

NUREG/BR-0229



The Nuclear Regulatory
Commission's
Procedures for the Use
of the
U.S. Government
BANKCARD



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CONTENTS

I. INTRODUCTION	1
II. RESPONSIBILITIES	1
Office Directors and Regional Administrators	1
Director, Office of Administration	1
Director, Division of Accounting and Finance, Office of the Controller	1
Director, Division of Contracts, ADM	1
Agency Program Coordinator	1
III. TERMINOLOGY	2
Account Statements	2
Allowance Holder	2
Approving Official	2
BankCard	2
Cardholder	2
Contractor Bank	2
Delegation of Authority Memorandum	2
Funds Certifying Official	2
Spending Limits	3
IV. PROCEDURES	3
Obtaining a BankCard	3
Limitations on Purchases Using the BankCard	3
Split Requirements	4
Repetitive Buys	4
Tax Exemption	4
Commitment of Funds Before BankCard Is Used	5
Purchases Overseas	5
Over-the-Counter Purchases	5
Telephone Orders	6
Award to an Individual	6
Maintaining NRC BankCard Log	6
Payment Features	7
Cardholder's Statement of Account	7
Changing Account Information	8

Safeguarding BankCards	8
Use of BankCard Resulting in Fraud, Waste, or Abuse	9
Agency Contact for Guidance on BankCard Use and Administration	9
APPENDIX A: Federal Supply Schedules	11
APPENDIX B: Guidelines and Procedures for Acquisition of FIP Resources Using BankCards	15
FIGURES	
1 Delegation of Authority Memorandum	18
2 Designation of Approving Official Memorandum	19
3 NRC BankCard Log	20

I. INTRODUCTION

This brochure contains instructions for participants in the Nuclear Regulatory Commission's (NRC's) Government BankCard Program on the proper use of the VISA International Merchant Purchase Authorization Card (IMPAC or "BankCard") as an alternative method of making small purchases of \$2,500* or less.

Appendix A contains a list of items available from the General Services Administration (GSA) mandatory supply schedule source. Appendix B contains guidelines and procedures for the acquisition of Federal information processing resources using the BankCard.

II. RESPONSIBILITIES

Office Directors and Regional Administrators

Recommend individuals from their organizations as cardholders and approving officials.

Director, Office of Administration (ADM)

- Serves as the senior agency official for administering the BankCard program.
- Exercises oversight to ensure that card assignments are appropriate and that cards are prudently used.

Director, Division of Accounting and Finance, Office of the Controller

Makes payment to Rocky Mountain BankCard System (RMBCS), the contractor bank, within 30 calendar-days of receipt of the official invoice in accordance with the provisions of the Prompt Payment Act, Public Law 97-177.

Director, Division of Contracts, ADM

- Provides overall program direction and management of the BankCard program.
- Delegates authority (see Figure 1) to individuals named by office directors and regional administrators as cardholders.
- Designates as approving officials (see Figure 2) those individuals named as such by office directors and regional administrators.

Agency Program Coordinator

- Coordinates all the day-to-day BankCard activities, including training and resolution of issues.
- Serves as the principal liaison with the contractor bank.

*Procurement personnel in the Division of Contracts and the regional offices, with warrants, are authorized to make purchases up to the single-purchase limit of \$25,000.

III. TERMINOLOGY

Account Statement: (issued by RMBCS at the end of NRC's billing cycle)

Statements of Account are mailed to the cardholder and list all items processed during the billing cycle.

Account Summaries are mailed to the approving official and list purchases made during the billing cycle by each cardholder for whom the official is responsible.

Official Invoices are sent to the Division of Accounting and Finance and summarize purchases during the billing cycle for all approving officials and cardholders assigned to each office.

Allowance Holder

Allowance holders are office directors, regional administrators, or other management officials who are allocated funds for implementing their program and administrative responsibilities by the Director, Division of Budget and Analysis, Office of the Controller (OC). For other offices, the Budget Planning and Operations Branch, OC, will allocate funds as appropriate to implement their programs.

Approving Official

The approving official is the cardholder's immediate supervisor or an official at a higher level who is responsible for reviewing and approving, at the end of each billing cycle, purchases by the assigned cardholder. The official must be an NRC employee. A cardholder may not be his or her own approving official.

BankCard

All references to BankCard pertain to the commercial BankCard issued by the contractor bank.

Cardholder

The cardholder is an NRC employee to whom a BankCard is issued. The BankCard bears this person's name and may only be used by the named individual to make authorized U.S. Government purchases.

Contractor Bank

The contractor bank is the commercial banking institution (RMBCS) GSA has selected to administer the BankCard services for the Federal Government. Under the contract, RMBCS supplies participating Federal agencies with its VISA International Merchant Purchase Authorization Card (IMPAC).

Delegation of Authority Memorandum

The Director, Division of Contracts, issues the delegation of authority memorandum (Figure 1) to a designated individual to appoint that individual as an authorized cardholder and to establish a single-purchase limit of up to \$2,500 (\$25,000 for procurement personnel).

Funds Certifying Official

The funds certifying official is delegated authority to certify the availability of funds allocated to an NRC allowance holder. Certifying the availability of funds is the act of committing funds.

Spending Limits

Single-Purchase Limit: This limit is the maximum amount a cardholder may spend in a single transaction. It is established by the allowance holder but may not exceed \$2,500. The single purchase may consist of a number of items handled as one transaction, but the cost, including freight and other cost, may not exceed the authorized single-purchase limit. The single-purchase limit for each cardholder is specified in the delegation of authority memorandum.

Thirty-Day Cardholder Limit: This limit is the 30-day dollar limit imposed on each cardholder's cumulative purchases in a given billing cycle. The limit for each cardholder is determined by each allowance holder on the basis of budget considerations. It is established when the cardholder account is set up and is commensurate with its estimated usage.

Thirty-Day Approving Official Limit: This limit is equal to the combined authorized 30-day dollar limits for all cardholders assigned to the approving official. It will vary depending on the number of cardholders assigned.

IV. PROCEDURES

Obtaining a BankCard

To obtain BankCards for selected employees, NRC office directors and regional administrators submit a request to the Director, Office of Administration (ADM), identifying (1) prospective cardholders and approving officials, (2) each cardholder's single-purchase limit and 30-day cardholder limit, and (3) the 30-day approving official limit. Cardholders and approving officials must complete the agency's training course "The Nuclear Regulatory Commission's Procedures for the Use of the U.S. Government BankCard." The agency program coordinator (APC) will schedule this training for prospective cardholders and approving officials after receiving the above request.

Upon completion of the required training, the Director, Division of Contracts (DC), ADM, will issue a delegation of authority memorandum (Figure 1) to the prospective cardholder stating the cardholder's single-purchase and 30-day cardholder limits. The Director, DC, will also issue a memorandum (Figure 2) with the appropriate guidance to the cardholder's approving official as designated by the office director. The APC will ensure that the delegation memorandum and BankCard are provided directly to the prospective cardholder.

Limitations on Purchases Using the BankCard

The BankCard was designed to show the great seal of the United States and the words "United States of America" to avoid being mistaken for a personal credit card. It is strictly for U.S. Government purchases. The BankCard should not be used for the purchase of personal items or as identification for personal transactions even if reimbursement is intended.

The U.S. Government BankCard Program was developed to be as nonrestrictive as possible. Cardholders may use the BankCard for any purchase up to \$2,500 that is authorized through normal, simplified acquisition procedures. The limit for construction items is \$2,000. Internal coordination requirements apply for some purchases (see list in training

material under subtitle, "Special Approvals"). The following items or services may not be purchased using a BankCard unless otherwise indicated:

- janitorial, yard, or maintenance services, or repair services covered by an existing maintenance agreement (maintenance services are not to be confused with repair services for which the BankCard may be used)
- cash advances
- rental or lease of land, buildings, and motor vehicles, except for short-term rental of commercial meeting rooms
- telecommunications (telephone) services, i.e., major systems such as FTS2000 or DSN
- personal-expense items such as transportation costs, meals and drinks, lodging expenses, and telephone calls, except in emergencies
- items \$300.00 and over that are available from a GSA mandatory supply schedule source (see Appendix A)
- recruitment advertising, space for recruiting events, and training, except by Office of Personnel cardholders only
- tickets for unscheduled airline, bus, boat, or train travel, except when no scheduled transportation is available, if funds specifically committed for travel are used
- items that the agency store or supply room normally stocks, unless such items are not in stock or are not accessible to the cardholder because of travel status or remote work site
- Federal information processing items, except in accordance with the supplementary guidelines issued by the Office of Information Resources Management (see Appendix B)

Split Requirements

If an office needs to purchase multiple items (e.g., 100 copies of WordPerfect) at a given time and the total dollar amount will exceed the micropurchase threshold of \$2,500, the specific need should not be broken down into several orders to stay within the micropurchase threshold. In such circumstances, the offices should submit the request to DC for purchase.

Repetitive Buys

If an office needs to make repetitive buys or purchases of the same item (e.g., memory upgrades) and the item is available from more than one vendor, the cardholder rotate the purchases among three or more vendors that can provide the item.

Tax Exemption

The BankCard is embossed with the words "U.S. GOVERNMENT TAX EXEMPT." It is imperative that the cardholder remind the merchant before the purchase is made that the purchase is tax exempt. Cardholders will receive a tax exemption certificate for use when making purchases with the BankCard.

Commitment of Funds Before BankCard Is Used

Before each purchase, the cardholder should ensure that adequate funds have been committed and that these funds are available. Making a purchase using the BankCard results in the obligation of NRC's funds. Other purchase restrictions are stated in a preceding section entitled "Limitations on Purchases Using the BankCard."

A funds certifying official (FCO) may make a "blanket" commitment of funds for a category of purchases falling under a unique combination of the following accounting classifications: budget fiscal year (BFY), budget and reporting (B&R) number, job code, and budget object classification (BOC). The FCO makes such a commitment by certifying the availability of funds on NRC Form 30, "Request for Administrative Services," or an equivalent document. The cardholder is responsible for maintaining a log of purchase transactions made against the blanket commitment. The cardholder may not make purchases in excess of amounts certified as available less the amount for any previous BankCard purchase using the blanket commitment. If a purchase is to be made that falls within the guidelines for permissible BankCard purchases but requires accounting classifications different from those used for any blanket commitments, the cardholder must obtain a separate certification of funds under the appropriate accounting classifications. For example, if funds have been committed only for the purchase of office supplies under BOC 2610, "Office and Stationery Supplies," the cardholder must obtain a new certification of funds from the FCO before purchasing furniture, which is chargeable to BOC 3121, "Furniture and Fixtures—Non-Capitalized."

Purchases Overseas

The BankCard may be used for official U.S. Government purchases overseas. However, the cardholder should first verify with the vendor if additional fees will be charged. If additional fees are charged, the card should not be used.

Over-the-Counter Purchases

The cardholder should—

- Determine if the purchase is permissible and the price is fair and reasonable (i.e., it is consistent with current catalog or price lists, advertisements, or any other reasonable basis). Ask for Government discount prices that may be available. Inform the vendor that the purchase is tax exempt.
- Provide the ship-to address to the vendor (for delivery to the warehouse, see the second item in section entitled "Telephone Orders," which follows).
- Verify that the dollar amount on the sales receipt is correct and that no sales tax has been included before signing and dating the receipt.
- Retain a copy of the charge slips, and/or record the purchase on NRC Form 572, "NRC BankCard Log" (see section entitled "Maintaining NRC BankCard Log," which follows).

Telephone Orders

The cardholder should—

- Determine if the purchase is permissible and the price is fair and reasonable. Ask for Government discount prices that may be available. Ensure that shipping cost, if applicable, is a firm, fixed price and not an estimated amount and is included in the total price. Inform the vendor that the purchase is tax exempt.
- If delivery to the warehouse is required, instruct the vendor to mark the shipping label or packing slip as follows:

**NRC BANKCARD (CARDHOLDER'S LAST NAME/
ROOM AND BUILDING NUMBER)**

**5000 Boiling Brook Parkway
Rockville, MD 20852**

(Regions will provide their own delivery addresses.)

Inform the vendor that the warehouse receiving hours are Monday through Friday, 7:15 a.m. to 3:45 p.m. Notify the warehouse by E-mail in advance of the delivery, and supply the following information: name of vendor, list of item(s), quantity, contact name and phone number, and anticipated delivery date.

- Provide his or her name, telephone number, and BankCard number to the vendor.
- Instruct the vendor to send the customer copy of the sales draft to the cardholders NRC office address.
- Confirm that the vendor agrees to reflect appropriate BankCard account information on the shipping or receiving report when shipment is made so that receipt of the supplies may be reconciled with the monthly statement of account.
- Record the purchase on the NRC BankCard log.

Award to an Individual

The cardholder should identify on the BankCard log awards to an individual exceeding \$600 for reporting to the Internal Revenue Service (e.g., by using a highlighter or an asterisk).

Maintaining NRC BankCard Log

The cardholder should prepare the NRC BankCard log (Figure 3) or similar record of purchase for reconciliation with the statement of account at the end of the billing cycle. The cardholder should—

- Record all purchases for the billing period from start to finish.
- Complete all the columns of the log for each individual BankCard transaction. Note: "Office Supplies" is an incomplete description; some detail of items purchased is required.
- Sign and date the log and submit the original to the approving official for his or her review and approval at the end of the billing cycle.
- Retain a copy of the log for reconciliation with his or her statement of account.

Payment Features

The billing cycle assigned to the NRC by the contractor bank extends from the 14th of the month through the 13th of the following month. Within five workdays of the end of the billing cycle, the contractor bank will send account statements to (1) the cardholder, (2) the approving official, and (3) the Director, Division of Accounting and Finance (DAF), Office of the Controller.

DAF will pay the bill after verifying the charges against each cardholder's statement of account, which the approving official will forward to DAF at the end of the monthly billing cycle. When the obligation is processed, the corresponding BankCard commitment will be reduced by the same amount in NRC's accounting system.

The cardholder should make no direct payment to the contractor bank. The bank will consolidate all NRC bills into a single invoice and send it for payment to NRC's DAF. The cardholder must certify on his or her statement of account that the items ordered have been received and the charges are correct for payment, or show the charge as a disputed item.

The contractor bank will mail the statement of account to the cardholder at the NRC address. The bank has no record of the cardholder's home address, personal credit history, or Social Security number.

Cardholder's Statement of Account

Upon receipt of the statement of account, the CARDHOLDER should—

- Review the statement for accuracy. Reconcile it with the NRC BankCard log for the appropriate billing cycle. No entries are needed for the administrative fee block.
- Fill in the appropriate commitment document number-BFY-job code-BOC in the accounting code block. If the codes are the same for every purchase on the statement, fill in the first entry and write "same" in the subsequent accounting code blocks.
- Attach the customer copy of the charge slip (unless a telephone order was made) to the statement of account.
- Sign and forward the original statement of account and NRC BankCard log receipt and any other necessary documentation (i.e., form "Cardholder Statement of Questioned Item" or credit vouchers) to the approving official within five workdays of receipt from the contractor bank.
- Also do the following:
 - *Item(s) Not on Statement:* Retain the customer copy of the BankCard charge slip and the vendor invoice until the item appears on the statement of account.
 - *Lost Charge Slip:* If the customer copy of the BankCard charge slip cannot be found to send with the statement, insert the word "Lost" in the space marked "Date of Purchase."

- *Absence of Cardholder:* Forward to the approving official the NRC BankCard log and all copies of the sales drafts if he or she (cardholder) will not be available to sign the statement of account because of leave or travel. Once the statement of account is approved, the approving official will send a copy of the statement plus the attachments to DAF.

Upon receipt of the statement of account from the cardholder, the APPROVING OFFICIAL should—

- Review and certify the cardholder's statement against the account summary received directly from the contractor bank to ensure that the cardholder's statement is proper for payment and includes certification that all purchases were made in accordance with the procedures in this brochure.
- Sign and date the statement. If serving as alternate approving official, state this, and show the name of the approving official of record.
- Forward each cardholder's statement, customer copy of receipts, and form "Cardholder Statement of Questioned Item" or credit voucher to DAF within 10 workdays after receipt of the statement from the contractor bank.
- Send all cardholders' documentation on time. If one or two cardholders are late in forwarding their statements of account for approving official verification, the approving official should not wait for the delayed statements.
- Retain the account summary and the cardholder's NRC BankCard log for 3 years after the billing has been approved.

Changing Account Information

- *Change in Spending Limit:* When an increase or decrease in the spending limit is required, a memorandum signed by the allowance holder should be sent to the Director, ADM, specifying the amount of the increase or decrease. If a cardholder has a need to raise the 30-day limit on a temporary basis, the approving official should contact the APC by telephone or by E-mail to request the increase. The APC will notify RMBCS and will confirm approval of the increase by E-mail to the approving official and cardholder. The approving official should ensure that adequate funds are available for the temporary increase.
- *Departure or Transfer of Cardholder or Approving Official:* If a cardholder or approving official leaves the agency or is transferred to a position with different responsibilities, that individual must send his or her change in writing to the Director, DC, with the cardholder's BankCard cut in half. The Director, DC, will cancel the cardholder's delegation of authority or approving official's designation, note that the card has been destroyed, and forward the account maintenance form to the contractor bank.

Safeguarding BankCards

When not being used, BankCards should be safeguarded as is personal cash or a personal credit card. It is the responsibility of the cardholder to ensure that the BankCard is not accessible to others for unauthorized use. When not being carried for use, the BankCard may be inconspicuously stored in a locked

pedestal or standing file cabinet if a GSA-approved security container or cabinet with a locking bar and combination lock is not readily available. If a filing cabinet is used, appropriate precautions regarding the availability of keys should be taken and the security of the BankCard routinely checked.

Since the statement of account includes the BankCard number, the cardholder should take necessary precautions to safeguard information on the statement. Similarly, approving officials should forward approved statements for payment to the billing office in an "Addressee Only" envelope.

If any BankCard is lost or stolen, the cardholder should immediately notify the contractor bank, approving official, and the APC. This notification will exempt the cardholder from any personal liability as a result of unauthorized use of the BankCard. The contractor bank can be reached 24 hours a day, 7 days a week, at —

Inside the continental United States: 1-800-227-6736

Outside the continental United States: 303-620-7328

The cardholder should give the following information to the approving official and the APC:

- complete name
- card number
- in case of loss, date and location of loss
- in case of theft, date theft was reported to police
- date and time contractor bank was notified
- any purchase(s) made on the day card was lost or stolen

The contractor bank will mail a new card within two workdays after loss or theft is reported.

The cardholder should also report any lost or stolen BankCard to the Division of Security, ADM.

Use of BankCard Resulting in Fraud, Waste, or Abuse

If an individual knowingly uses the BankCard for unauthorized purposes, such action may be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of the card and disciplinary action against the cardholder. The cardholder may be personally liable to the Government for the amount of the unauthorized purchases and may be subject to a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both, under 18 U.S.C. 287.

Agency Contact for Guidance on BankCard Use and Administration

Questions regarding use and administration of the BankCard should be directed to the designated APC.

APPENDIX A
FEDERAL SUPPLY SCHEDULES

FEDERAL SUPPLY SCHEDULES

FSS is converting Federal Supply Schedules to nonmandatory sources of supply. This includes all multiple and single award schedules, including the International Federal Supply Schedule. In the spirit of reinvention, FSS is striving to eliminate the mandatory use of most Federal Supply Schedules on the dates indicated in the following list:

Schedule Title	Schedule Number
Boats and Marine Barriers	19 I
Printing & Bookbinding, Duplicating Equipment	32/34
Lawn and Garden Equipment and Cattleguards	37 II A
Material Handling Equipment	39 II A
Forklifts	39 II B
Firefighting and Rescue Equipment	42 I B
Fire Fighting, Waste Disposal Vehicles and Towing/Wrecking Vehicles	42 IV
Repair Shop Equipment	49 I B
Maintenance and Repair Shop Cleaning Equipment	49 II
Scaffolding	54 II A
Communication Equipment	58 III B
ADP/Telecommunication Media Supplies	58 V A
Batteries	61 III
Power Distribution Equipment	61 V B
Energy Efficient Products	62 II
Instruments & Laboratory Equipment	66 II E
Analyzers	66 II J
Blood Analyzers	66 II N
Lab and Pharmacy Furniture	66 II P
Environmental Analysis Equipment	66 II Q
Photo Equipment	67 II & III
Microphotographic Equipment	67 IV B
Water Treatment Chemicals	68 V B&C
Disinfectants	68 VI A
Deodorants	68 VI B
Household and Quarters, Upholstered Performance Tested Furniture	71 I E

Schedule Title (<i>continued</i>)	Schedule Number
Household and Quarters Furniture, Wall Unit & Loft Groups, and Kitchen Cabinets	71 I H
Systems Furniture	71 II E
Miscellaneous Furniture (Security Filing Cabinets, Safes, Vault Doors, Map and Plan Files, Accessories, COMSEC Containers, and Special Access Control Containers	71 III E
Multipurpose Seating	71 III H
Acoustical Partitions	71 IIIM
ADP Furniture	71 III N
Display & Communication Boards	71 III T
Clothing Lockers and Drafting Stools	71 III Y
Partitions	71 III Z
Carpet	72 I A
Resilient Flooring	72 I B
Recycling & Speciality Waste Containers	72 VII B
Food Service Equipment	73 III
Office Machines	74 I A
Recording Paper & Supplies	75 I D
Envelopes	75 V
Publications	76 I
Cards	76 II A
Musical Instruments	77 II
Audio and Video Equipment	77 III
Indoor/Outdoor Athletic & Recreational Equipment	78 I A
Park & Outdoor Recreation Equipment	78 I C
Cleaning Equipment and Supplies	79 I B
Ware Washing Compounds and Laundry Detergents	79 II A
Sorbents	79 V
Latex Paints	80 VI A
Packing & Packaging Supplies	81 I B
Special Purpose Clothing	84 II B
Law Enforcement and Security Equipment	84 VI A

Schedule Title (<i>continued</i>)	Schedule Number
Professional Debt Collection Service	732 I B
Film and Videotape Processing	781 I & II
Prepayment Audit of Government Transportation Bills	872
Shredders	Product Currently Under 36 II
Microphotographic Supplies	67 IV A
Microfiche Readers and Reader Printers	67 IV C

APPENDIX B
GUIDELINES AND PROCEDURES FOR ACQUISITION OF
FIP RESOURCES USING BANKCARDS

The following restrictions apply to the use of Bankcards by Headquarters Offices (other than IRM)¹ for the acquisition of Federal Information Processing (FIP) resources:

- 1) FIP support services that duplicate services provided by IRM may not be acquired. Support services provided by IRM that may not be duplicated through Office Bankcard purchases include applications system software development and maintenance, hardware installation and maintenance, and network and telecommunications services.
- 2) Network-related equipment and software may not be acquired. This means network hardware including network interface cards, workstation operating system software (such as DOS and Windows) and any software that must be installed on a LAN server (including network versions of applications software, network operating system and communications software) may not be acquired.
- 3) FIP acquisitions will be limited to \$2,500 per purchase.
- 4) Any hardware acquired at a cost of more than \$100 must be purchased for installation within existing equipment.

Acquisition of minor peripherals such as mice and trackballs (which generally cost less than \$100) and components such as video boards, memory, hard disks, and CD-ROM drives to be installed in existing equipment would be permitted (even if they cost more than \$100).

The acquisition of computer systems and significant external peripherals such as monitors, printers, scanners, would not be permitted. IRM will acquire computer systems and significant external peripherals using contracts, purchase orders, and Bankcard purchases as appropriate.

IRM and Office roles and responsibilities when using Bankcards for the acquisition of FIP resources:

- 1) Offices will be responsible for assessing the need for equipment and software purchased through the Bankcard program and for controlling its location and use.

Upon initiation of the Bankcard program IRM will provide Headquarters Offices with a listing of their current software inventory. Offices will be responsible for maintaining information on what software they have as necessary for their operations and planning purposes. IRM will not require that Offices continue IRM's current practice of assigning a unique control number to each software package.
- 2) All FIP Office Bankcard purchases must be approved by the Office's SIRMO or Alternate SIRMO.

¹Regional Offices may exceed these restrictions; however, for acquisitions that exceed these restrictions the Office must submit a requisition to IRM for approval before making the bankcard purchase (as is done currently for Regional Office FIP purchase).

- 3) Software purchased by the Offices will be installed by someone in the Office or by IRM (Headquarters only).
- 4) Software not supported by the Customer Support Center can be acquired by an Office. Offices will be responsible for providing support for the software. Offices may obtain support for such software through Bankcard purchases subject to the restrictions listed above.
- 5) Installation of hardware that requires the opening of equipment cases must be performed by IRM approved installers; other equipment may be installed by someone in the Office (Headquarters only).

IRM technicians will perform such installations until IRM has established a program to ensure that Office staff who wish to perform such installations are adequately trained to do so.



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

MEMORANDUM TO: (Cardholder's Name)
(Cardholder's Office)
FROM: (Name, Director)
Division of Contracts
Office of Administration
SUBJECT: DELEGATION OF AUTHORITY FOR USE OF
THE U.S. GOVERNMENT BANKCARD

Pursuant to the authority granted me in Management Directive 9.21, dated May 26, 1993, (formerly Manual Chapter 0133), you are delegated authority to make purchases using a credit card issued through a contract administered by the General Services Administration with Rocky Mountain BankCard System, or its successor. You will be issued a BankCard with your name and account number embossed on it.

This delegation is effective upon receipt of your personal BankCard. Your use of this card will be subject to periodic review to ensure compliance with applicable laws and regulations referenced in "The Nuclear Regulatory Commission Procedures for the Use of the U.S. Government BankCard" provided to you during the required training course for cardholders.

An approving official will be responsible for the review and approval of all purchases made by you under this delegation. This review will be performed monthly and will cover purchases already made by you. Identified below are your dollar limits for single purchases and for total purchases over a 30-day period, as determined by your office or region.

Your single purchase may not exceed:	Your 30-day dollar limit is:	Your approving official is:

When you receive your BankCard, you must follow the instructions sent with it. Please acknowledge receipt by telephoning Rocky Mountain BankCard System at 1-800-227-6736, this activating your account.

This delegation will terminate upon your separation from the agency or upon reassignment to another office within the NRC. Before you leave your current position, you must submit form entitled "IMPAC Procurement Program Cardholder Account Maintenance" with your card, to the agency program coordinator (APC), _____, Mail Stop _____, in order to cancel your account.

We expect the BankCard to simplify the way you make small purchases and welcome any comments and suggestions that you think will enhance its use. If you have any questions concerning this delegation of authority, please contact _____ at _____ or me at _____.

cc: Approving Official
Alternate Approving Official
Allotment Financial Manager

Figure 1 Delegation of Authority Memorandum



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

MEMORANDUM TO: (Approving Official's Name and Title)
(Approving Official's Branch and Division)
(Approving Official's Office or Region)
FROM: (Name, Director)
Division of Contracts
Office of Administration
SUBJECT: DESIGNATION OF APPROVING OFFICIAL

You are hereby designated the approving official for the employees listed below who are being issued a U.S. Government BankCard. This designation is to be used in accordance with "The Nuclear Regulatory Commission Procedures for the Use of the U.S. Government BankCard" issued to you during the required training course for prospective approving officials.

As an approving official, you must review each cardholder's statement of account at the end of the billing cycle to verify that all expenditures were for official reasons and were approved by you. Please ensure that the cardholder has included the correct commitment document numbers, (i.e., budget fiscal year (BFY), budget and reporting (B&R) number, job code and budget object classification (BOC)), in the accounting code block on the statement of account. Sign, date and forward the statement with any necessary attachments to the Division of Accounting and Finance, Office of the Controller, within 10 workdays of its receipt by the cardholder from Rocky Mountain BankCard System. Retain original Form 572, "NRC BankCard Log," for your records.

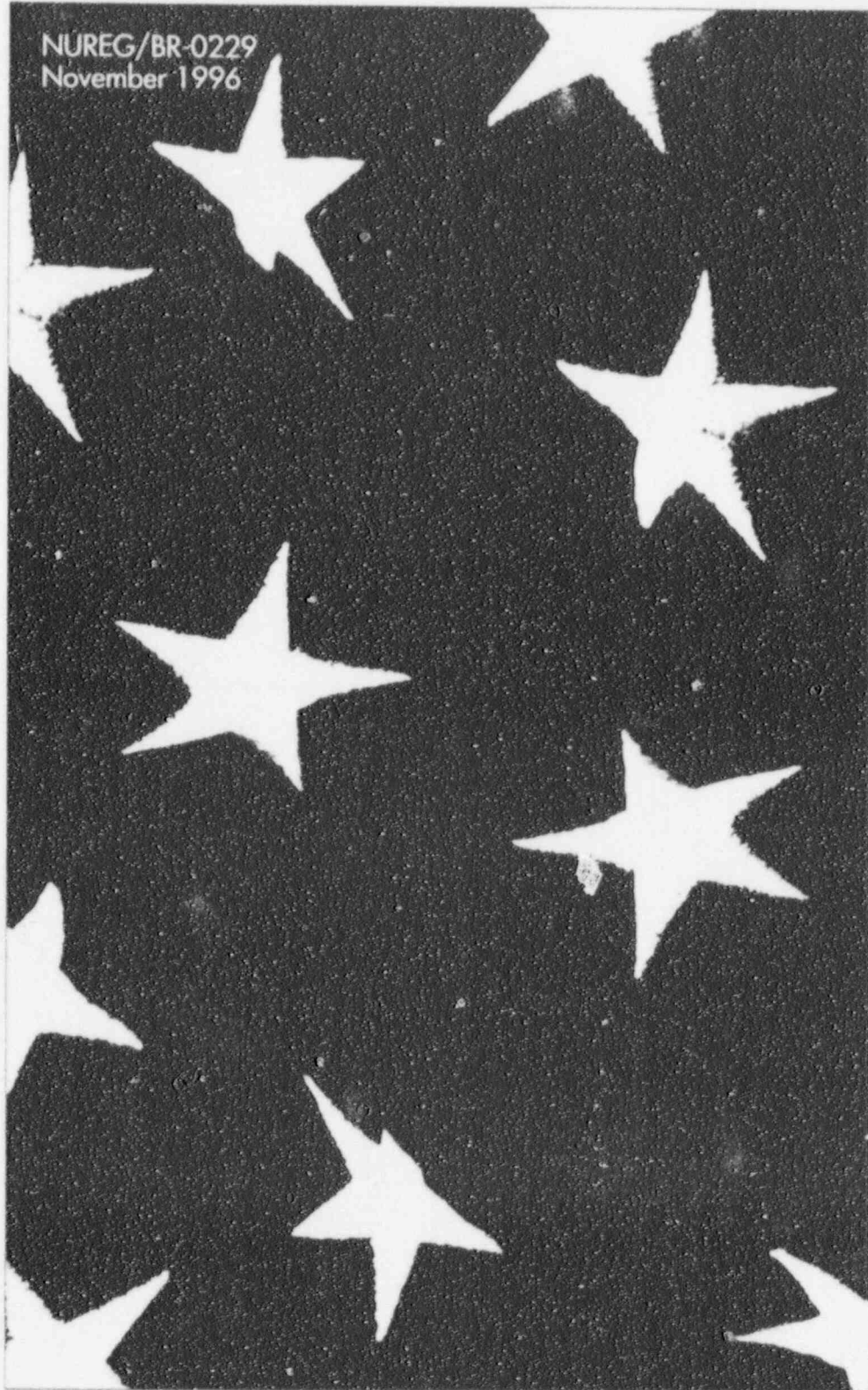
Your 30-day dollar limit, a list of current cardholders and each one's 30-day dollar limits, and the alternate approving official, if named, are listed below. If you have a question on this program that is not answered in "The Nuclear Regulatory Commission Procedures for the Use of the U.S. Government BankCard," contact _____, agency program coordinator, at _____ or me at _____.

Approving Official 30-day limit:	Cardholder/30-day limit:	Alternate approving Official:

cc: Allotment Financial Manager
Alternate Approving Official

Figure 2 Designation of Approving Official Memorandum

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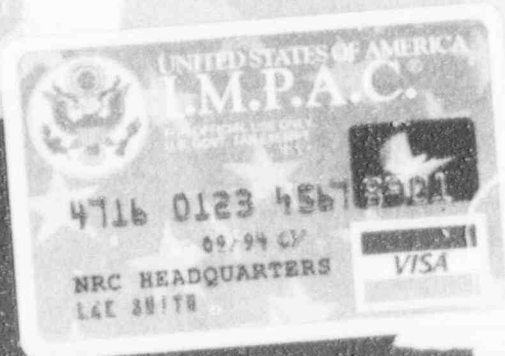
The Nuclear Regulatory
Commission's
Procedures for the Use
of the
U.S. Government
BANKCARD



TRAINING MATERIAL



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BANKCARD PROGRAM OFFICIALS

Agency Program Coordinator:	Vicki Gladhill, 415-6519
Billing Office Contact:	Carolyn Berry, 415-7342
Disputes Office Contact:	Vicki Gladhill, 415-6519

Agency Program Coordinator (APC): NRC employee who is primary contact with Rocky Mountain BankCard System (RMBCS).

Approving Official: NRC employee who is responsible for reviewing and approving purchases made by cardholders and reviewing each cardholder's monthly statement of account to verify that all transactions were made for necessary and official Government purchases. Generally, this person is the immediate supervisor of the cardholder.

Cardholder: NRC employee to whom a BankCard is issued. The card bears this person's name and may be used only by this person.

General Services Administration (GSA): Federal agency awarding the contract for Government-wide commercial credit card service to RMBCS.

International Merchant Purchase Authorization Card (IMPAC): Official name of the Government-wide commercial BankCard.

Rocky Mountain BankCard System (RMBCS): Contractor bank GSA has selected to administer the BankCard services for the Federal Government.

TRAINING OBJECTIVE

Foster—

- understanding of the overall credit card program
- knowledge of applicable simplified acquisition regulations
- understanding of the responsibilities of the cardholder
- knowledge of the responsibilities of other officials involved in the program

BACKGROUND

- NRC participates in the Government-wide commercial credit card (BankCard) program, as authorized under the GSA Federal Supply Schedule, through a contract with RMBCS.
- Card may be used by employees for official purchases falling within the simplified acquisition limits of the Federal Acquisition Regulation (FAR) (under \$25,000).
- Purchases may only be made after receipt of a delegation of authority memorandum.

PURPOSE OF BANKCARD

- simplify small-purchase process
 - imprest (or petty cash) fund transactions
 - micropurchases under \$2,500
- improve cash management practices
- streamline payment procedures
- reduce administrative costs

PROGRAM OVERVIEW

- Cards are used for over-the-counter and telephone-order transactions.
- Cards are issued to individuals.
 - Personal credit history is not checked.
 - No personal information is kept by RMBCS.
- Delegation of authority memorandum specifies individual spending limits.
- Single-purchase dollar limits are established (\$2,500 or less) by cardholder's office or region.
- 30-day cardholder limit is assigned to control the cardholder's cumulative purchases within a billing cycle.
- RMBCS issues monthly statements of account to cardholders.
- 30-day approving official limit is total of cumulative 30-day purchase limits for all cardholders assigned to one approving official.

RECOMMENDED PURCHASES OR USES OF BANKCARD

- purchases normally acquired through the imprest (or petty cash) fund
- supplies and materials
- emergency repair of most equipment

- information resource management or Federal information processing (FIP) items—may only be purchased with authorization by senior information resource manager official or by Office of Information Resources Management (IRM)
- recruitment advertising, space for recruiting events, and training—may only be purchased by Office of Personnel cardholders

PROHIBITED PURCHASES OR USES OF BANKCARD UNLESS OTHERWISE INDICATED

- janitorial, yard, or maintenance services, or repair services covered by an existing maintenance agreement (maintenance services are not to be confused with repair services for which the BankCard may be used)
- cash advances
- rental or lease of land or buildings, except for short-term rental of commercial meeting rooms
- rental or lease of motor vehicles, gasoline or oil for vehicles, or repair of vehicles
- telecommunications (telephone) services, i.e., major systems such as FTS2000 or DSN
- personal-expense items such as transportation costs, meals and drinks, lodging expenses, and telephone calls, except in emergencies
- items \$300.00 and over that are available from a GSA supply schedule source (see Appendix A of NUREG/BR-0229)
- recruitment advertising, space for recruiting events, and training, except by Office of Personnel cardholders only
- tickets for unscheduled airline, bus, boat, or train travel, except when no scheduled transportation is available, if funds specifically committed for travel are used
- items that the agency store or supply room normally stocks, unless such items are not in stock or are not accessible to the cardholder because of travel status or remote work site
- Federal information processing items, except in accordance with the supplementary guidelines issued by IRM (see Appendix B of brochure).

PURCHASING AUTHORITY

- Cardholder must have purchasing authority evidenced by a delegation of authority memorandum.
- Purchasing authority allows cardholder to use the BankCard.
- Purchasing authority is subject to the restrictions defined by the U.S. Government BankCard Program and any applicable NRC regulations.

INITIAL COMMITMENT OF FUNDS

- Cardholders must ensure that funds are available before making a purchase.
- Approving officials must follow proper funds control policy (see Management Directive 4.2, "Administrative Control of Funds").
- Approving officials must complete NRC Form 30, "Request for Administrative Services," to commit funds.
- Amounts committed on NRC Form 30 and frequency of commitments are up to the discretion of office or regional funds control personnel and/or approving officials.
- Cardholder must monitor the status of funds available for BankCard purchases.
- At NO time should purchases exceed the amount of funds available.

INTERNAL CONTROL PROCEDURES

- Purchases made using the BankCard obligate the Government.
- Internal control procedures are established by the office or region to ensure funds are available to cover purchases.
- If funds are not available, cardholder may not buy ANY goods or services.

SPECIAL APPROVALS

Items listed below require coordination with and approval by the appropriate organization:

- televisions or VCRs and cameras—coordination with the Publications Branch, Division of Freedom of Information and Publications Services (DFIPS), Office of Administration (ADM), before the purchase is made
- printing and copying equipment—coordination with the Printing, Graphics and Mail Services Branch, DFIPS, before the purchase is made
- building accessories and alternatives—coordination with the Facility Management Branch, Division of Facilities and Property Management (DFPM), ADM, before the purchase is made
- commercial meeting rooms for official use—coordination with the ADM Service Center before the arrangements are made
- property—coordination with the property custodian and Property Management Branch, DFPM
- accommodations for persons who are physically challenged (e.g., ergonomic chairs, special lighting)—coordination with the Office of Personnel
- subscriptions and publications—coordination with the NRC Technical Library, IRM

This coordination will help ensure that NRC complies with the following FAR requirements pertaining to preferred sources of supplies.

SOURCES OF SUPPLY

- FAR 8.001 states that the cardholder should check the following sources in the order shown before buying an item from the open market:
 - agency's inventories
 - excess from other agencies
 - Federal prison industries
 - committee for purchase from people who are blind or severely disabled
 - GSA, Veterans Affairs, Defense Logistics Agency, and military control points
 - mandatory Federal supply schedule
 - optional Federal supply schedules
 - commercial sources

CONDITIONS FOR USE OF BANKCARD

BankCards are subject to the following conditions:

- A single purchase may be for multiple items,
BUT
- The total must not exceed the cardholder's single-purchase limit.

RULES AND REGULATIONS GOVERNING USE OF BANKCARD

- GSA Federal Supply Schedule Contract
- FAR
- Nuclear Regulatory Commission Acquisition Regulation
- NRC procedures for use of the U.S. Government BankCard
- RMBCS procedures for cardholders and approving officials

SAFEGUARDS TO PREVENT ABUSE

- single-purchase limit
- 30-day cardholder limit
- 30-day approving official limit
- code signifying type of merchant

SINGLE-PURCHASE LIMIT

- This limit is the maximum allowable amount for a single purchase.
- It may include multiple line items and transportation (shipping and handling) costs.
- If cardholder exceeds the limit, the purchase will be denied.
- Limits are established to ensure that procurement laws, as authorized by the FAR, are followed.
- Limit is specified in cardholder's delegation of authority memorandum.

30-DAY CARDHOLDER LIMIT

- This limit is established for each cardholder account.
- It is established by office or region on the basis of budget considerations.
- It is enforced by RMBCS.
- It is used as an administrative spending limit.
- Authorization for purchase will be denied if transaction exceeds this limit.

30-DAY APPROVING OFFICIAL LIMIT

- This limit comprises the authorized 30-day limits for all cardholders assigned to one approving official.
- It is primarily used for budgetary control purposes.
- It will vary depending on number of cardholders and their assigned 30-day cardholder limits.
- One office may have several "office" limits depending on its number of approving officials.

MULTIPLE AWARD SCHEDULES

- Mandatory user is listed on multiple award schedules.
- More than one vendor may be awarded a GSA contract.
- A minimum of three vendor catalogs and price lists must be reviewed to find a product that meets the specifications for items over \$2,500.
- Lowest price product meeting specifications must be purchased.

- Matrix form is helpful for making comparisons.
- Optional user is listed on multiple award schedules for automatic data processing equipment.

OPEN MARKET COMPETITION

- For purchases between \$1,000 and \$2,500—
 - One source is permissible.
- For purchases between \$2,500 and \$25,000—
 - Three sources are required or sole source must be justified.
 - A set of specifications for the item meeting minimum requirement is necessary.
 - Brand name or equal item must be justified.

FAIR AND REASONABLE PRICING

- The cardholder should determine if price is fair and reasonable by—
 - using common sense
 - posing the question, "Would I be willing to pay the price quoted if it were my money?"
- If the cardholder thinks there could be a question later about the circumstances surrounding the purchase, he or she should document them.

OVER-THE-COUNTER PURCHASES

The cardholder should—

- Determine if price is fair and reasonable.
- Inform vendor of NRC's tax-exempt status.
- Provide vendor with his or her name and BankCard number and the ship-to address, if applicable.
- Verify correct price, ensuring that no tax was added on sales slip.
- Record purchase on NRC BankCard log.

TELEPHONE ORDERS

The cardholder should—

- Follow the same first three steps as those for over-the-counter purchases.
- Inquire if shipping costs are applicable.
- Confirm that vendor will reflect BankCard account information on shipping or receiving report.
- Provide vendor with complete shipping address, and include the following on the shipping document:
 - cardholder's name and telephone number
 - cardholder's building and room number and mail stop
- Instruct vendor to send him or her the customer copy of the sales draft and invoice.
- Remind vendor that the BankCard account should not be charged until item or items have been shipped.

DELIVERY AND ACCEPTANCE

- If item, repair, or other service is defective or unsatisfactory, the cardholder should do one of the following:
 - Return the item to the vendor for replacement.
 - Return the item to the vendor for repair.
 - Credit the item or service to the BankCard account.
- If vendor refuses any of the above, item or service will be considered to be in dispute.
- The cardholder should complete the form "Statement of Questioned Item" and attach it to the statement of account on which the charge appears.

STATEMENTS SENT BY RMBCS

- RMBCS' billing cycle extends from the 14th of each month to the 13th of the following month.
- The cardholder's statement of account will list all items purchased during the billing cycle.
- Approving official will receive account summary of transactions of all assigned cardholders for the billing cycle.
- Division of Accounting and Finance (DAF) will receive official invoice of transactions for all cardholders assigned to each approving official.

CARDHOLDER'S STATEMENT OF ACCOUNT

- The cardholder should reconcile the statement with copies of charge or credit slips and the NRC BankCard log.
- If partial delivery is made and the full amount appears on the statement, payment may only be authorized for that part of the shipment that was received.
 - The cardholder should fill out the form "Statement of Questioned Item."
- The cardholder should enter a detailed description on the statement of account of items purchased or credited.
 - Description must be complete to enable approving official and DAF to properly classify and account for the transaction.
- The cardholder should record the following information in the accounting code block of the statement:
 - commitment document number (NRC Form 30)
 - budget fiscal year (BFY)
 - job code
 - budget object classification (BOC)
- The cardholder should document statement errors with an explanation.
- The cardholder should forward reconciled statement with supporting documentation to approving official within five workdays.

LOST OR STOLEN BANKCARDS

- The cardholder must notify RMBCS within 24 hours of discovering loss or theft.
- This notification exempts the cardholder from any personal liability as a result of unauthorized use of the BankCard.
- The cardholder must notify the approving official.
- The approving official must notify the APC and the Facilities Security Branch, Division of Security, ADM.
- RMBCS will issue a new card with a new account number within two workdays.

TRANSFER OR RESIGNATION

- If the cardholder or approving official is leaving the agency or transferring to a position with different responsibilities, the card must be destroyed 30 days before the release date or as soon as the transfer or resignation is known, if within 30 days.
- The APC will complete form "IMPAC Cardholder Account Update" and forward it to RMBCS.

MERCHANT TYPE CODE

- Each merchant is identified as to its type of business by a standard industrial classification code.
- Codes on each BankCard will indicate those merchants who provide goods or services that are unauthorized for that cardholder.
- System will alert RMBCS when purchases should be prohibited.

DISPUTES OFFICE CONTACT

- The contact should immediately be notified of any billing discrepancies or disputes.
- The contact tracks and resolves disputes.

CARDHOLDER RESPONSIBILITIES

- Maintains control and custody of the BankCard.
- Purchases only authorized items.
- Ensures funds are available before making the purchase.
- Complies with the requirements of FAR Part 8, "Required Sources of Supplies and Services," and Far Part 13, "Small Purchase and Other Simplified Purchase Procedures."
- Ensures that procurements are not "split."
- Informs vendor that purchase is tax exempt.
- Maintains NRC BankCard log.
- Reviews, reconciles, signs, and dates statement of account.
- Submits completed statement to approving official within five workdays.
- Immediately reports lost or stolen BankCard to RMBCS and to the approving official, who will notify the APC.

APPROVING OFFICIAL RESPONSIBILITIES

- Ensures cardholder has received training and understands the requirements for use of the BankCard.
- Approves and initials NRC BankCard log.
- Reviews and approves cardholder's monthly statement of account, NRC BankCard log, and any supporting documentation.
- Reconciles account summary, sent directly from RMBCS, with cardholders' statements of account.
- Signs, dates, and forwards all cardholders' statements of account and supporting documentation to DAF within five workdays.
- Retains account summary and all cardholders' original logs for 3 years after the billing has been approved.
- Informs cardholders of alternate who will sign as approving official in case he or she is absent; alternate must have been trained.
- Prepares written report to the APC of a lost or stolen BankCard within five workdays after notification of loss or theft by cardholder.

DAF RESPONSIBILITIES

- Reviews original cardholder's statement of account and supporting documents for accurate reconciliation and appropriateness of purchase.
- Accounts for all BankCard transactions.
- Reconciles official invoice from RMBCS with cardholders' statements of account.
- Makes payments to RMBCS in accordance with the Prompt Payment Act.

APC RESPONSIBILITIES

- Provides overall direction and management of BankCard program.
- Acts as principal contact with RMBCS.
- Notifies RMBCS of changes in account information for cardholders and approving officials.
- Conducts information briefings about the BankCard program.
- Schedules training for new cardholders and approving officials.
- Reviews monthly RMBCS account statements.
- Participates in GSA administrative meetings.
- Conducts annual audits of cardholder accounts.