

RECLAMATION

Managing Water in the West

PURCHASE BUSINESS LINE REQUIREMENTS HANDBOOK (PURLBOOK)



Supplement to the Reclamation Acquisition Regulations (RAR) WBR.1413 – Simplified Acquisition



Bureau of Reclamation
Acquisition and Assistance Management Division
Denver Office

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1.0 Introduction

The Department of the Interior (Department) charge card is an "integrated" card that can be programmed for the purchase business line or the travel business line or a combination of the two business lines using the same card.

This is a supplement to the [Bureau of Reclamation \(Reclamation\) Acquisition Regulation \(RAR\)](#) and provides specific requirements and instructions on the use of the purchase business line of the Department of the Interior and Reclamation's Integrated Charge Card (ICC) Program. The Department of the Interior Integrated Charge Card Guide is available for use at the following website: <http://www.doi.gov/pam/chargecard/>. Specific questions on the use of the purchase business line must be directed to your local acquisition office.

RAR Reference is provided below:

1.1 RAR: WBR 1413.301 Government-wide commercial purchase card.

- a) General. Personnel who are authorized to use the purchase business line under the [Department's Integrated Charge Card \(ICC\) Program Guidelines](#) shall follow the requirements included in the Department's Guidelines and the Bureau of Reclamation Acquisition Regulation (RAR) Supplement: Purchase Business Line Requirements Handbook (PURLBOOK). The PURLBOOK is a RAR supplement and establishes the Reclamation requirements for use of the purchase business line and shall be used by cardholders as the reference document when using the purchase business line of the Integrated Charge Card program. Copies of the handbook are available from your Regional Acquisition Office or online at <http://www.usbr.gov/mso/aamd/purchCard.html>.
- b) Authority. The Head of the Contracting Activity (HCA) has delegated authority to the Bureau Procurement Chief (BPC) and the Chief of the Contracting Offices (CCO) to issue, amend, or rescind delegation of purchasing authority to cardholders. This authority may be delegated to Regional purchase line card coordinators (PLCC).
- c) ICC as payment vehicle. The ICC may be used to make payments under single delivery written purchase orders greater than the micro-purchase threshold but not exceeding \$100,000. Purchase orders formed on this basis of payment shall not be reported to Federal Financial System (FFS) for obligation since the obligation will be recorded at the time of payment. However, ICC payments which are not made by the end of a fiscal year shall be accrued in accordance with instructions provided by the Finance and Accounting Services (84-27700).

2.0 Purchase Authorities

2.1 Micro-purchases.

a) Personnel without a Contracting Officer's Certificate of Appointment (COA), who have completed the appropriate training and have been delegated purchase business line authority, are authorized to use the charge card as a means of making and/or paying for micro-purchases. Micro-purchase is defined in [Federal Acquisition Regulations \(FAR\)](#) Part 2.1 as the acquisition of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold. The micro-purchase threshold is defined as:

1. Supply purchases \$3,000 threshold;
2. Service purchases subject to the Service Contract Act \$2,500 threshold;
3. Construction purchases subject to the Davis-Bacon Act \$2,000 threshold.

b) The purchase business line is the preferred method to purchase and pay for micro-purchases (FAR 2.101). The purchase business line may be used only for purchases that are otherwise authorized by law or regulation and have supervisory and/or budgetary approval.

c) Micro-purchase transactions may be made for those items identified as "permissible" and outlined in the Index of [Permissible Purchase Line Transactions \(Appendix B\)](#). Refer also to the [Top Do's and Don'ts of the Purchase Line Program \(Appendix C\)](#), and [Frequently Asked Questions \(Appendix D\)](#) for guidance on micro-purchases.

d) Micro-purchases, to the extent practicable, must be distributed equitably among qualified suppliers.

e) Micro-purchases do not require competitive quotations if the cardholder considers the price to be reasonable. However, if competition was solicited and award was made to other than the low quoter, the cardholder must include documentation with their bank statement to support the decision.

f) The purchase business line authorization may also include authority to issue convenience checks (See [Section 4.0](#)). This convenience check authority is to be given **only** after a determination of need is demonstrated, and convenience check authority has been approved by the Chief of the Contracting Office (CCO) or delegated Purchase Line Card Coordinator (PLCC). Where the term purchase business line is used in this handbook, it also includes convenience checks unless the term convenience check(s) is used alone.

g) Micro-purchase authority may be terminated by the CCO for the following reasons (not inclusive): improper or unauthorized use of micro-purchase authority, splitting purchases, job no longer requires it, low volume use, cancellation of charge card privileges due to failure to pay Bank of America, and/or misuse.

3.0 Simplified Acquisitions for Contracting Officers.

3.1 Except as indicated below, the purchase business line is to be used as a payment mechanism, not as a contracting mechanism, for purchases above the micro-purchase dollar threshold. The use of the purchase business line does not substitute for the acquisition process. All the applicable requirements of the Competition in Contracting Act, other statutes and Executive Orders, and the [Federal Acquisition Regulations \(FAR\)](#) apply to purchases made using the purchase business line.

3.2 Per FAR Part 13.301, the Governmentwide commercial purchase card may be used to:

- a) Make micro-purchases;
- b) Place a task or delivery order (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement); or
- c) Make payments, when the contractor agrees to accept payment by the card.

3.3 When placing and paying for orders against Federal Supply Schedules (FSS), personnel with a Contracting Officer's Certificate of Appointment (COA) may order up to the ordering limit established for their respective COA level for acquisitions against "Established Sources" as noted on their certificate or up to the amount established by their charge card option set, whichever is less. Contracting personnel are urged to "buy smart" and increase their buying power by using the purchase business line to place or pay for orders against established sources such as the FSS. Per FAR 4.602 (c), all transactions over \$3,000, and modifications to those transactions at any dollar amount, must be reported into the Federal Procurement Data System – Next Generation (FPDS-NG).

3.4 Personnel holding a COA must follow all appropriate rules and regulations for acquisitions above the micro-purchase threshold when using the purchase business line; are encouraged to place orders and to pay for purchases against contracts established under [FAR](#) Part 8 procedures, when authorized; and to place orders and/or make payment under other contractual instruments (purchase order, delivery order, etc.), when agreed to by the contractor. See [32.1110\(d\)](#) for instructions for use of the appropriate clause when payment under a written contract will be made using the charge card purchase business line.

4.0 Convenience Checks

4.1 Convenience checks are available in the purchase business line only and are subject to the same requirements as purchases made with the charge card. Convenience checks thresholds are the same as those for micro-purchases: \$3,000 for the purchase of supplies; \$2,500 for the purchase of services subject to the Service Contract Act; and \$2,000 for the purchase of construction subject to the Davis-Bacon Act. Additionally, in the event of an emergency those individuals holding a Certificate of Appointment may be authorized to write convenience checks up to \$10,000.

4.2 This purchase line feature shall be authorized only for select cardholders after a determination of need by the supervisor, approval by the Chief of the Contracting Office (CCO) and/or Purchase Line Card Coordinator (PLCC), and completion of appropriate training. Convenience checks shall only be used where charge cards are not accepted by a merchant (see Department of the Interior's (Department's) [Integrated Charge Card Guide](#), [Department Acquisition Requirement Release 1999-7](#), [Financial Administration Memorandum No. 98-034](#)). Any other use of the convenience check requires a documented electronic funds transfer waiver under the Debt Collection Improvement Act. Additionally, convenience check carbons shall be attached to the cardholder statement with the corresponding charge card transaction. File documentation shall include a determination of why a check was used for the micro-purchase.

4.3 The use of convenience checks does not exempt the employee from the requirements established under the acquisition process. All applicable requirements and regulations apply. Convenience check writers are required to obtain the vendor's Tax Identification Number or Social Security Number for Internal Revenue Service (IRS)-1099 reporting **PRIOR** to issuing a convenience check to a vendor for services. See [Section 4.6](#) for information on IRS-1099 form.

4.4 Each check issued is assessed a service fee at the rate of 1.9 percent of the value of the check. Although the assessed amount is not considered part of the purchase transaction, it must be considered for budgetary purposes.

4.5 Convenience checks may not be used:

- a) To make payments against contracts or purchase orders;
- b) On online auction sites such as E-bay (to preserve disputes rights afforded with the use of the card);
- c) For third party pickup of goods where the charge card is accepted;
- d) To write checks to yourself, cash, or any other government employee;
- e) For salary payment or cash awards, or any transaction required to be processed through the payroll system;
- f) For employee reimbursements;

- g) For cash advances, travel related tickets, meals, and lodging related to employee or contractor travel, or rental or lease of vehicles when in travel status;
- h) To pay vendors who accept the charge card;
- i) To purchase telephone services (contact your Regional PLCC for exceptions); or
- j) For fuel or oil for Reclamation vehicles.

4.6 IRS Form 1099 MISC (See [Appendices F](#) and [G](#)). Information for reporting income to the Internal Revenue Service (IRS) must be obtained when a convenience check is used to purchase services with certain Budget Object Codes (BOC), regardless of the amount. The form to be used and the instructions are included in [Appendix F, IRS Form 1099 Miscellaneous and Applicable BOCs](#); and [Appendix G, IRS Form 1099 Instructions](#). To facilitate the collection of this information, use the form located in [Appendix F](#).

- (a) Complete the IRS Form 1099 by filling in all the information as soon **as the check is written**, regardless of the dollar amount, and forward the original form to Finance and Accounting Division (FAD), 84-27736, where the information will be entered into the 1099 program in the Federal Financial System (FFS). The FAD must have received all Form 1099s no later than January 5 for the prior calendar year in order to issue the individual Form 1099s to vendors. Attach a copy of the IRS 1099 form to the monthly bank statement for which the transaction appears. Instructions for completing the form are located in [Appendix G](#).

5.0 Program Contacts and Responsibilities

5.1 Bureau of Reclamation Purchase Business Line Card Coordinator (PLCC). The Reclamation PLCC is located in the Acquisition and Assistance Management Division (AAMD), 84-27800 and is responsible for policy and oversight of the purchase business line and developing and maintaining the [Bureau of Reclamation Acquisition Regulation \(RAR\)](#) requirements for the purchase business line. The list of Reclamation PLCCs can be found at the following link: <http://www.usbr.gov/mso/aamd/purchCard.html>.

a) Reclamation PLCC responsibilities include:

1. Develops and maintains the purchase business line procedures and management controls in accordance with the acquisition regulations, i.e., the [Federal Acquisition Regulations \(FAR\)](#), the [Department of the Interior Acquisition Regulations \(DIAR\)](#), and the [Reclamation Acquisition Regulations \(RAR\)](#);
2. Provides guidance to the Regional Chief of the Contracting Office (CCO) and Regional PLCCs;
3. Develops policy and/or reporting requirements which may be necessary for internal control;
4. Participates on the Acquisition and Assistance Management Reviews of Regional contracting offices for review oversight of the purchase business line; and
5. Annually briefs the Bureau Procurement Chief (BPC) on the status of the management review of procedures and controls of the purchase function of the charge cards.

5.2 Regional (including the Denver/Washington Office) PLCCs. These individuals oversee the regional and area office purchase business line program. This responsibility may be delegated by the CCOs to a qualified individual on their staff. The list of Reclamation PLCCs can be found at the following link: <http://www.usbr.gov/mso/aamd/purchCard.html>.

a) Regional (PLCC) Responsibilities. The Regional/Denver/Washington Office PLCC:

1. Has responsibility over the purchase business line program and cardholders in the region/office for which they have been delegated PLCC authority.
2. Receives and reviews nominations for potential charge card purchase business line cardholders from the Agency/Organization Program Coordinator (A/OPC) or Approving Official (AO).
3. Issues the written delegation of purchasing authority to designated cardholders.
4. Arranges and conducts required purchase business line training for cardholders, as required.

5. Provides purchase line regulations to all new purchase business line cardholders.
6. Identifies and tracks misuse of purchase business lines or convenience checks, and makes recommendations to the CCO to revoke authority as necessary. If purchase authority is revoked, such action shall be in writing from the CCO and sent to the approving official. Any instances of documented abuse must be reported to the Reclamation PLCC.
7. Provides advice and guidance, and responds to inquiries from cardholders and AOs on acquisition issues such as allowable purchases, purchase misuse, questionable invoices, recommended merchants/vendors, etc. and works with purchase line vendors, as necessary.
8. Reviews reports of purchase line usage, analyzes data, and monitors expenditures to ensure that acquisitions are made within guidelines and regulations.
9. Annually ensures that a representative sampling of regional purchase line cardholders is reviewed. The number of cardholders reviewed within an office must be determined by the CCO and PLCC. A cardholder's purchase business line must be reviewed at least once every 3 years. Cardholder reviews shall include, at a minimum, the areas identified on Form 7-2579, [Purchase Business Line Cardholder Review Form \(Appendix H\)](#). Purchase cardholder reviews must be documented on Form 7-2579. The form can be found at the following website: <http://intra.usbr.gov/forms/7forms.html>.
10. Conducts oversight reviews of subordinate buying unit purchase business line cardholders as part of the Regional Acquisition Management Review process.
11. Reviews usage reports to detect questionable purchases, or dollar amounts, etc., as part of all review processes. Through these reviews the PLCC may identify unauthorized expenditures, split purchases, record-keeping errors, or other potential problems.
12. Prepares an annual written report which identifies problem areas, recommended solutions and an overall summary of findings. The report shall be submitted by February 1 of each year to the AAMD (84-27800), Bureau Procurement Chief, with a courtesy copy to the Reclamation PLCC. The report must contain the following information: total number of regional purchase line cardholders; total number and the percentage of purchase line cardholder reviews conducted for the fiscal year; summary of findings as a result of cardholder reviews; any corrective actions implemented; recommended solutions for Region-wide or Bureau-wide implementation; and an overall summary of the program oversight for each Region.

5.3 Agency/Organization Program Coordinator (A/OPC). The responsibilities of the A/OPC are outlined in the Reclamation Manual Directive and Standards Charge Card Management Plan and include charge card account set-up and travel business line oversight. A listing of Reclamation A/OPCs may be found at the following link:

<http://intra.do.usbr.gov/finance/bankcard/coordinator.html>.

5.4 Approving Officials (AO). The AO for the purchase business line shall be the cardholder's supervisor.

a) AO Responsibilities:

1. Must obtain training associated with the charge card as a prerequisite to assuming Approving Official duties. The required training is located on the Department of Interior webpage at <http://training.nbc.gov/chargecard/>. Upon completion of training, an AO will receive an "Appointment as Integrated Charge Card Approving Official" memorandum from the Department of the Interior Office of Acquisition and Property Management.
2. Is responsible for oversight and monitoring of cardholder's accounts, to ensure that all purchase transactions were made in accordance with [FAR](#), [DIAR](#), and [RAR](#).
3. Is expected to perform a monthly physical hard copy review of all transactions and supporting documentation and sign and date each cardholder's monthly statement after completing the review. The focus of the monthly review shall include at a minimum the items outlined in the AO [purchase line checklist \(Appendix E\)](#).
4. Must be the Cardholder's supervisor.
5. Must approve purchase business line requests before they are delegated by the CCO and sent to the A/OPC for submission to Bank of America (BOA).
6. Must review all anticipated software purchases, and communicate with the Information Technology Office on potential compatibility and support issues.
7. Must assure that all disputes filed by any cardholder under his/her group have been properly resolved and documented. See definition of disputes and fraud under [Section 7.4](#) of this book.
8. Properly re-delegating authority: A supervisor shall not permanently re-delegate his/her responsibility to review and approve bankcard statements for subordinates. However, an individual designated as "acting supervisor" can sign on behalf of the supervisor of record, at the supervisor's discretion, while the supervisor is on leave or travel to ensure that charge card statements are approved in a timely manner. The acting supervisor shall have completed the AO training and write "acting" by the signature. An individual acting for another AO shall have his/her own written DOI AO delegation, since charge card approval authority is delegated to an individual, and not a position.

5.5 Cardholder (Purchase Business Line). The individual who has been delegated purchase business line authority.

a) Purchase cardholders are responsible for:

1. Making micro-purchases in accordance with the [FAR](#), [Department of Interior Acquisition Regulations \(DIAR\)](#), and [Reclamation Acquisition Regulation \(RAR\)](#). Refer also to the [Index of Permissible Purchase Line Transactions \(Appendix B\)](#), the [Top Do's and Don'ts of the Purchase Line Program \(Appendix C\)](#), and [Frequently Asked Questions \(Appendix D\)](#), are all reference tools developed for use by purchase business line cardholders). Note: Micro-purchases are exempt from the Buy American Act (41 U.S.C. 10a-10c) and the small business reserve of the Small Business Act (15 U.S.C. 644 (j)), yet purchase business line cardholders are encouraged to use small businesses when practicable;
2. Using their charge card only for official, authorized purposes, verifying all transactions posted to their account, and ensuring that they are within the limits of their delegated single purchase and monthly authorities;
3. Seeking clarification on the appropriateness or permissibility of a purchase prior to expending government funds;
4. Ensuring funds availability prior to purchasing to determine that funding is available. [FAR](#) 32.702 states the basic principle of the Anti-Deficiency Act: No government employee may create or authorize an obligation in excess of funds available or in advance of appropriations;
5. Following the requirement in [FAR](#) Part 8, to make purchases from required sources of supply before purchasing from open market commercial sources. These sources, in order of priority, are as follows:
 - a) Supplies carried in the Reclamation warehouse or stockroom. You cannot purchase any item from outside sources if carried in the Reclamation warehouse or stockroom. An inventory of items carried in the warehouse or stockroom may be obtained from your local property office.
 - b) Excess from agency inventory or other agencies (generally not used for items such as office supplies).
 - c) Federal Prison Industries (UNICOR) (**NOT** required for purchases under \$3,000).
 - d) Committee for Purchase from the Blind and Other Severely Handicapped (JWOD - to be re-named AbilityOne): <http://www.jwod.gov>.
 - e) Wholesale supply sources, such as stock programs of the GSA

(<http://www.gsaadvantage.gov>), Defense Logistics Agency, Department of Veteran Affairs, and Military Inventory Control Points Mandatory Federal Supply Schedules: <http://www.gsa.gov>.

- f) Commercial sources;
6. Ensuring that you follow the Department of the Interior agency-wide or multi-agency contracts for specific commodities (i.e. computer hardware Blanket Purchase Agreements);
7. Distributing repeat buys equitably among qualified vendors;
8. Notifying vendors that the purchase is tax exempt;
9. Not splitting purchases or requirements into smaller transactions to circumvent the micro-purchase threshold set by the [FAR](#);
10. Describing the requirement in sufficient detail when placing an order so that the vendor has a clear understanding of what is being acquired;
11. Not allowing the use of their purchase business line authority by anyone other than themselves. The unique charge card that the cardholder receives has his/her name embossed on it and may be used only by that cardholder. No other person is authorized to use the card;
12. Generally restricting their purchases and payments to those made within the organizational control of their approving official (except for personnel holding a COA, **or** when a written request is made from another division and the cardholder's approving official agrees to the arrangement **PRIOR** to the purchase);
13. When making a micro-purchase for another person, ensure that the properly documented invoice, sales slip, or other receiving documentation signed by the person receiving the goods or services and signed by the person authorized to spend the funds is attached to the cardholder statement;
14. Ensuring the charge card is only charged when items are shipped or after services are received or following the procedures for disputing a transaction ([See Section 7.4](#));
15. Instructing the vendor to ship items directly to a government facility or other government business location designated by the cardholder. Shipments are not to be made to an individual's personal address;
16. Ensuring that cost allocation is completed timely for transactions that are not charged to the cardholder's default cost center as noted on their bank statement;
17. Maintaining an audit trail, including, but not limited to, all original receipts, waivers, approvals, and supporting documentation;

18. Maintaining all convenience check records (if applicable). See [Appendix F](#) for IRS Form 1099 reporting requirements;
19. Reviewing all transactions for fraud and/or disputes (see [Section 7.4](#) for definition) and taking the necessary action required to report such;
20. Coordinating with local property management staff for guidance to ensure government ownership of an asset is clearly identified and ensure the proper procedures for non-expendable personal property are followed;
21. Documenting information about a transaction (i.e., date, what was purchased, amount of the purchase, etc.) to aid in the tracking of the micro-purchase. When appropriate, provide this information to the receiving office and the requisitioner to alert them that the supplies or services have been purchased;
22. Placing internet orders only with vendors who have secure communications or servers;
23. Ensuring that back-ordered items are monitored monthly to assure receipt of product and that the government is not billed until the back-order is shipped;
24. Ensuring that all items purchased are delivered by the merchant by the agreed delivery date;
25. Factoring shipping and handling fees into the total cost of the order as shipping costs are considered part of the transaction total (for freight charges that exceed \$100 the vendor must provide a freight bill to substantiate the charge) ;
26. Not exceeding the single purchase and monthly limits. All purchases, whether made by the charge card or by convenience check, are counted toward a cardholder's monthly limit;
27. Ensuring that statements have adequate descriptions for each transaction.
28. Signing, dating, and submitting statement documentation to AO in accordance with DOI and Reclamation charge card policies and procedures.

6.0 Obtaining Purchase Authority

6.1 Training Requirements. Completion of training in the purchase business line is a prerequisite to delegation of purchase authority. The website for charge card training is <http://training.nbc.gov/chargecard>. Upon completion of this training, the Agency/Organization Program Coordinator (A/OPC) must receive notification from the Purchase Line Card Coordinator (PLCC) or Chief of the Contracting Office (CCO) prior to adding purchase business line authority and/or convenience check authority (when authorized) to any cardholder's account. Refresher charge card training will be required to remind and update cardholders of specific requirements and procedures, and recent regulatory changes. The Department of the Interior Charge Card Support Center will track refresher training requirements. Additional Reclamation-specific refresher training may also be required.

6.2 Application. An Approving Official (AO) recommends for approval the issuance of new cards. The application and approval process includes: determining the charge card business line(s) (travel or purchase) for the cardholder, determining spending limits, and verifying that the required training has been accomplished. Requests for purchase line authority shall be coordinated through the Regional PLCC as purchase line authority is a specific delegated authority. The completed application is forwarded to the appropriate A/OPC for submission to Bank of America (BOA).

6.3 Delegation of Authority - Cardholder.

- a) The use of the purchase business line authority is a delegated authority. It is delegated from the Head of the Contracting Activity, to the Bureau Procurement Chief, to the CCO who is responsible for issuing, amending or rescinding purchase business line authority. This authority may be re-delegated by the CCO to the PLCC. Cardholders must have a written delegation of authority for use of the purchase business line and cardholders are to maintain a copy of their delegation for audit purposes.
- b) Acquisition cardholders holding a Certificate of Appointment (COA) do not require a separate delegation beyond their COA. Under no circumstances shall individuals without a COA use the Integrated Charge Card to make purchases without receiving a written delegation of authority.

7.0 Using the Purchase Business Line

7.1 Making Purchases.

- a) PURLBOOK Section 5.5 outlines the cardholder's responsibility for using the purchase business line. Refer also to the [Index of Permissible Purchase Line Transactions \(Appendix B\)](#), [Top Do's and Don'ts of the Purchase Line Program \(Appendix C\)](#) and [Frequently Asked Questions \(Appendix D\)](#) as reference tools prior to making purchases.
- b) A formal procurement request is not required for acquisitions below the micro-purchase threshold when executed using the purchase business line. However, when making a micro-purchase for someone outside of the organizational control of the cardholder's approving official, a written request must be received and the approving official must agree to the arrangement, PRIOR to the purchase being executed. Additionally, the properly documented invoice, sales slip, or other receiving documentation, signed by the person receiving the goods or services and/or signed by the person authorized to spend the funds, must be attached to the cardholder statement.

7.2 Documentation: Purchase logs are a helpful way to track your purchases but they are not required (see [Attachment 1](#) for purchase log sample). Original receipts are required and must be attached to the cardholder statement for all purchase transactions regardless of the dollar amount. Original documentation, includes, but is not limited to, receipts, packing slips, internet confirmation, receiving reports, waivers, IRS Form 1099, Human Resources and Safety Offices' concurrences/approvals, approval to purchase outside your division, and when required, determination that appropriated funds may be used. Convenience check carbons shall also be attached to the cardholder statement with the corresponding charge card transaction.

7.3 Monthly Statement. Charge card statements are government property. Each cardholder is required to provide their original statement and original documentation to the individual in their office who is designated to retain statements. This documentation shall be kept for a minimum of 3 years following final payment. If, however, Environmental Protection Agency (EPA) funding is used, the statements must be retained for an additional seven (7) years, or ten (10) years total. Statements, receipts, and other documentation must be made available for audit or review within 48 hours after a request has been received.

- (a) Cardholders are to ensure that the transactions on their statements are allocated properly to the appropriate cost authority as part of their monthly statement reconciliation.

7.4 Transaction Dispute and/or Fraud.

- a) Dispute: Dispute charges are those where you have worked with the vendor, you are aware of the charges, yet you have a problem with the vendor and you dispute the charge in an attempt to resolve the issue. You must follow-up on disputed transactions because if they are not resolved the transaction will be charged back to the cardholder after a period of time.

b) Fraud: Fraud charges are those where you did not initiate the charge, you have had no dealing with the vendor, and you were not aware of the charges until they were discovered on your statement. If you have fraudulent charges on your charge card you must notify the bank immediately by calling the number on the back of your card. Be clear with the bank representative that you are reporting fraud activity on your card and request that your charge card account be immediately closed and a new account issued. Additionally, please notify your Regional A/OPC and/or your Regional PLCC of any fraudulent activity discovered on your charge card.

c) Employees with procurement/payment authority in the purchase business line are responsible for timely verification of the accuracy and validity of all expenses posted to their charge accounts. Errors and discrepancies should be promptly identified and disputed with the vendor or reported as fraud to the bank, as appropriate.

7.5 Card and Convenience Checks Security.

a) Proper use and safeguarding of charge cards and convenience checks are the responsibility of each cardholder. Accordingly, cardholders should take appropriate precautions comparable to those they would take to secure their personal checks, credit cards or cash.

b) Lost or Stolen Cards or Convenience Checks. If charge cards or convenience checks are lost or stolen, the cardholder must:

1. Notify the bank immediately by calling the phone number on your bank statement;
2. Notify your supervisor;
3. Notify the A/OPC and/or PLCC within one business day of the discovery.

7.6 Separation of a Cardholder/Exit Procedures. Notify the A/OPC and the PLCC, if you have purchase business line authority, as soon as you know you are leaving. Statements and related documents are government property and shall remain with the individual in their office who is designated to retain statements. Departmental policy requires that charge cards and convenience checks be canceled and destroyed. As part of the clearance process, Reclamation employees shall surrender their government charge card. Unused convenience checks must be returned to the PLCC to be destroyed (shredded). The check register or a note to the file shall be retained with the bank statements annotating the date that the checks were returned to the PLCC.

8.0 Improper Use of the Purchase Business Line

8.1 Refer also to the [Index of Permissible Purchase Line Transactions \(Appendix B\)](#), [Top Do's and Don'ts of the Purchase Line Program \(Appendix C\)](#) and [Frequently Asked Questions \(Appendix D\)](#) as reference tools prior to making purchases. Receive any necessary clarification prior to making a purchase.

8.2 The following list identifies some of the circumstances that would be considered deficiencies under the purchase business line program. This list is not all inclusive.

a) Purchase Business Line and/or Convenience Checks:

1. Cardholder fraud.
2. Unauthorized or illegal use of the card or checks.
3. Letting others use your purchase card or checks.
4. Exceeding your single purchase limits.
5. Splitting orders or requirements to circumvent the micro-purchase threshold.
6. Documentation inadequate to support expenditures and/or files not properly documented.
7. Required program approval or waiver not on file.
8. Card or checks used for personal use.
9. Issuing checks to vendor that accepts the charge card.
10. Writing checks to employees.
11. Writing checks for travel related expenses.
12. Issuing checks to restricted or prohibited sources.
13. Signing blank checks (without dollar amount and/or payee).
14. Not completing and submitting the required IRS-1099 Form (convenience check) for services to Finance.

8.3 Splitting Purchases ([Also see Appendix D – Frequently Asked Questions](#)).

a) Splitting requirements to stay within the single micro-purchase threshold or a cardholder's single purchase limit is expressly prohibited under the Federal Acquisition Streamlining Act of 1994 and its implementing regulations. This includes making several individual purchases by multiple cardholders to avoid consolidating the requirements of an office or location into a larger procurement. Purposely splitting a procurement or a requirement to circumvent the micro-purchase threshold may result in termination of purchasing authority and disciplinary action. (Please note: Reports are available to assist in detecting patterns of splitting.)

b) What does splitting a requirement actually mean? Separating a requirement that exceeds a cardholder's single purchase limit or threshold into two or more buys as a means of getting around the cardholder's purchase limit is considered splitting. No government purchase business line cardholder may fragment/split purchases that exceed their limit or threshold, as means to use the purchase business line. To do so is a circumvention of the acquisition process and a violation of federal procurement law.

c) If a cardholder with micro-purchase authority has been given a single requirement to buy two pieces of equipment totaling \$3,050 the requirement would be split if they: (1) used their charge card to purchase one piece of equipment for \$1,525 and asked another co-worker to buy the second piece of equipment or (2) ordered one \$1,525 piece of equipment one day and the second the next day or some time in the near future. Why? The cardholder has been given a single requirement for two pieces of equipment, the total cost of which exceeds his or her micro-purchase authority. Any requirement exceeding a cardholder's micro-purchase authority must be forwarded to his or her servicing procurement office for processing.

d) The following example would not constitute the splitting of a requirement. On August 8, a cardholder is given a requirement to purchase, and orders a \$1,525 piece of equipment for her office. The next day, another piece of the same type of equipment, in the same cardholder's office, must be replaced. The cardholder is given a requirement to immediately order a replacement. The cardholder would not be splitting a purchase because he or she was not aware of the second requirement at the time the first order was placed. In this event, the file should be documented appropriately.

e) Examples of splitting purchases or purchase requirements includes (but is not limited to):

1. Paying shipping separate from the purchase.
2. Separating orders by delivery location.
3. Separating orders by cost authority or office to be charged.
4. Separating orders by cardholder and having someone else pay for part of an order.

5. Allowing a vendor to bill different line items separately.
6. Waiting a few days before placing separate parts of an order.
7. Buying the same items from different vendors to circumvent the micro-purchase threshold or to circumvent the need for competition

8.4 Unauthorized Use:

- a) Use of a charge card as a method of procurement or payment does not waive any legislative or regulatory restrictions or requirements. Where applicable, any required waiver, approval or authorization shall be obtained prior to using the charge card for a purchase. Any required waivers or approvals shall be kept with the cardholder's record of the purchase and made available to auditors or others requesting such information. Cardholders shall consult with the Chief of the Contracting Office or their Regional PLCC when there is a question about a potential purchase of a restricted/limited service/supply.
- b) When using the charge card, a cardholder must comply with all Federal, Departmental, and Bureau prohibitions, controls, limitations, and approval requirements. Intentional use of the charge card by a cardholder for other than official Government business may be considered an attempt to commit fraud against the United States Government. This will result in immediate termination of the employee's card and disciplinary action against the employee under applicable Departmental and Government-wide administrative procedures, including suspension and/or removal. These instances may also be turned over to the Office of the Inspector General for investigation.
- c) An employee will be personally liable to the Government for the amount of any non-approved transaction and may be subject to a fine or imprisonment, or both, under 18 United State Code (USC) 287.

8.5 Consequences: Suspension or Termination of Purchase Business Line Authority - Cardholders

- a) Suspension or termination of the purchase business line authority means the cardholder shall no longer have the ability to use the integrated charge card to make purchases. Thus, further purchases must be accomplished either through your local acquisition office or another authorized purchase business line cardholder.
- b) Suspension or termination for misuse must be accomplished in writing by the CCO. Patterns of negligence in the use of purchase business line authority need not be a prerequisite for immediate suspension or termination of the purchase business line for cause. Rather the circumstances should be examined on a case-by-case basis and corrective action taken in a timely and appropriate manner by the CCO. Below is list of available actions (not all inclusive) that the CCO may impose on the cardholder at the CCO's discretion:

1. Written notification of misuse given to the cardholder and the cardholder's Approving Official (AO).
2. The cardholder may be required to complete and pass a refresher training using the online purchase business line training program or other training deemed appropriate by the CCO.
3. The cardholder's purchase business line authority may be suspended for a period of time as determined by the CCO up to a maximum of 2 years.
4. The cardholder's account records may be reviewed by the PLCC, or another CCO designee, in a time period (i.e. monthly, quarterly, semi-annually) determined by the CCO to ensure that all misuse incidences and issues are resolved.
5. The cardholder's purchase business line authority may be permanently terminated as determined by the CCO.
6. Any other action deemed necessary by the CCO up to and including working with the cardholder's supervisor and with Human Resources on initiating disciplinary action.

8.6 Consequences: Suspension or Termination of Purchase Business Line Authority – Approving Officials

a) Suspension or termination of the AOs authority may be recommended by the CCO. The result of such a suspension means all purchase business line cardholders assigned to the suspended or terminated AO are also suspended until the AO is either reinstated or a new AO is assigned. Thus, further purchases must be accomplished either through your local acquisition office or another authorized purchase business line cardholder.

b) Diligent and proper execution of the AOs duties and responsibilities is paramount to the integrity of Reclamation's and the Department's Purchase business line Program. Thus, Approving Officials assume partial responsibility for the actions of cardholders under their supervision. Failure to control misuse by cardholder(s) under their supervision, or to maintain required oversight, may result in actions against the AO. Actions available to the CCO (not all inclusive) and that may be imposed are:

1. Written notification of deficiency given to the AOs supervisor, and the A/OPC.
2. Requiring the AO to complete and pass refresher training using the on-line "Approving Official Training".
3. Requiring the AO to provide a written corrective action management control plan; including submissions of monthly review findings.
4. Suspension of AO authority.

5. Suspension of all purchase business line designation under his/her supervision.

8.7 Reinstatement of purchase cardholder authority.

- a) Refer to Section 3.0 of the Department of the Interior Integrated Charge Card Guide prior to re-instating purchase authority.

APPENDIX A
Acronyms

AAMD	Acquisition and Assistance Management Division, 84-27800
AO	Approving Official
A/OPC	Agency/Organization Program Coordinator
BOA	Bank of America
BPC	Bureau Procurement Chief
CICA	Competition in Contracting Act
CBA	Centrally Billed Account
CCO	Chief of the Contracting Office
COA	Contracting Officer Certificate of Appointment
DIAR	<u>Department of the Interior Acquisition Regulations</u>
EO	Executive Orders
FAR	<u>Federal Acquisition Regulation</u>
FAD	Finance and Accounting Division
FFS	Federal Financial System
FPDS-NG	Federal Procurement Data System – Next Generation
FSS	Federal Supply Schedules
GPO	Government Printing Office
GSA	General Services Administration
HCA	Head of the Contracting Activity
HR	Human Resources
IBA	Individually Billed Account
ICC	Integrated Charge Card
IRS	Internal Revenue Service
NBC	National Business Center
PLCC	Purchase Line Card Coordinator
PURLBOOK	Bureau of Reclamation Purchase Business Line Requirements Handbook (Supplement to RAR WBR 1413. - Simplified Acquisitions)
RAR	<u>Reclamation Acquisition Regulations</u>

APPENDIX B
Reclamation Acquisition Regulation (RAR) - Supplement
WBR 1413.3 – Simplified Acquisition
WBR 1413.301 (a) – Governmentwide Commercial Purchase Card

PURCHASE BUSINESS LINE
Index of Permissible Transactions

There are three business lines (travel, purchase and fleet) under the Bureau of Reclamation Charge Card Program; all with separate and distinct regulations. Below is an alphabetical listing of potential purchase transactions that may be allowable under the purchase business line. The purchase business line also includes the use of convenience checks. The Federal, Departmental, and Reclamation requirements listed below apply to the use of the *purchase business line including convenience checks*.

All purchase business line transactions are subject to the micro-purchase threshold maximums as defined in FAR 2.1 (\$3,000 for supplies, \$2,500 for services subject to the Service Contract Act, and \$2,000 for construction services subject to the Davis-Bacon Act) and must be approved by your supervisor.

Since *travel and fleet regulations* differ from the acquisition regulations, please contact the individual in your office designated for those business lines if you have questions.

If you do not find the item(s) you are looking for on this list or if have other purchase line questions, contact your Purchase Line Card Coordinator (PLCC) located in your Regional acquisition office (see link below) for additional information.

<http://www.usbr.gov/mso/aamd/purchCard.html>

Note: Hold down the Control Key on your keyboard to activate the hyper-links below:

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

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Advance Payments

Generally not permitted. Tuition and subscriptions may be paid in advance. Contact your Regional PLCC if you have any questions.

Advertising

Permitted with approval. Special approvals apply to the purchase of advertising. Refer to Reclamation Manual Directives and Standards ADM 03-02 for guidance on approvals, <http://www.usbr.gov/recman/>. Contact your Regional Public (external) Affairs office and your Regional PLCC if you have any questions.

Aircraft, Hire of

Permitted with approval. The hiring of aircraft must be coordinated through the NBC Aviation Management (AM) Directorate. AM contracting officials will advise as to

whether the purchase business line may be used as a payment method. Each regional office has an individual who has been delegated the responsibility to work with AM in both chartering and of rental aircraft. Contact this individual with specific questions.

Airport Parking - See [Parking](#).

Airline Tickets

Not permitted. Your purchase business line cannot be used for travel transactions. Employee airline ticket purchases are considered travel transactions. The purchase of travel and transportation tickets for contractors is prohibited (with or without use of the charge card).

Alcohol

Not permitted. The purchase of alcohol is prohibited.

Ammunition

Permitted. Ammunition may be purchased using the purchase business line. However, firearms cannot.

Architect-Engineer (A&E) Services

Not permitted. Contact your Regional acquisition office for guidance on the procurement of A&E services.

ATM Cash Advances

Not permitted. Your purchase business line cannot be used for any ATM advance.

ATM Fees

Not permitted. Your purchase business line cannot be used for any ATM advance. Therefore, ATM fees are not allowable.

Awards, Non-monetary

Permitted with approvals. Refer to Reclamation Manual Directives and Standards ADM 06-01 for guidance on approvals and documentation, <http://www.usbr.gov/recman/>. Specific questions must be directed to your local human resources office and to your Regional PLCC.

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Books - See [Periodicals](#)

Permitted. Paper and/or electronic books may be purchased with your purchase business line if they are needed for official government business. Books may need to be checked into the library system; therefore contact the individual in your office responsible for overseeing this function.

Bottled Water

Not Permitted – Bottled water is considered a personal expense unless there is no available drinking water in the building or the available water is not potable (as

determined from a chemical analysis of the water, arranged by GSA or your local water testing lab). See [GAO Decisions 303920](#) regarding improper payments for bottled water, dated March 21, 2006.

Business Cards

Permitted with approval and subject to office policy. In order to be in compliance with Reclamation's Visual Identity policy, employees cannot design their own personalized business cards. Business cards shall be ordered through the authorized individual for each Region.

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Calendars

Permitted. Calendars must be purchased through GSA. [JWOD](#), Ability One, (also known as NIB/NISH), a required source, has many calendars available through [GSA Advantage!](#).

Car Washes

Permitted with **FLEET BUSINESS LINE ONLY**. Never use your purchase business line to wash vehicles. For use of the fleet business line, contact your Regional Fleet Manager.

Cellular Phones - See [Telecommunications](#). Contact your local IT office concerning the purchase of cell phones and monthly service payments.

Certification, Professional – See [Professional Credentials](#).

Chemicals

Permitted. Chemicals for official government use may be purchased using your purchase business line. Obtain a Material Safety Data Sheet (MSDS) and file it where the chemical will be used.

Christmas Decorations - See [Decorations, Seasonal](#).

Clothing

Permitted with approval and limitations. Refer all questions related to clothing to your Regional PLCC as the regulations that allow for purchasing clothing are complex. Under limited circumstances, employees may be allowed to purchase uniforms or other clothing for themselves or others with their purchase business line. These purchases may be limited by quantity and/or dollar amount. Because of these limitations, it is imperative that you coordinate with the Regional PLCC to determine what clothing, if any, you are allowed to purchase; if it must be purchased from a specific supplier; and to ensure it complies with Reclamation's Visual Identity Program and/or appropriate safety requirement. Clothing for Job Corps student is an exception; therefore contact your Regional PLCC for specific guidance.

Computer Equipment, Software, and Services

Permitted with limitations. The Department's Chief Information Officer and the Director, Office of Acquisition and Property Management, issued a joint Memorandum on November 14, 2005, to all Heads of Bureaus and Offices, directing the **mandatory** use of the Departmental Blanket Purchase Agreements (BPAs) for the purchase of hardware, including **servers, desktops, laptops, monitors, and printers**. The use of the BPA for the purchase of items listed under "Commodities" is optional. Items such as tapes, DVDs, diskettes, flash drives, toner cartridges, mice, keyboards, smart card readers, surge protectors, monitor arms, carrying cases, etc., are listed as "commodities" in the BPA and are considered consumables. See information located at the following website and/or work directly with your local IRM staff or Regional PLCC for additional guidance. Waivers for hardware items not purchased against the **mandatory** BPAs, must be obtained prior to the purchase and attached to the cardholder's bank statement as part their purchase documentation. <http://intra.do.usbr.gov/help/ordering/ordering.html>.

Conference Fees - See [Training](#).

Conference Materials

Permitted with limitations. Items must be considered a necessary expense and essential to carrying out the purpose of the conference (i.e. pens, notepads, bags), and must meet the visual identity standards. "Trinkets" or "promotional items" are usually considered personal gifts and cannot be purchased unless there is specific statutory authority to do so. Contact your Regional PLCC with specific questions prior to purchasing such items.

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Decorations, Seasonal

Permitted with limitation. Seasonal decorations may be purchased using your purchase business line only when they will be placed in main entranceways, are not religious in nature, and can be used from year to year. See Departmental guidance.

Donations

Not permitted. The use of the purchase business line for donations is prohibited.

Duplicating Services - See [Photocopies](#).

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eBay Vehicle Sales

Permitted. The use of the purchase business line for an eBay vehicle sale is permitted. Offices shall use the guidelines for selling vehicles provided in the February 17, 2005, Motor Vehicle Sales Memorandum issued by the Denver Office.

Electronic and Information Technology (E&IT)

Permitted with limitation. Included are items such as, fax machines, printers, cameras, scanners, cell phones. Section 508 of the Rehabilitation Act of 1993, requires that when

Federal agencies develop, procure, or maintain, Electronic and Information Technology (E & IT), they must ensure that it allows Federal employees with disabilities to have access to and use of the information and data. Prior to purchasing E&IT cardholders must document the Section 508 compliance. This can be accomplished by referring to GSA Buy Accessible website (<http://www.buyaccessible.gov/>) or by researching the Section 508 standards at the manufacturer's website. This documentation must be attached to the cardholder's bank statement as part of their purchase documentation. Contact your Regional PLCC with specific questions.

Entertainment

Generally not permitted. Refer to Reclamation Manual Directives and Standards ADM 06-02 for guidance on approvals, <http://www.usbr.gov/recman/>. Specific questions shall be directed to your Regional PLCC. The term "entertainment" is used by the Comptroller General as an "umbrella" term that includes: food and drink, either as formal meals or as snacks or refreshments; receptions, banquets, and the like; music, live or recorded; live artistic performances; and recreational facilities. See [GAO-04-261SP, Appropriations Law—Vol. I, Chapter 4, Section C, Part 5](#). Entertainment for Job Corps students is an exception; therefore contact your Regional PLCC for specific guidance.

Express Mail Services – See [Shipping](#)

Permitted within local guidelines. Your office may already have an established contract with FedEx or another carrier, so check with your Regional PLCC or mailroom office prior to making the purchase.

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Facsimile (Fax) Machines

Permitted with limitation. See also Electronic and Information Technology. Fax machines and supplies for fax machines may be purchased using the purchase business line if they are needed to perform job duties. Items shall be purchased through required and preferred purchasing sources outlined in FAR Subpart 8. Facsimile machines should be environmentally friendly and energy efficient. Information on energy efficiency can be found at <http://www.energystar.gov/>. They must also adhere to the Section 508 Standards (see above under E&IT).

Facsimile (Fax) Services

Permitted. You may use your purchase business line to send and receive faxes.

Film Processing Mailers

Not permitted. You may not purchase processing mailers that include the cost of film processing. This would be considered paying for a service in advance, which is prohibited.

Financial Assistance (Grants and Cooperative Agreements)

Not permitted. Grants and Cooperative Agreement payments are not permitted with the purchase business line. Contact your Regional Financial Assistant Specialist and/or Grants and Agreements specialists for assistance.

Fines and Penalties

Not permitted. As a general rule, authority does not exist for the federal government to use appropriated funds to pay fines or penalties incurred as a result of its activities or those of its employees. If you have been asked to pay a fine or penalty, contact your supervisor.

Firearms

Not permitted. Firearms must be purchased through your procurement office.

First Aid Kits

Permitted. Refer to [Reclamation Safety and Health Standards](#), Section 5, for guidance related to first aid kits.

Flowers - See [Personal Items](#).

Food – [See Entertainment](#).

Generally not permitted. See information above under “Entertainment” and refer all questions to your Regional PLCC as the regulations that allow for purchasing food are complex. See Reclamation Manual Directives and Standards ADM 06-02 for guidance on approvals, <http://www.usbr.gov/recman/>. Food for Job Corps students is an exception; therefore contact your Regional PLCC for specific guidance.

Fuel

Generally not permitted. Fuel is generally considered to be a travel/fleet transaction. In certain limited circumstances bulk fuel purchases may be allowed using the purchase business line. No Reclamation charge card shall be used for fueling GSA vehicles. Offices shall use the guidelines for making fleet charges as provided in the January 13, 2005, Motor Vehicle Sales Memorandum issued by the Denver Office.

Furnishings, Office

Permitted. You may purchase office furnishings for employees when needed for official business and for the health and well being of employees in accordance with local office policy. Ability One, (also known as JWOD or NIB/NISH) is a required purchasing source and may have what you are looking for. JWOD products are available through [GSA Advantage!](#). The purchase of decorative items (including plants) is not allowed unless they will be placed in public areas (not individual cubicles/offices). Refer also to 41 CFR 101-25.302.

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Gasoline - See [Fuel](#).

Gifts - See [Personal Items](#).

Greeting Cards - See [Personal Items](#).

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Hotels - See [Lodging](#) and [Meeting Rooms](#).

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Insurance

Not permitted. The federal government is self-insured for loss or damage to government property and the liability of government employees insofar as the government is legally responsible or would ultimately bear the loss. Do not purchase insurance on your purchase business line.

Internet Purchases

Permitted. Any purchase that is otherwise permitted may be purchased via the internet. Make sure the vendor is reputable and that you are making your purchase through a secure server.

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Leases, Buildings

Generally not permitted. Rental or lease of buildings that exceed 12 months cannot be purchased using your purchase business line, even if paid on a monthly basis. Refer to 41 CFR 102-73 for more information about acquisition by lease.

Leases, Motor Vehicles

Generally not permitted. Lease of motor vehicles that exceed 60 continuous days must be justified and approved by the Fleet Management Investment Review Board prior to the lease being initiated. Motor vehicle lease means obtaining a motor vehicle by contract or other arrangement from a commercial source for 60 continuous days or more, refer to 41 CFR 102-34.25

Licensing, Professional – See [Professional Credentials](#).

Lodging – See [Meeting Rooms](#).

Generally not permitted. Your purchase business line cannot be used for employee travel transactions. Lodging purchases are considered travel transactions. However, your purchase business line may be used to procure meeting rooms for a conference and to pay for non-governmental personnel's (e.g., a speaker's) room. Lodging for Job

Corps student travel is an exception; therefore contact your Regional PLCC for specific guidance.

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Magazines - See [Periodicals](#).

Maintenance and Repairs, Equipment

Permitted. Maintenance and repairs for equipment may be purchased using your purchase business line. Certain items, such as photocopy and fax machines, may already be under a maintenance contract. If the equipment is not covered by an existing maintenance contract repairs may be acquired using your purchase business line. Check with your local acquisition office prior to purchasing equipment maintenance agreements.

Maintenance and Repairs, Vehicles

Generally not permitted for micro-purchases. Maintenance and repairs for motor vehicle and motorized equipment are to be purchased using the [fleet business line](#) for Reclamation-owned vehicles. Follow Reclamation guidance regarding the frequency and type of routine maintenance. For maintenance and repairs of GSA provided vehicles, you must use the GSA Voyager fleet card. Check with your local fleet manager for specific details. Never use your purchase business line for repairs to your personal vehicle.

Meeting Rooms

Permitted. Meeting rooms may be purchased using your purchase business line when needed for official government business as follows. Any hotel contract (regardless of dollar amount) for conferences that includes refreshments and/or sleeping rooms, or requires the acceptance of contractual terms and conditions, must be reviewed and signed by a contracting officer with a Certificate of Appointment (COA). They then may be paid by Government charge card if within the cardholder's single purchase limit. The suggested cancellation clause to be used in hotel contracts is as follows (individuals with Contracting Officer's COA may tailor as necessary):

HOTEL CANCELLATION CLAUSE

For any cancellation made after the agreed upon date for making reservations, the hotel may submit a request for equitable adjustment (REA) to the agency requesting compensation for its alleged losses. When reviewing the REA the government will consider relevant circumstances such as the time of cancellation, normal occupancy rate, attempts to rebook the rooms, other special events taking place in the city, and other circumstances affecting the hotel's claimed losses. Disputes will be resolved pursuant to the Contracts Disputes Act (CDA) 41 USC Sections 601-613.

Membership Fees

Permitted with exceptions. Membership fees may be paid with government funds if the membership has a direct benefit to Reclamation and not merely to benefit an individual or individuals. Memberships must be in the name of Reclamation, not the individual. Although, membership for individual employees under the Government Employees Training Act are allowable if the membership is a necessary cost related to training. Refer questions regarding the purchase of memberships to your Regional PLCC.

Motor Oil

Not permitted for micro-purchases. Motor oil can be purchased for Department of Interior vehicles using the [fleet business line](#). You cannot use the purchase business line to purchase oil for GSA vehicles, Reclamation fleet vehicles, rental cars, or for your personal vehicle.

Moving Violations – See [Parking Tickets](#).

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Newspapers - See [Periodicals](#).

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Office Furnishings - See [Furnishings, Office](#).

Office Supplies

Permitted. Office supplies needed to perform job duties for yourself or other workers in your office may be purchased using your purchase business line. Examples of office supplies include; pens, copier paper, notepads, paper clips, and small office machines such as calculators. Prior to using your purchase charge card, warehouse and/or stock room supplies must be checked. Items shall be purchased through required and preferred purchasing sources outlined in FAR 8.002, and [PURLBOOK Section 5.5](#), such as [JWOD](#), Ability One, (also known as NIB/NISH through [GSA Advantage!](#)) prior to purchasing items from commercial sources. Contact your Regional PLCC with specific questions.

Oil - See [Motor Oil](#) or [Fuel](#).

Overnight Mail - See [Express Mail Services](#).

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Parking

Not permitted. Parking cannot be purchased using your purchase business line. This includes parking for local travel as well as parking for official government travel while in travel status. You must have travel business line authority to purchase parking while in travel status.

Parking Tickets/Moving Violations

Not permitted. You are personally responsible for paying any parking tickets or moving violations incurred while using any DOI, GSA, or personal vehicle.

Periodicals – See [Books](#).

Permitted. Periodicals, magazines, newspapers, and other publications may be purchased with your purchase business line when the primary purpose is to obtain direct benefit to the government (not an individual) and is necessary to accomplish the functions or activities for which the appropriation was made. The subscription must be in the name of the office or Reclamation, must not exceed 12 months in length, and therefore must be procured on an annual basis. Periodicals may need to be checked into the library system; therefore contact the individual in your office responsible for overseeing this function.

Personal Items

Not permitted. Never use any appropriated funds to purchase personal items. Personal items include but are not limited to: office supplies for your personal use; food when not in official travel status; any items for your home; gifts; greeting cards; plants, flowers, or seasonal decorations for individual offices or cubicles.

Personal Protective Equipment

Permitted. The Reclamation Safety and Health Standards (RSHS), Section 8.1, Requirements for Personal Protective Equipment (PPE), require that the use of PPE have a documented assessment in writing or be documented in a job hazard analysis. Therefore, to satisfy the RSHS requirement, purchase line documentation must include a written approval from the employee's immediate supervisor indicating the supervisor's approval of the PPE purchase. Supervisor or cardholder questions regarding the appropriate PPE standards, or to ensure that proper equipment has been selected, are to be directed to the local safety officer for determination. PPE approval must be received from the supervisor PRIOR to a cardholder making a purchase. This written documentation may take the form of a handwritten approval, an email approval, a requisition, or a completed job hazard analysis. The supervisor's signature on the bank card statement does not constitute prior written approval. All approvals must be attached to the cardholder's bank statement as part of their purchase documentation. Bulk PPE purchases (i.e. gloves, hard hats, protective eyewear, etc.) for the purposes of warehousing do not require additional supervisor approval.

Photocopies

Generally not permitted. Printing cannot be obtained from commercial sources without written approval of the Government Printing Office (GPO) with the following exceptions: 1) when resources, including GPO, are not readily available (e.g., within the immediate area where the work is required to be accomplished) or accessible (e.g., requirements emerge after hours or on weekends) to obtain the work within the required time frame; 2) when on travel; or 3) when attending a conference you may procure limited copies as defined.

- Copying is defined as work that is administrative in nature, produced on office copying equipment, and produced as necessary in limited quantities.
- Volumes typically range from 1 to 500 single-page production units to 2,500 production units in the aggregate of multiple pages. This volume standard is referred to as the “500/2500” rule.
- Requirements meeting this definition that cannot be fulfilled through available resources may be referred to a commercial source without seeking GPO approval. This type of copying must be documented on the form entitled, “Copy Work Obtained From A Commercial Source”, available from your copy center.

Photocopy Machines

Permitted. Photocopy machines may be purchased in accordance with Bureau/regional policy using the purchase business line if they are within a cardholders purchase authority. Items shall be purchased through required and preferred purchasing sources outlined in FAR Part 8. Photocopy machines shall be environmentally friendly and energy efficient. Information on energy efficiency can be found at: <http://www.energystar.gov/>. They must also adhere to the Section 508 Standards (see above under Electronic and Information Technology (E&IT)).

Plants for Individual Cubicles – See [Furnishings, Office](#).

Printing Services - See [Photocopies](#).

Professional Credentials

Permitted. In accordance with local procedures and Reclamation Manual Policy HRM P07, Payment for Professional Credentials.

Promotional Items

Not permitted. The Comptroller General has consistently held that “absent specific authority”, funds appropriated for government departments and agencies may not be used for promotional items. Cardholders must demonstrate specific authority PRIOR to the purchase of promotional items. Contact your Regional PLCC with questions.

Property, Non-expendable

Permitted. Non-expendable property is property which has a continuing use; is not consumed in use; is of a durable nature with an expected service life of two or more years; and has an acquisition cost of \$300 or more, or is identified as sensitive, refer to 410 DM 114-60.100(z). All non-expendable property must be marked with Reclamation ownership identification as prescribed in 410 DM 114-60.600 and Reclamation Manual 114S-60.600. Contact your local property office for marking requirements.

Property, Expendable

Permitted. Expendable property is non-sensitive property with a normal life expectancy of less than two years and an acquisition cost of less than \$300. This property is usually consumed in the normal course of its use, or becomes an integral part of another item. Contact your local property office for marking requirements.

Property, Sensitive

Permitted within office policy. Sensitive property is system controlled, regardless of value, by detailed accountability records. Sensitive property must, at a minimum, include firearms and museum property. Each Reclamation office may have developed additional categories of property that they have determined as sensitive and for which detailed property accountability records are maintained. Check with your local property officer for guidance and marking requirements of sensitive property.

Property, System Controlled

Not permitted for micro-purchasers. All non-expendable property with an original acquisition cost of \$5,000 or more. This property will be assigned a property control number and will be recorded and controlled in Reclamation's Moveable Property System.

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Recurring Payments

Permitted with limitations. Charges that are recurring (i.e. weekly, monthly, semi-annually, etc.), that exceed the micro-purchase threshold, or exceed 365 days, must be reviewed for establishment of a contracting vehicle. The charge card may then be used as a method of payment. Convenience checks cannot be used for payment against a contract vehicle. Contact your Regional PLCC with specific questions.

Refreshments - See [Food](#) and [Entertainment](#).

Rental, Buildings - See [Leases](#).

Rental, Vehicles - See [Transportation](#).

Repairs, Equipment - See [Maintenance and Repairs, Equipment](#).

Repairs, Vehicles - See [Maintenance and Repairs, Vehicles](#).

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Seasonal Decorations - See [Decorations, Seasonal](#).

Sensitive Property – See [Property, Sensitive](#).

Shipping - See [Express Mail Services](#)

Permitted with limitations. This applies to shipping fees charged by a vendor on purchase transactions. Shipping costs under \$100 may be paid using your purchase business line when needed for official government business. If shipping costs exceed \$100, a freight bill must be provided from the vendor to substantiate the charge. Do not forget to factor

the shipping charges into the total cost of the order as they are part of the transaction total and apply to the micro-purchase threshold and single purchase limit.

Signs

Permitted. You may purchase signs when needed for official government business. Your office may require that signs be purchased from a specific vendor. Check with your Regional acquisition office for specific guidance prior to purchasing signs and to ensure they comply with Reclamation's Visual Identity Program.

Software - See [Computer Equipment, Software, and Services](#).

Sponsorships

Not permitted. Sponsorships are not considered acquisitions, however, they may be considered Financial Assistance. Keep in mind that Financial Assistance payments are not permitted under the purchase business line. Contact your Regional Financial Assistance Specialists, or Grants and Agreements Specialists or Regional Acquisition Office with specific questions.

Subscriptions - See [Periodicals](#).

Subway Fares - See [Transportation](#).

T [\[top\]](#)

Taxis - See [Transportation](#).

Telecommunications

Generally not permitted. Major telecommunications systems (PBX, voice mail, others) cannot be purchased using your purchase business line. Contact your local IT office for guidance on telecommunications. Telecommunications service orders, such as calling cards, audio and video conferencing, toll-free and advanced toll-free services, networking services, private line services, and Internet access services, may only be ordered by Designated Agency Representatives using the purchase business line.

Telephone Calling Cards - See [Telecommunications](#).

Telephones - See [Telecommunications](#).

Temporary Help Services (Private Sector Temporary Help Services)

Not Permitted for payment of temporary services under the micro-purchase threshold. Contact your Regional Human Resource and Regional Acquisition Office for specific questions related to hiring temporary help.

Tobacco Products - See [Personal Items](#).

Training

Permitted. Contact your office training coordinator prior to purchasing training. An

SF-182 must be completed and approved for all instances of training and a copy attached to the statement as documentation.

Transportation

Not permitted. Your purchase business line cannot be used for local travel or travel transactions while in official travel status. You must be authorized for the travel business line.

U [[top](#)]

User Guides - See [Books](#).

Utilities

Permitted. See [recurring payments](#). Generally utilities are set-up on a long-term basis. Only individuals with a Certificate of Appointment may commit the government for periods longer than 365 days. Contact your Regional PLCC with specific questions.

V [[top](#)]

Vehicle Maintenance - See [Maintenance and Repairs, Vehicles](#).

Video Conferencing – See [Telecommunications](#).

W [[top](#)]

Warranties

Permitted. Any warranty that requires the acceptance of contractual terms and conditions must be reviewed and signed by a Contracting Officer and then may be paid by charge card if within the cardholder's single purchase limit. Any warranty that exceeds 365 days must be procured by a Contracting Officer.

X [[top](#)]

Y [[top](#)]

Z [[top](#)]

APPENDIX C
Reclamation Acquisition Regulation (RAR) - Supplement
WBR 1413.3 – Simplified Acquisition
WBR 1413.301 (a) – Governmentwide Commercial Purchase Card

PURCHASE BUSINESS LINE
(Including Convenience Checks)

DO'S AND DON'TS

Do's

- Do contact your PLCC if you have any questions about a purchase requirement prior to making the purchase and feel free to ask for help or training.
- Do use PURLBOOK Appendix B, Index of Permissible Purchase Line Transactions, as a reference tool when using the card.
- Do inform the vendor of tax exemption status and request tax exemption.
- Do ensure you rotate your orders and fairly distribute your purchases among qualified vendors.
- Do write a brief description of each transaction on the statement (i.e. "mouse for computer" or "containers for water samples").
- Do attach documentation for each transaction (regardless of dollar amount) to your statement and make sure the amount on the receipt matches the amount on the statement, or include a brief explanation of why they do not match. Ensure that vendor invoices and receipts contain sufficient information to verify the purchase; i.e., company name, complete address, telephone number, invoice/reference number.
- Do step out of your ordering comfort zone. If a price appears unreasonable, check prices from a few vendors for the best overall deal.
- Do check supply rooms and other required sources before ordering from a commercial vendor (See [PURLBOOK Section 5.5](#)). Personal preference doesn't justify not using what is available or required.
- Do check with IT to ensure compatibility with our system or for any other computer supply issues. Some vendors charge a restocking fee if items have to be returned.
- Do contact your property office to ensure that all property purchases are appropriately marked or entered into the property system.

Don'ts

- Do not split purchases or purchase requirement to circumvent the micro-purchase threshold -- if you have a known requirement and the total is over your purchase authority contact your PLCC or Acquisitions Office. Splitting purchases or purchase requirements includes:
 - paying shipping separate from the purchase,
 - separating orders by delivery location,
 - separating orders by cost authority or office to be charged,
 - having someone else pay for part of an order,
 - allowing the vendor to bill different line items separately,
 - waiting a few days before placing parts of an order,

- buying items from different vendors to circumvent the micro-purchase threshold or to circumvent the need for competition
- Do not buy food or entertainment unless it's in accordance with ADM 06-02.
- Do not buy non-monetary awards unless in accordance with ADM 06-01.
- Do not buy promotional items without specific statutory authority.
- Do not buy personal protective equipment without documented supervisory approval.
- Do not assume a vendor will give you a credit for returned merchandise. Ensure the credit or adjustment is on your next statement.
- Do not assume you will remember the specifics of a transaction a year from now or that an auditor will know what happened with a transaction-- include a brief explanation especially for a unique purchase situation--document the statement.
- Do not be wasteful with Government funds. Remember, you're a steward of taxpayer dollars.
- Do not buy any IT hardware outside of the Department's mandatory BPAs without first obtaining the appropriate waiver.
- Do not purchase any services that exceed \$2,500 (\$2,000 construction) without first contacting your PLCC.

Convenience Checks:

Do's

- Do store checks in a secure location.
- Do keep the carbon copy of the convenience check with the transaction and statement.
- Do make sure you are aware when an IRS Form 1099 needs to be completed and obtain appropriate tax id or social security number prior to issuing the check.
- Do forward IRS 1099 Forms to Denver Finance at the time the check is written.
- Do keep a copy of the IRS 1099 Form with your supporting statement documentation.
- Do write vendor's name legibly and use acronyms as little as possible.
- Do document why a convenience check was used and considered to be the last payment option.

Don'ts

- Do not write convenience checks to vendors that accept the charge card.
- Do not write a convenience checks in excess of the micro-purchase threshold (see Section 4.1)
- Do not write convenience checks to yourself, for cash, to pay for an employee's salary, for an employee reimbursement or cash award, or any other prohibited source.
- Do not use convenience checks for travel related expenses or cash advance.
- Do not use convenience checks to make payments against contracts, purchase orders, or Blanket Purchase Agreements.
- Do not write convenience checks for online auction sites such as eBay.
- Do not sign a blank convenience check for use by another individual.

APPENDIX D
Reclamation Acquisition Regulation (RAR) - Supplement
WBR 1413.3 – Simplified Acquisition
WBR 1413.301 (a) – Governmentwide Commercial Purchase Card

Frequently Asked Questions

- C.1 Question:* May I make a donation to a college for mission related work?
- Answer:* No, donations are not considered “acquisitions” and therefore are not allowable under the Federal Acquisition Regulations.
- C.2 Question:* May I help sponsor a water fair with a water district? The water fair will provide information to the public to help conserve water.
- Answer:* No, sponsorships, like donations, are not considered “acquisitions” and therefore are not allowable under the Federal Acquisition Regulations. A Financial Assistance Specialist or Grants and Agreement Specialist may be able to assist you to determine if authority exists for sponsorships in the financial assistance (grants and/or agreements) area.
- C.3 Question:* I need a consultant to perform an initial study. Based upon that study we will then determine whether or not we need a follow on task. If needed, each task is approximately \$2,400. Would this be considered splitting an order?
- Answer:* No. Each is a separate transaction, since it is not known going in, whether or not the second task will be required and there is no intention of circumventing the micro-purchase threshold. The key to a split purchase is whether you **know** about the other need or not and/or your intention is to split the requirement to circumvent the acquisition process. It is not a split purchase if at the initial time of purchase you don't **know** about the other requirement.
- C.4 Question:* We need to fix a drainage problem. I need a contractor to perform an initial assessment and to also implement the fix. Each requirement is approximately \$2,400. Would this be considered splitting an order?
- Answer:* Yes. You know going in that the requirement is to fix the drainage problem, which includes a need for both the assessment and the repair.
- C.5 Question:* I have a requirement to purchase pipe that cost \$2,800. While I'm at the store I notice some equipment that I need for another project. The cost of the equipment is \$500. Can I buy it since it is for two different projects and have the vendor do two separate charges?

- Answer:* No. Even though it is for two separate projects the total spent with the vendor exceeds the micro-purchase threshold. How the cost is allocated does not mean you can exceed this limit.
- C.6 Question:* I need a contractor to reconfigure an entire building floor layout that will accommodate three different divisions within our office. The entire reconfiguration will be done at the same time for a total of \$7,000. Each division is paying for their portion of the cost that will not exceed \$2,400 per division. May I use the purchase business line to place three orders?
- Answer:* No. The requirement is to reconfigure the entire floor. How the cost will be allocated and the project managed does not affect the overall requirement.
- C.7 Question:* It's the end of the fiscal year and we need to purchase several pieces of the same type of equipment. The total will be \$9,500. Can we spread these purchases over several days or use various cardholders?
- Answer:* No. This is splitting a purchase requirement and the misuse is compounded by trying to hide it. Plan early for purchases as the lead time in an acquisition office at the end of the fiscal year can be longer than normal.
- C.8 Question:* May I rent a construction trailer for over 365 days if the total amount is \$3,000 or less?
- Answer:* No. Cardholders without Certificates of Appointment's have no authority to commit the government on a long-term basis and this must be purchased by a Contracting Officer.
- C.9 Question:* May I purchase a year warranty for the fax machine that I purchased?
- Answer:* Generally No. Because of the special terms and conditions, warranties must be reviewed by a Contracting Officer. After Contracting Officer review you may be allowed to make the procurement if it is within your authority.
- C.10 Question:* May I use my card to purchase a briefcase or other similar items with the Bureau logo on it for a visiting dignitary?
- Answer:* No. We are not allowed to buy personal items for non-government individuals. Check with your HR department for specific guidance.
- C.11 Question:* May we purchase promotional items, such as specially made key chains, mugs, t-shirts, or tote-bags for conference/ seminar attendees? All of the attendees will be government employees.

Answer: Generally no. The General Accounting Office has overwhelmingly found “promotional items” to be in the nature of personal gifts. Appropriated funds may not be used for personal gifts, unless there is specific statutory authority. Contact your Purchase Line Card Coordinator (PLCC) or Acquisition Office for specific guidance.

C.12 Question: The complexity and nuances of whether or not something is permissible under the purchase business line is complicated. Is there a guide we can use?

Answer: Yes, you can use the “Index of Transactions” and the “Reclamation Acquisition Regulations Supplement: Purchase Business Line Requirements Handbook (PURLBOOK),” for reference and guidance. When in doubt, play it safe – call your local Purchase Line Card Coordinator (PLCC) or Acquisition Office for assistance.

APPENDIX E
Reclamation Acquisition Regulation (RAR) - Supplement
WBR 1413.3 – Simplified Acquisition
WBR 1413.301 (a) – Governmentwide Commercial Purchase Card

Purchase Business Line
Approving Official Statement Review Checklist

(For any transaction which you need clarification on the regulations, approvals and/or waivers, limits, etc., please contact your Regional Purchase Line Card Coordinator for assistance.)

- Is the purchase transaction necessary and appropriate to execute the program mission?
- Does the price paid appear to be reasonable?
- Is the transaction amount within the single purchase limit of the cardholder?
- Is the purchase transaction made in accordance with the applicable Federal Acquisition Regulation (FAR), Department of the Interior Acquisition Regulation (DIAR), and Reclamation Acquisition Regulations (RAR)?
- When applicable, were purchases obtained from required sources such as the warehouse or Ability One (formerly Javitis-Wagner-O'Day Program (JWOD)). (See [PURLBOOK Section 5.5](#))
- Were transactions split into smaller purchases to circumvent the cardholder's single-purchase limit?
- Does an original invoice, receipt, packing list or shipping documents, support the purchase transaction for any dollar amount?
- In instances where the transaction was made for other than the cardholder, was the receipt clearly documented with that individual's signature as the receiver, and is there documentation approving the purchase prior to initiating the transaction (purchase request, email, etc)?
- Are the transaction receipts itemized? Does the itemized invoice/receipt match the amount on the statement of account?
- Has the invoice or receipt been altered in any way?
- Is the item purchased a sensitive item? If so, you should ensure that it was entered into the property system.
- Is the item purchased a prohibited item, or does it require special approvals or waivers prior to purchase (i.e. IT equipment, clothing, awards, food, personal protective

equipment)? You should ensure that cardholders are not making prohibited charge card purchases, and that they have obtained any necessary approvals or waivers for items that require them prior to purchase.

- If the item was improperly charged to the cardholder, were dispute procedures followed in a timely manner (within the 60 day limitation)?
- If a transaction appears to be fraudulent have the Bank, the A/OPC, and the PLCC been notified?
- If a transaction was incorrectly billed, were procedures followed to move an individually billed item to centrally billed (or visa-versa)?
- Have cost allocations been annotated on the statement and has appropriate action been initiated to ensure timely cost transfers (prior to the next billing cycle)?
- Do statement transactions contain concise descriptions of the item(s) purchased?
- Is the statement signed and dated by the cardholder?
- Have you signed and dated the statement as the approving official?

Convenience Check Review Checklist

For convenience check transactions: you must consider the previous checklist items and the following checklist items:

- Was the convenience check the last payment option? (A convenience check must not be used if the vendor accepts the charge card or is willing to accept an electronic payment. The account is charged a 1.9 percent fee for each convenience check written.)
- Was the convenience check made payable to a prohibited source? For example, checks cannot be payable to self, any Federal employee, or cash.
- Was the convenience check written for a travel-related expense? The use of convenience checks for the travel business line is prohibited.
- Are all checks within the micro-purchase limits as defined in Section 4.1 of the PURLBOOK?
- Is the carbon copy of the check attached to the invoice?
- Has an IRS 1099 form been completed and submitted to Finance for processing for applicable service acquisitions? (For additional guidance on IRS 1099 preparation contact your Regional Purchase Line Card Coordinator)

APPENDIX F
Reclamation Acquisition Regulation (RAR) - Supplement
WBR 1413.3 – Simplified Acquisition
WBR 1413.301 (a) – Governmentwide Commercial Purchase Card

SEND COMPLETED ORIGINAL FORM TO THE ATTENTION OF:
DENVER FINANCE AND ACCOUNTING DIVISION (FAD)
OR FAX TO FAD AT: 303-445-6500*

FORM 1099-MISC: DEPARTMENT OF TREASURY - INTERNAL REVENUE SERVICE

PAYER'S FEDERAL ID #: 84-0406948	RECIPIENT'S ID (SSN or Taxpayer ID):	OMB NO. 1545-0115 MISCELLANEOUS	
RECIPIENT'S NAME		*INCOME 20__ *(insert year)	COPY 'B'
STREET ADDRESS:			
CITY, STATE, AND ZIP CODE:			
ACCOUNT NUMBER (OPTIONAL):			

BUSINESS CATEGORY (CHECK ONE):

INDIVIDUAL _____ SOLE PROPRIETOR _____ PARTNERSHIP _____ CORPORATION _____

CHECK INFORMATION:

CHECK NUMBER _____ CHECK DATE _____ DOLLAR AMOUNT \$ _____

BUDGET OBJECT CODE: _____

CHECK WRITER'S NAME: _____

CHECK WRITER'S PHONE NUMBER: _____

*Note: IRS 1099 Form must be completed and sent to FAD at the time the convenience check is written. When faxing this form to FAD please keep the original with your file for audit purposes.

222C--Truck Transportation-Rental
232A--Space Rental Payments to Others
232B--Rental of Exhibit Space
233F--Phone Equip. Leases, Rent, Repair, Maint.
233H--Postage-Box & Meter Rental
233J--Express Mail
233L--Equipment Rental
233N--Software Rental-IT
233Q--Equipment Rental-Heavy
242A--Print & Reproduction Commercial
242B--Binding-Commercial
243C--Copy Centers
243D--Graphics Centers
251A--Contracts – Consultants
251B--Info Tech Support Services
252A--Contr-Architectural & Engineer
252C--Contracts – Development of Data Sets

252D--Contracts-Drilling
252E--Real Property Appraisals, Tiles & Fees
252G--Direct State Services Vouchers
252I--Contracts Indian Self-Determination Serv.
252J--Contracts-Consultant (non Advisory)
252L--Contracts-Airplanes & Helicopt
252M--Contracts-Mapping
252P--Photolab Operations
252Q--Contracts--Photography Aerial
252R--Contracts-Professional Services
252S--Tuition
252T--Training/Conference Reg. Fees
252U--Contracts--Studies
252V--Contracts-Training Services
252W--Advertising-Public Printer
252X--Advertising-Commercial
252Y--Student Expenses-Extracurricular

252Z--Other
254A--Operations, Maint. & Repairs-Buildings
254B--Operations, Maint. & Repairs-Other
256M--Medical & Health Care Services
257A--Expenses- Storage
257B--Expenses-Shop
257C--Repairs & Maint – IT Equip. & Software
257D--Repairs & Maint. – Vehicle
257E --Repairs & Maint - Other
257F--Service Facility-Research Center
257G--Service Facility-Heavy Equipment
257H--Service Facility-Other
257I--Repairs & Maintenance Equipment
257L--Maint-Voice Communications Equipment
257M--Maint. Data Communications Equipment

Revised 3/08/06

APPENDIX G
Reclamation Acquisition Regulation (RAR) - Supplement
WBR 1413.3 – Simplified Acquisition
WBR 1413.301 (a) – Governmentwide Commercial Purchase Card

IRS FORM 1099 INSTRUCTIONS

INTERNAL REVENUE SERVICE FORM 1099 MISC: Information for reporting income to the Internal Revenue Service (IRS) must be obtained when a convenience check is used to purchase services with certain Budget Object Codes (BOC) regardless of the amount.

- To facilitate the collection of this information, use IRS Form 1099 MISC provided.
- Complete the IRS Form 1099 by filling in all the information as soon as the check is written regardless of the amount and forward the originals to Finance and Accounting Division (FAD), currently 84-27730. FAD will enter the information into the 1099 program in the Federal Financial System (FFS).

COMPLETING FORM 1099 MISC

Please note the proper way to fill out the form. It **MUST** be completed for each convenience check written using any of the specified BOC's listed on the form except for:

- Nonprofit organizations
- State or city colleges or universities
- Government entities; local, State or Federal

RECIPIENT'S ID:

The "Recipients ID" is a tax identification number (TIN) which **must be provided by the vendor PRIOR to the cardholder issuing a check**. This could be either a Social Security Number (SSN) or an Employer Identification Number (EIN). Individuals should provide a Social Security Number. A sole proprietor may provide either, but does not have to provide both. All others should provide an EIN.

RECIPIENT'S' NAME, STREET ADDRESS, CITY, STATE, AND ZIP CODE:

1. For corporations, enter the business name and address.
2. For individuals and sole proprietors, use their business or trade name if they have one. Also include their legal name and complete the address where a Form 1099 should be mailed. If two or more individuals own a business, but it is not an IRS-recognized partnership, the names of both are placed in the "Recipient's Name" box. Only the address of the individual to whom the reported SSN belongs is to be placed in the "Address" box. Income can be reported only under one TIN.

3. For partnerships that do not use a business name, place the names of the partners in the "Recipient's Name" box, with the partner to whom the IRS assigned the EIN listed first. Enter the address where the Form 1099 should be mailed.

ACCOUNT NUMBER:

Enter the FFS vendor code number or DUNS Number, if you know what it is. If not, then leave blank.

BUSINESS CATEGORY:

Check the appropriate category. Vendor must provide this information.

CHECK INFORMATION:

Enter the check number, date, and dollar amount for each check written.

BUDGET OBJECT CODE:

Enter the appropriate budget object code for the specific check number written.

CHECK WRITER'S NAME AND PHONE NUMBER:

Enter your name and phone number. This is important if FAD needs to ask a question when entering data in the FFS.

**APPENDIX H
Reclamation Acquisition Regulation (RAR) - Supplement
WBR 1413.3 – Simplified Acquisition
WBR 1413.301 (a) – Governmentwide Commercial Purchase Card**

Purchase Business Line Cardholder Review Form 7-2579

<http://intra.usbr.gov/forms/7forms.html>

7-2579 (3-07)
Bureau of Reclamation

PURCHASE BUSINESS LINE CARDHOLDER REVIEW FORM

Cardholder Name:	Mail Code:
Approving Official Name:	Mail Code:
Reviewer Name:	Mail Code:
Date of Review:	Date Review sent to: Approving Official: _____ Cardholder: _____
Dates Covered By Review (Review Period):	Does the cardholder have Convenience Check Authority? Y <input type="checkbox"/> N <input type="checkbox"/> If so, is there a demonstrated need for continued authority? Y <input type="checkbox"/> N <input type="checkbox"/>
Number of Transactions for Review Period:	Current Option Set: _____ Is Option Set Appropriate? Y <input type="checkbox"/> N <input type="checkbox"/>
Number of Transactions Reviewed:	On the basis of the review findings and/or cardholder usage, should purchase authority be continued? Y <input type="checkbox"/> N <input type="checkbox"/>
Does the cardholder have a Certificate of Appointment (COA)? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, what is the COA level? _____	Micropurchase Authority: \$2,000 Construction subject to Davis/Bacon Act \$2,500 Service subject to Service Contract Act \$3,000 Supplies (after 9/28/06)
OBSERVATIONS	
RECOMMENDATIONS/CORRECTIVE ACTIONS	

Reviewer's Signature

Title

Date

PURCHASE BUSINESS LINE CARDHOLDER REVIEW FORM

No.	FOR ALL TRANSACTIONS (PURCHASE LINE AND CONVENIENCE CHECKS):	Y	N	N/A
1.	A. Are the transactions necessary to execute the program mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Do the prices paid appear to be reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Is there evidence of split purchases to circumvent the single purchase limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are <u>original</u> invoices, receipts, packing list(s), or shipping documents attached to support all of the purchase transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Receipts:			
	i. Are the receipts itemized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Does the itemized invoice/receipt match the amount on the statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Have the supporting invoices been altered in any way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. Are purchases made from required sources (See FAR Subpart 8)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G. Are there any property items of a sensitive nature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. If so has information been provided to property for recording?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Are there advance payments to merchants prior to receipt of goods/services except as authorized by law (i.e. subscriptions, registration fees, training)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Are there purchases of prohibited items (i.e. A&E Services, firearms, non-GPO printing/copying)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. For transactions that have been identified as disputes OR identified as fraud, have appropriate reporting procedures been followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	A. Are the cardholder statements available for review in the office with the appropriate documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Do the statements have adequate descriptions of each item purchased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	A. Are both the signature and date of the cardholder and the signature and date of the approving official on the statement of account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Have the statements been signed timely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are purchases within the cardholder's delegated purchasing authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is there fair distribution of purchase transactions among qualified vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	A. Are there purchases of non-monetary awards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are the non-monetary awards documented per Reclamation Manual D&S ADM 06-01?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	A. Has sales tax been charged on any purchase transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is there evidence that an attempt was made to have the tax removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	A. Are there purchases of meals, entertainment, and/or other food or light refreshments for employees at office or bureau function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are these purchases documented per Reclamation Manual D&S ADM 06-02?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Was the purchase line used to purchase personal items (ie. gifts, clothing, bottled water, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is there any evidence of duplicate charges, and/or purchase line payments against previously obligated purchase orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Does the cardholder ensure that funds are available to pay for the items being purchased prior to making the purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is there a waiver to support IT hardware purchases (servers, desktops, laptops, monitors, printers) not made against the Department of Interior's mandatory BPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is there evidence that the cardholder is allowing others to use their charge card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Did the cardholder sign any hotel contracts containing terms and conditions without acquisition review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are there any payments for Financial Assistance Agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	A. Are there charges for recurring expenses that annually exceed the micro-purchase threshold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are there payments for leases that exceed 365 days in length?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are there transactions for supplies and services for Government-owned and leased vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Do purchases for E&IT equipment have Section 508 back-up documentation included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are there purchases of memberships in an individual's (as opposed to Reclamation's) name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are there sponsorships and/or donations paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Is cardholder's purchase line documentation being retained for 3 years (or 10 years for EPA funds)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	FOR CONVENIENCE CHECKS (if cardholder does not have convenience checks do not complete)			
	A. Are convenience checks kept in a secure location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are convenience checks being written to vendors that accept the charge card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Are convenience checks being written to prohibited sources? (i.e. self, employee salary or reimbursement, cash awards, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are convenience checks used for travel related expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Are carbon copies of convenience checks retained with cardholder's documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. Are tax id numbers or social security numbers obtained for checks written for services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G. Are completed IRS 1099 forms submitted to Denver Finance with a copy attached to the statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H. Have all convenience checks been accounted for sequentially?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I. Is there evidence of blank checks being written? (i.e. for use by other than the cardholder)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 1 - PURCHASE LOG
SAMPLE

Vendor Name	Item Description	Dollar Amount	Date Ordered	Date Received	Cost Authority