PURCHASE CARD

TRAINING

AT EPA

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

December 1, 1998

PURCHASE CARD TRAINING AT EPA

Introduction

I. Purchase Card Program at EPA

II. General Policies, Procedures, and Provisions

III. Other Acquisition Provisions

Updated thru December 1998

INTRODUCTION

This course is designed for all EPA personnel who will be designated as Purchase Card Holders and/or Approving Officials with ordering authority in accordance with EPA Contracts Management Manual, Chapter 8. The course covers the source of authority for Federal purchases, appointment of Purchase Card Holders and Approving Officials, the authorities and standards for all EPA employees, Standards of Conduct, various small purchase techniques and the administration of these purchases. These purchasing techniques are part of the Small Purchases and Other Simplified Purchase Procedures as prescribed by (1) Part 13 of the Federal Acquisition Regulation (FAR) and (2) Part 1513 of the Environmental Protection Agency Acquisition Regulation (EPAAR), which implements and supplements the FAR at EPA, and (3) various chapters of the Contracts Management Manual (CMM). The primary purpose of this course is to train EPA employees to qualify to exercise limited small purchase authority using the Purchase Card Program at EPA.

Part I

Purchase Card Program

At EPA

December 1, 1998

12/1/98

United States
Environmental Protection
Agency

Administration And
Resources Management
(3802R)

December 1, 1998

EPA

EPA Guidelines for Use of the U.S. Government Purchase Cards

draft

MAJOR HIGHLIGHTS OF THE PURCHASE CARD GUIDANCE

1. On November 30, 1998, the EPA began Purchase Card operations with a new contractor bank, namely NationsBank. This contract is for an initial period of two years with three one-year renewals possible.

2. NationsBank offers EPA a vastly improved transaction processing for faster payments to the contractor bank. There will also be a wide variety of reports available at all levels for EPA to use in tracking its own purchases.

3. Cardholders can verify purchases by utilizing the contractor bank provided ELECTRONIC ACCOUNTING GOVERNMENT LEDGER SYSTEM (EAGLS.) Therefore, it will no longer be necessary for Statements of Account to be mailed to cardholders.

4. **Basic instructions for the contractor provided Electronic Accounting Government Ledger System (EAGLS) are now included in this EPA document, see Exhibit I.**

5. **The EPA procedures for funding a reserve account equal to the cardholder's 30-day limit and the procedures for making payments have changed and are detailed in Section III. THIS PART OF THE PROCEDURES IS OF PARTICULAR IMPORTANCE TO FUNDS CONTROL OFFICERS.**

Prepared by:

The Office of Acquisition Management
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I. PURPOSE:

The primary purpose of the "EPA GUIDELINES FOR USE OF U.S. GOVERNMENT PURCHASE CARD" is to provide guidance for the Environmental Protection Agency (EPA) on the proper use of the U.S. Government Purchase Card. This guidance document outlines the management of the Purchase Card program, identifies the required sources of supply, limitations on the use of the card, billing and payment procedures, and sets forth the various responsibilities of the cardholder, Approving Official, and Funds Control Officer as of December 1, 1998.

II. GENERAL INFORMATION:

A. Background

The EPA implemented the U.S. Government Purchase Card program in 1987. The Purchase Card is the preferred method to purchase and pay for micro-purchases (under $2,500). The use of the Purchase Card expedites the acquisition of essential supplies and services, streamlines payment procedures, and reduces the administrative costs associated with traditional paper based payment methods.

At the request of EPA, the contractor bank issues the cards to authorized employees. The plastic Purchase Card is embossed with the employee's name and is restricted for use to the employee named on the purchase card. The EPA Purchase Card program operates in a manner similar to any standard commercial credit card system except that there are additional controls and limitations for Government purchases. Cardholders and Approving Officials are advised that U.S. Government Purchase Cards are for OFFICIAL USE ONLY AND ARE NOT AUTHORIZED FOR PERSONAL USE, IDENTIFICATION PURPOSES, OR OTHER NON-OFFICIAL BUSINESS PURPOSES. Cardholders will be held personally responsible for any unauthorized use of the Card (see section on Cancellation/Suspension of Purchase Card).

B. Application Process for Cardholders & Approving Official Accounts

1. Training Requirements

All cardholders and Approving Officials must successfully complete the EPA Purchase Card training course, which is offered by the Office of Acquisition Management (OAM), Acquisition Training Service Center. This training class satisfies the Purchase Card training requirements for program office cardholders (non-procurement personnel) for acquiring items up to the single purchase limit of $2,500 (micro-purchases). Training for Approving Officials has also been developed. Approving Officials attend the first three hours of the regular purchase card training class while cardholders are required to attend for the entire session and must successfully pass a test at the end of training. The material covered during the first three hours of training is applicable to both the cardholder and the Approving Official, but differentiates between the roles and responsibilities of the cardholder and those of the Approving Official. Purchase card training must be completed before submitting the required U.S. Government Purchase Card application(s) for cardholders and Approving Officials.

2. Designation of Cardholder & Approving Officials

The application process for both cardholders and Approving Officials are very similar. The difference between the two processes is the application form. The cardholder must complete the Purchase Card Cardholder Set-up Information Form (Exhibit A) while Approving Officials use the Purchase Card Approving Official Set-up Information Form (Exhibit B). All purchase card and Approving Official applications require approval of the Division Director (or equivalent) or higher and must be forwarded to OAM, Internal Oversight Service Center (IOSC), HQ Mail Code (3802R). Applications must be accompanied by:

(a) A copy of the Certificate of Training for the Purchase Card (and/or the Call Ordering Officers Course) or training for Approving Officials (not more than 2 years prior); and
(b) Purchase Card Cardholder Set-up Information form (Exhibit A), or
(c) Purchase Card Approving Official Set-up Information form (Exhibit B).

The applications are processed in OAM and forwarded electronically to the contractor bank by the EPA Agency Point of Contact (APOC). The contractor bank will then establish the cardholder and Approving Official accounts.

3. Delegation of Procurement Authority to Purchase Card Cardholders

(a) All cardholders must have a Delegation of Procurement Authority that specifically authorizes the use of their purchase card. After completion of the required procurement training and submittal of a purchase card application, procurement delegations will be issued by the appropriate OAM Division Director for all EPA employees (in accordance with Chapter 8 of the Contracts Management Manual). The delegation will indicate a maximum of $2,500 as the single purchase limit for program office cardholders. Approving Officials may limit cardholders to lower single purchase limits. Purchasing agents (GS-1100 series) may have authority up to the dollar limit of their Delegated Procurement Authority. EPA employees who already have delegated procurement authority must also request a separate procurement delegation for Purchase Card purchases.

(b) All purchases must be made in conformance with FAR 1.602, Chapters 2 and 8 of the Contracts Management Manual, the Resources Management Directives - Administrative Control of Appropriated Funds, the GSA Federal Supply Service Schedule Contracts for GOVERNMENT-WIDE COMMERCIAL CREDIT CARD SERVICES and any and all EPA implementing regulations, guidance, directions and/or instructions.

III. FUNDING PROCEDURES:

A. General Information

Purchases made using the card are subject to the "Prompt Payment Act." Therefore, EPA must pay the contractor bank within the specified time or pay interest penalties. Cardholders are responsible for adhering to their respective offices' established internal procedures to ensure adequate funds control. These procedures must comply with EPA's internal guidance entitled "Administrative Control of Appropriated Funds" that set forth the funds control policies and procedures for purchasing all services or supplies. Cardholders must contact their respective Approving Official and Funds Control Officers for a copy of their internal procedures.

The use of the Purchase Card is intended to be a streamlined procurement process that empowers the cardholder to purchase supplies and services quickly with minimal paperwork. To realize the benefits of the streamlined Purchase Card program, while ensuring proper funds management, a process must be established that ensures that funds are available before the cardholder makes a purchase. Because the various EPA program offices and regions are organized differently, the guidelines allow for flexibility for each office to determine the best method for purchase card funding.

B. Electronic Accounting Government Ledger System (EAGLS)

The Agency has entered into a contract with NationsBank to provide purchase card services. One of the services that the Bank has to offer is their Electronic Account Government Ledger System (EAGLS) which gives the Agency the opportunity to streamline the payment process while providing additional services to cardholders and approving officials. EAGLS is an Internet desktop application that allows the user to enter accounting data associated with each purchase card transaction. See Exhibit I for Basic Instruction for EAGLS.

The following selections are intended to give the Funds Control Officials information on the two options available to set up commitments for the cardholders to use in processing payment transactions through EAGLS.

The following are the descriptions of the two options available to the Funds Control Officers (FCOs) to set up the commitments for cardholder's transactions.

Option One - Generic Purchase Card Commitment

The first option is to provide cardholders with a default DCN to assign to all of their purchases. The commitment is recorded by the FCOs in IFMS under Budget Object Class (BOC) 2620 and may have as many as ten lines of accounting to support the cardholders funding splits for appropriations and/or Program Results Codes (PRCs). ***THE AMOUNT OF THIS COMMITMENT IS NORMALLY $100.00.*** The commitment must be recorded in IFMS across the various lines of accounting at the ratio that will be used for the cardholder's purchase. When a purchase is processed against this DCN, the commitment lines only used to determine the ratio to charge for each line of accounting. When the cardholder approves the purchase in EAGLS, they will select the default DCN and select the correct BOC for that purchase. New commitment line(s) will be created with the selected BOC. The original commitment against BOC 2620 will remain the same in IFMS. This allows the funds control officer to establish a base commitment at the beginning of the fiscal year for cardholders and use it for the entire year. (See examples one and two on the attachment).

Option Two - Specific Purchase Commitments

In this option, the Funds Control Officer establishes a specific commitment to pay for one or more purchase card transactions similar to any other expenditure. As part of establishing the commitment, the appropriate BOC is selected for the purchase. As normal, any splitting between funds is done with multiple lines in the commitment. When a certified purchase is processed against this commitment, the original commitment lines will be used as the funding source for the subsequent obligation and payment documents. Each line committed will be reduced accordingly. If the cardholder were to assign a BOC when they approve the purchase, that BOC will be ignored as the funds control officer has already determined the correct BOC. If the transaction amount uses 90% or more of the commitment, the commitment will be closed.

The final transaction amount may exceed the actual commitment amount by up to $100 or 10%, whichever is less. If the transaction amount exceeds the commitment by more than the $100 or 10%, the transaction will not be processed. The cardholder will receive an email from the CFMC notifying them that the transaction can not be paid. The cardholder must contact the Funds Control Officer to have the commitment increased. (See example 3 on the attachment).

C. Cardholders Use of EAGLS

Cardholders will use EAGLS to review and approve purchase transactions for payment, as well as to input the accounting data (received from their FCO.) Shortly after a purchase is made, the transaction should be posted by the contractor bank to the cardholder's account in EAGLS. EPA will inform the cardholder via email that a transaction is awaiting their approval in EAGLS and the cardholder will be expected to access EAGLS and either approve for payment or dispute each transaction. If the cardholder approves the transaction, they will need to input the accounting data to be used to make the payment. In order to assist the cardholder with the assignment of the accounting data, the cardholder will only have to know the correct commitment number (a.k.a. Document Control Number (DCN) or RQ) for the purchase, but in some cases, they will have to assign the Budget Object Class for the purchase. The cardholder will be able to enter into EAGLS one or more DCN numbers for each transaction. The cardholder will select either a default commitment number as explained in option one or a specific DCN for the purchase as explained in option two. EPA will maintain a list of Budget Object Codes (BOC's) and descriptions in EAGLS that will be used by the cardholder to describe the type of purchase.

D. Obligation Processing

Each day EPA will receive from NationsBank a file containing all of the approved transactions with the assigned accounting. From this data, EPA will create the obligation lines for input into IFMS. As described above, where there are multiple lines on the selected commitment, the original ratio will be used to spread the transaction amount across each line on the obligation. The obligation amount will equal the amount of the purchase as provided to the cardholder in EAGLS. The obligation document number will consist of the last two digits of the fiscal year, the two character literal 'BK', and a 6 digit sequential number.

E. Payment Processing

During the creation of obligation documents, payment documents will also be created. The amount paid will be the same as the amount obligated and the obligation document will be closed for each obligation. This procedure will eliminate the need to perform the unliquidated obligation review for Purchase Card purchases as the obligation and payment amounts will be the same.

F. Funds Control Officer (FCO) Requirements

In order to make use of the NationsBank VISA card and EAGLS, the FCO's need to decide which method their office will use to account for the purchases and payments. If option one is selected the FCO must create a commitment in IFMS and let the cardholder know which commitment to use for their purchase card transactions. If option two is selected, the FCO's must work with the cardholders to establish a procedure to inform the cardholder which DCN to use for each purchase before the cardholder begins to input the accounting data for the purchase payment in EAGLS.

Example 1:
In this example, John Smith is a cardholder that has been assigned one DCN to use for all purchases. The DCN is 9942TAB001. There is a RQ in IFMS for $100.00 against BOC 2620. John makes a purchase from Acme Computer for $1,200. When the transaction shows up in EAGLS, John enters the system and approves the purchase and assigns his default DCN and the correct BOC of 2552. The following is how the data will show in IFMS through the stages of the transaction.

Initial IFMS Commitment:

DCN	Line	BOC	Fund	Amount	Obligated	Available
9942TAB001	001	2620	B	$100.00	0	$100.00

After card transaction processing: Adjusted IFMS Commitment (Changes in Bold)

9942TAB001	001	2620	B	100.00	0	$100.00
	002	**2552**	**B**	**1,200.00**	**1,200.00**	**0**

New IFMS Obligation

Obligation Document	Line	Amount	Paid	Available	Ref Trans	Ref Line
99BK000101	**001**	**1,200**	**1,200**	**0**	**9942TAB001**	**001**

New IFMS Payment

Payment Document	Line	Amount	Paid	Ref Trans	Ref Line
99BK000101	**001**	**1,200.00**	**1,200.00**	**99BK000101**	**001**

Example 2:

In this example, Mary Jones is a cardholder with a default DCN 9954ABC005 for her purchases. Mary's office splits all purchases between the EPM and Superfund (SF) appropriations. The split for the purchases is 82% EPM and 18% SF. A $100.00 commitment is in IFMS against BOC 2620. Mary buys some office supplies from Staples for $300.00. When the transaction shows up in EAGLS, Mary approves the purchase, assigns her default DCN and selects BOC 2615 as the BOC to charge the purchase. The following is how the data will show in IFMS through the stages of the transaction:

Initial IFMS Commitment:

DCN	Line	BOC	Fund	Amount	Obligated	Available
9954ABC005	001	2620	B	$ 82.00	0	$ 82.00
	002	2620	T	18.00	0	18.00

After card transaction processing:

Adjusted IFMS Commitment (Changes in Bold)

9954ABC005	001	2620	B	82.00	0	$ 82.00
	002	2620	T	18.00	0	18.00
	003	**2615**	**B**	**246.00**	**246.00**	**0**
	004	**2515**	**T**	**54.00**	**54.00**	**0**

New IFMS Obligation (The assumption is that these purchase transactions are transferred to EPA all on the same day. Therefore the Obligation Document and Payment Document will be the same and the additional transactions will be additional lines on the document.)

Obligation Document	Line	Amount	Paid	Available	Ref Trans	Ref Line
99BK000101	**002**	**246**	**246**	**0**	**9954ABC005**	**003**
	003	**54**	**54**	**0**	``	**004**

New IFMS Payment

Payment Document	Line	Amount	Paid	Ref Trans		Ref Line
99BK000101	**002**	**246.00**	**246.00**	**99BK000101**	**002**	
	003	**54.00**	**54.00**	``	**003**	

Example 3:

In this case, the office has selected to use option 2 and fund each purchase with a separate commitment. The office is splitting the purchase between three PRC codes so there are three lines of accounting assigned to this commitment. The commitment is entered into IFMS by the FCO under DCN number 9942XYZ002 for $1,000 and charged to BOC 2616. The Lab Supply company could only ship part of the order and they billed $600 for the partial shipment. When the transaction appears in EAGLS, the cardholder approved the partial payment and assigned the DCN to the transaction. There is no need to assign a BOC because the commitment was set up for a specific purchase. Note that when the accounting lines are created for IFMS, the obligation and payment are for the amount paid to NationsBank. The remaining amount on the commitment will be closed when the final payment is made on this purchase. The following is how the data will show up in IFMS during the different stages of the transaction:

Initial IFMS Commitment:

DCN	Line	BOC	Fund	Amount	Obligated	Available
9942XYZ002	001	2616	B	$500.00	0	$500.00
	002	2616	B	300.00	0	300.00
	003	2616	B	200.00	0	200.00

After card transaction processing:.
Adjusted IFMS Commitment (Changes in Bold)

9942YZ002	001	2616	B	500.00	**300.00**	**$200.00**
	002	2616	B	300.00	**180.00**	**120.00**
	003	2616	B	200.00	**120.00**	**80.00**

New IFMS Obligation (The assumption is that these purchase transactions are transferred to EPA all on the same day. Therefore the Obligation Document and Payment Document will be the same and the additional transactions will be additional lines on the document.)

Obligation Document	Line	Amount	Paid	Available	Ref Trans	Ref Line
99BK000101	**004**	**300**	**300**	**0**	**9942XYZ002**	**001**
	005	**180**	**180**	**0**	``	**002**
	006	**120**	**120**	**0**	``	**003**

New IFMS Payment

Payment Document	Line	Amount	Paid	Ref Trans		Ref Line
99BK000101	**004**	**300.00**	**300.00**	**99BK000101**	**004**	
	005	**180.00**	**180.00**	``	**005**	
	006	**120.00**	**120.00**	``	**006**	

G. Funding Procedures for Purchasing Agents

Reserve funding is not required for purchasing agents. The purchasing agent cardholder will use the funded PR received from the requesting program office to make purchases. Otherwise, the purchasing agents will interact with EAGLS in the same way as non-purchasing agent cardholders.

IV. PURCHASE PROCEDURES

A. General Information

Once the cardholder is trained, designated as a cardholder (Exhibit A), receives a Delegation of Procurement Authority, and has established a funds procedure with their FCO, the cardholder is ready to make a purchase. The most common ways of making purchases using the card are: (1) over the counter, (2) by telephone, or (3) through the use of electronic commerce such as the GSA Advantage program (see IV. D.3). All ordering methods require the cardholder to follow the same procurement requirements.

The purchasing process starts with the identification of a requirement (i.e., a request to purchase supplies or services). The cardholder and the Approving Official must determine that the needed supplies and services to be purchased are indeed readily available. ***Partial orders or delayed delivery of orders are not authorized.*** The total value of a single purchase may be comprised of multiple items, but the total purchase value shall not exceed the authorized single purchase limit of $2,500 (Purchasing agents (GS-1100 series) may have authority up to the dollar limit of their Delegated Procurement Authority, but not exceeding $100,000). Further, cardholders shall not split requirements in order to stay within their single purchase limits. Any single requirement or group of like requirements that exceed the cardholder's single purchase threshold, must be forwarded to your simplified purchase activity for processing. Failure to comply with this restriction will result in revocation of the card.

If the vendor indicates that they cannot fill the complete order, or cannot fulfill the order within 30 days, then the cardholder must (1) make the transaction for the quantities that are required immediately and are available for immediate delivery, or (2) find another source for the entire order, or (3) send the PR to the simplified purchase activity for processing of the entire order or balance of the order. Vendors cannot bill for items not shipped, however, if a vendor does not deliver when stated, but the purchase appears in EAGLS, the purchase must be recorded on the Questioned Items Form (QIF, Exhibit E) as a disputed/questioned item.

1. Tax Exempt Status

When making a purchase with the card, the cardholder must inform the merchant that it is for official U.S. Government purpose and, therefore, is not subject to sales taxes. All US government purchases are TAX EXEMPT. It will not be necessary for cardholders to provide vendors with a State tax exemption certificate or tax exempt number. All States and the District of Columbia have agreed to the tax exemption for U.S. Government Purchase Card purchases. (The reverse side of the purchase card has a toll-free 800-telephone number for merchant inquiries regarding the tax exempt status). If, however, sales tax is erroneously charged by the vendor, the amount of the tax cannot be disputed/questioned through the Visa Chargeback Regulations (Questioned Items process). Cardholders must make every effort to obtain a credit from the vendor for the amount of the tax. If a credit is not obtained, the Agency must pay tax.

2. Free On Board (FOB) Point

It is important that cardholders determine prices with delivery terms that are FOB Destination, i.e., including all required costs of shipment. Where this is not possible, the cardholder must attempt to determine an estimated cost for shipping. Any required shipping cost must be included in the commitment of funds and recorded on the Purchase Card log (total cost = item cost + shipping.).

B. Desk Guide for Placing Orders

1. When making a purchase, the operating procedures outlined below are provided for the cardholder's convenience. When these questions are answered by the cardholder, the cardholder may find the Purchase Card is not always the appropriate or preferred method of procurement. Please contact your local procurement office for other options if the purchase card is not the appropriate method of purchase.

a. Is the purchase for government use or purpose? ***If NO, stop.***
b. Does the purchase documentation include all required approvals? ***If NO, stop.***
c. Are funds available to pay for the purchase? ***If NO, stop.***
d. Is the purchase amount within the cardholders single purchase limit? ***If NO, stop.***
e. Is the purchase a split purchase or divided purchase? ***If YES, stop.***
f. Will this purchase exceed the monthly spending limit? ***If YES, stop.***
g. Is the item to be purchased prohibited or restricted? (see V. Restrictions on Purchase Card) ***If YES, stop.***
h. Did you follow the priority list of mandatory sources? Local property, UNICOR, NIB/NISH, etc. (see IV, C. Identification of Sources) ***If NO, stop.***

2. When placing an order, the cardholder must:

a. Record all transactions on a Purchase Card log sheet. (Exhibit C)
b. Inform the vendor that the purchase is **tax exempt**.
c. Request that the merchant not keep your Purchase Card account number for future purchases.
d. Ask the vendor for the total amount including all required shipping and handling charges.
e. Confirm that the vendor will not charge the account until the supplies have been shipped.

f. Request that the vendor include the following information on the invoice:
   i. Cardholder name
   ii. Cardholder's billing address
   iii. Cardholder's telephone number
   iv. "Purchase Log number _____" (from the cardholder's log.) Do not include the card account number
   v. Packing Slip, list of supplies purchased.

g. Keep the sales record with Purchase Card log sheet to match against the billed charges from the contractor bank.

C. Identification of Sources

Cardholders must follow the priorities listed below for use of the Government supply sources when meeting their requirements for supplies, equipment, and services. The list below provides the sources in their descending order of priority as identified in FAR 8.001:

1. Supplies and Equipment

   (a) Local property office**
      1. Agency inventories.
      2. Excess from other agencies.
   (b) Federal Prison Industries, Inc. (UNICOR)
   (c) Procurement lists of products available from the Committee for Purchase From People Who Are Blind or Severely Disabled [National Industries for the Blind (NIB), National Institutes for the Severely Handicapped (NISH)];
   (d) Wholesale supply sources, such as the stock programs of the GSA, the Defense Logistics Agency, and the Veterans Administration;
   (e) Mandatory Federal Supply Schedules;
   (f) Optional use Federal Supply Schedules; and
   (g) Commercial sources (including educational and nonprofit institutions).

** If purchaser is unsure of availability of item, he/she <u>must check</u> availability of item(s) with local property office.

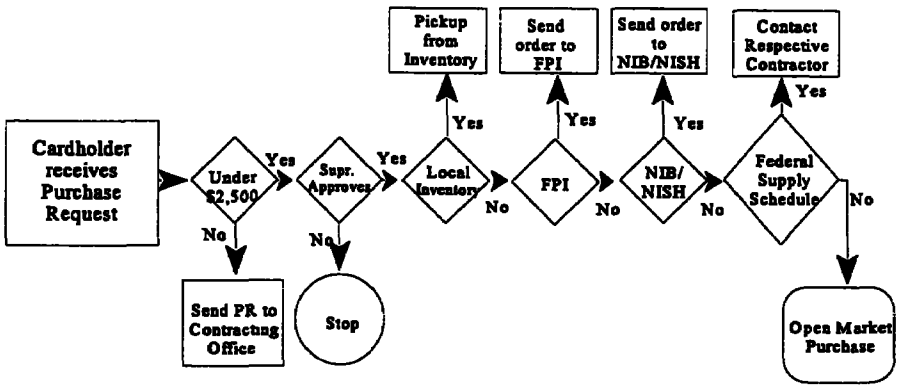
2. Services

(a) Services available from the Committee for Purchase From People Who Are Blind or Severely Disabled (NIB, NISH).
(b) Mandatory Federal Supply Schedules;
(c) Optional use Federal Supply Schedules; and
(d) Federal Prison Industries, Inc., or commercial sources (including educational and nonprofit institutions).

In accordance with the FAR, open market purchases under $2,500 may be made from any size business. Even so, cardholders are requested to use small business establishments as often as possible. Purchases must be acquired from small business establishments when purchases are over $2,500 and under $100,000, unless they are not available from a small business.

The following flow chart provides the decision process for cardholders when determining which source to use to purchase their requirements.

Identification of Source



D. Government Sources of Supply

1. Federal Prison Industries (FPI), Inc./UNICOR Quick Ship

FPI, also referred to as UNICOR, is a self-supporting, wholly-owned Government corporation of the District of Columbia. FPI provides training and employment for prisoners confined in federal penal and correctional institutions through the sale of its supplies and services to Government agencies.

Cardholders can now purchase items available from the FPI Quick Ship (catalog only). UNICOR Quick Ship catalog is the only vendor from which cardholders are authorized to purchase furniture. UNICOR has selected their most popular items for this program. These products include double pedestal desks, extension desks & extensions, credenzas, files, bookcases, workstations, computer furniture, and a variety of seating from which to choose.

Items in the Quick Ship catalog will be shipped to you within 30 days after UNICOR receives your order.

Please contact UNICOR on phone number 800-827-3168 to request a Quick Ship catalog, place your order, or ask for additional information.

2. National Industries for the Blind & National Institutes for the Severely Handicapped (NIB/NISH)

The Javits-Wagner-O'Day (JWOD) Program creates employment and training opportunities for people who are blind or have other severe disabilities and, whenever possible, prepares them for competitive jobs. Under the JWOD Program, Government employees are required to buy selected supplies and services from nonprofit agencies employing such persons. The Committee for Purchase From People Who Are Blind or Severely Disabled is the Federal agency that administers the JWOD Program and maintains a Procurement List of mandatory source items. Two national organizations, NIB and NISH, have been designated to provide technical and financial support to more than 550 nonprofit agencies participating in the JWOD Program.

Federal employees are not exempt from the statutory requirements to buy JWOD supplies, regardless of how small the dollar amount of the purchase and are not permitted to substitute commercial items for JWOD products. JWOD products are generally available through GSA or vendors on General Service Administration (GSA) FSS Schedule 75 III A (office supplies). JWOD products include ball point pens, roller ball pens, pen refills, mechanical pencils, woodcase pencils, markers, correction fluid, pocket protectors, cleaners, industrial products textiles, writing pads, loose-leaf paper, telephone message books, repositionable note pads, copier paper, mimeograph & duplicating paper, adding machine tape, postage meter tape, notebooks, labels, carbon paper, classification file folders, drawer file folders, guide card sets, file guides, hanging file folders, accordion style folders, 3 ring binders, 3 ring binder divider sheets, index cards, clip boards, arch boards, pad holders, pocket folders, award certificate binders, xerographic transparencies, clam clips, mouse pads, desk trays, easels, easel pads, paper trimmers, first aid kits, napkins, facial tissues, toilet paper, wall clocks, adhesive tape, mail bags, trash bags, resealable bags, shipping boxes, stencil marking paint, etc..

To identify or learn more about JWOD supplies or services, please call the Committee at phone number (703) 603-7740. You may also contact National Industries for the Blind at (800) 433-2304, or NISH at (703)560-6800. Catalogs, brochures, videotapes and other informative publications are available free of charge.

3. General Service Administration Federal Supply Service Schedule Contracts

The FSS program provides federal agencies with a simplified process for obtaining supplies and services. The schedule ordering procedures emphasize discretion and less paperwork, saving time and money. Orders are placed directly with the schedule contractor, and deliveries are made directly to the customer. The FSS (Exhibit G) contains the information necessary for placing orders with contractors.

When using the FSS for purchases under $2,500, cardholders need only to contact the contractor and order the item required. There is no need to seek further competition, synopsize the requirement in the Commerce Business Daily, make a separate determination of fair and reasonable pricing, or consider a small business set-aside. However, cardholders must follow the priority list of supplies and services identified under section IV.C, before making a purchase.

GSA has also developed a program called "GSA Advantage" to maximize product visibility and ease of ordering. GSA Advantage is a simplified electronic ordering system to access the full range of GSA supplies and services. GSA will eventually have all FSS products and services on GSA Advantage. Cardholders can access GSA Advantage through the Internet at "http://www.gsa.gov."

Please refer to the GSA Federal Supply Schedule under Exhibit G for the list of supplies and services that may be purchased using the card.

E. Purchase Card Log for Program Office Cardholders and Approving Officials

The cardholder must maintain an Purchase Card log (Exhibit C) documenting all transactions made using the card from the first of the month to the end of the month . In the log, cardholders must identify the items purchased, vendor/merchant used, any necessary approvals an item might require, date of the order, total cost, object class (optional), date the item was received, and lastly, date of payment to the contractor bank.

F. Statement of Account Reconciliation by Cardholders

At the end of the month, the contractor bank may send each cardholder (including purchasing agents) a monthly Statement of Account detailing their respective charges and credits for the billing period ending the last day of the month. THIS STATEMENT IS BASICALLY FOR YOUR INFORMATION ONLY.

The cardholder may perform these steps for quality assurance:

(a) Ensure that all charges on the Statement of Account are accurate. If a charge is not valid, then you must dispute the purchase in the EAGLS payment system.

(b) Ensure that a brief (but complete) description for each charge is annotated on the Statement of Account. Ensure that all valid purchases are recorded on your log sheet.

(c) Whenever there is a variance of 10% or less between the amount on the statement versus the log sheet, an amendment is not necessary. On the other hand, if the difference exceeds 10%, the CFMC will contact the FCO for an increase in funds.

(d) All items purchase and billed must be processed using EAGLS and the Statement of Account then is only used for confirmation of items already billed through EAGLS and already paid by the cardholder.

(e) The cardholder is responsible for making payment to the bank by using EAGLS.

Cardholders placing orders by telephone must ensure that items ordered will be received prior to being billed by the bank. Cardholders must certify in EAGLS that the items billed have been received and accepted by EPA. The vendor may not bill EPA until the item(s) is (are) actually delivered. Items billed but not yet received must be disputed in EAGLS and not paid. The above provisions do not apply to orders for subscriptions and other periodicals; these purchases may be authorized for payment prior to receipt.

G. Responsibilities of the Approving Official

At the end of the billing period, the contractor bank sends the Approving Official a report summarizing their cardholders' Statements of Account. Approving Officials can use the account summary report to determine if cardholders have processed all purchase through EAGLS or if the purchases have not been processed. Approving Officials are responsible for the review and verification of their cardholders' purchase.

H. Responsibilities of Funds Control Officer

The Funds Control Officer must ensure that each cardholder has a commitment of current funds before any/every purchase, either committed at the beginning of each fiscal year and/or before the use of a new card.

The Funds Control Officer will complete the financial data for every purchase and provide to the cardholder, who will input information into the EAGLS payment process. The Funds Control Officer assigns DCN(s), account number(s) and object class for all purchases made during the 30-day purchasing cycle.

I. Purchasing Agents

Purchasing agents are EPA employees in the GS-1100 job series that are authorized to purchase services and supplies that fall under the simplified acquisition threshold (currently $100,000). Limitations for use of the Purchase Card by Purchasing Agents are not the same as program cardholders. However, all purchases shall be made in accordance with Section 1.602 of the Federal Acquisition Regulation, the EPA Acquisition Regulation, Chapter 8 of the Contracts Management Manual, the General Services Administration Federal Supply Service Schedule Contracts for "Governmentwide Commercial Credit Card Services", and EPA Implementing Regulations.

1. Purchasing agents may use the purchase card for any purchases within the limits of their Delegation of Procurement Authority, which can be as high as $100,000.

2. A fully funded PR, EPA Form 1900-8, with all prescribed approvals is required for purchases by a purchasing agent. Purchasing agents are not required to establish a "reserve of funds" for Purchase Card purchases since a funded PR is provided by the program office.

3. Purchase Card purchases are considered "Oral Orders." The purchasing agent must inform the vendor of the required clauses applicable to Oral Orders exceeding $2,500. Clauses for Oral Orders do not apply to transactions of $2,500 or less.

4. A purchasing agent must maintain a record of all Purchase Card purchases. It is suggested that a purchase order register format (see exhibit H) be used instead of the program office log. However, one purchase order register may be used for all purchases, inclusive of Purchase Card purchases, but purchases made with the Purchase Card must be referenced and highlighted.

I. Purchasing Agents (continued)

5. The PR provided by the program office for the items to be purchased becomes the purchase order document. The PR/PO must be marked or stamped "Purchase Card" to prevent duplication in processing. DO NOT SEND PO/PR TO CINC. FIN. MGT. CTR. Payment for purchases is made by using EAGLS just as program office cardholders do. These Purchase Card orders need to be paid within the billing cycle. The purchasing agent must not wait until the end of the billing cycle to enter finance information for Purchase Card purchase orders into EAGLS.

6. The reconciliation process using EAGLS for purchasing agents is identical to that of program officer cardholders. Each purchase shall be identified with the purchase order number and any other identifying number (e.g. Document Control Numbers (DCN's) along with the purchase order number) that would assist the purchasing agent in the payment process.

7. The purchasing agent shall be responsible for ensuring that the items and/or services have been received/accepted/completed. This may be confirmed with the requesting office/program either by generation of a receiving report, electronic mail message, signature on the invoice/purchase order, or verbally.

8. The Monthly Statement of Account is used by the purchasing agent to ensure all items purchase have been processed in the EAGLS payment process.

J. On-Scene Coordinators (OSC) and/or Field Agents/Investigators

1. The U.S. Government Purchase Card provides OSCs and/or Field Agents with the capability to purchase many supplies and services at sites other than EPA offices. Items purchased will only be for EPA use/custody and not for the use of contractors.

2. Personnel who use the purchase card for expenditures at Superfund or Underground Storage Tanks (UST) sites must ensure that the correct site-specific accounting data is recorded for each purchase. Each receipt must be clearly marked with the name and number of the site at the time of purchase. The Purchase Card log must be completed with the site-specific account number and the site name.

3. Because purchases are often required while EPA personnel are at Superfund or UST site(s) without the opportunity to obtain routine approval signatures to the usual extent possible, the cardholder must ensure that general approvals to purchase items are received from supervisors prior to departure for the site and before making the purchase.

J. On-Scene Coordinators (OSC) and/or Field Agents/Investigators (continued)

4. When the Statement of Account is received for reconciliation, the cardholder shall clearly mark the proper site-specific account number on the form and retain all receipts. In the event the cardholder is still at the site or otherwise out of the office at the time that the statement is received, it will be the responsibility of the Approving Official to perform this function and to input the information into the EAGLS payment process. Therefore, it is critical that the cardholder forward the information to the Approving Official immediately after a purchase is made.

V. Restrictions on Purchase Card

A. Prohibited Purchases

The U.S. Government Purchase Card program was developed to be as nonrestrictive as possible; however, procurement policy and regulations require that certain restrictions be imposed. The following is the list of items/services that are restricted for purchase by all cardholders (including purchasing agents), and therefore, may not be acquired using the Purchase Card:

(1) Personal use supplies/services (items not necessary for EPA work).
(2) Personal services (employer/employee relationship)
(3) Purchase of meals, drinks, and rooms at hotels or motels for lodging, or any other travel related expenses (use EPA approved travel credit card for this purpose.)
(4) Purchase of any form of entertainment.
(5) Purchase of gasoline or oil for GSA Interagency Fleet Management System vehicles (use EPA approved fleet management cards for these purchases.)
(6) Cash advances (use EPA travel card)
(7) Purchase of airline, bus, boat, or train tickets (use EPA travel card).
(8) Rental or lease of motor vehicles, land, or buildings of any type.
(9) Rental and maintenance agreements.
(10) Construction, alteration or repair of public buildings. Prohibited for two the following reasons: (1) Requires written Statement of Work (SOW) and (2) Davis Bacon Act applies for construction in excess of $2,000. However, cardholders in the facilities management staff are the only ones in the Agency authorized to make construction purchases for projects up to $2,000. As with any small construction project, a statement of work would be required and the facilities manager would also be responsible for the project oversight. The threshold would be $2,000 for these small construction projects so the Davis-Bacon requirements would not apply.
(11) Employee business cards and materials to produce employee business cards.

B. Purchase Agent Review/Action

The items identified in (1) through (6) below require purchase agent action. Please send a PR to your local purchasing activity if ordering any of these items. Program office purchase card holders may not use their purchase card for these acquisitions.

(1) Newspaper advertisements
(2) Expert services/consultants
(3) Air time for cellular telephones
(4) Telephone connection fees
(5) Memberships in associations
(6) Any equipment repairs estimated at over $2,000 or final cost over $2,500.*

* If the initial estimate is over $2,000, a PR must be prepared and submitted to the local small purchase activity for processing. If the initial repair estimate for an equipment repair is under $2,000, but the final cost is over $2,000 (and does not exceed $2,500), the card may still be used up to the $2,500 single purchase limit. **Repair costs must never exceed replacement costs for any purchase cardholder.**

C. Required Approvals Prior to Purchase

Prior to the purchase of any item using the Purchase Card, the cardholder must obtain the appropriate approvals (as required, this varies from location to location) for each purchase. These approvals are usually accomplished by either (1) recording all approvals in the space provided on the Purchase Card log, or (2) obtaining written or other documented approvals (such as an exchange of email messages), or (3) by preparing a PR identifying the items to be purchased and obtaining the Approving Official's signature in addition to any other required signatures. Chapter 2, Figure 2, of the Contracts Management Manual provides a listing of required approvals.

1. The following is a list of commonly required items and services and the appropriate approving offices. Again, this requirement does vary from location to location.

SUPPLIES/SERVICES/EQUIPMENT	APPROVING OFFICE
Photocopying/Printing Services	Local Photocopying/Printing Manager
Security Equipment/Services	Local Security Office
Conference Facilities/Meeting Space (and related audio-visual equipment)	Local Facilities Operations Office
Janitorial or Facilities Maintenance Services.	Local Facilities Operations Office
Graphic Services	Local Audio/Visual Office
Items relating to Health & Safety (e.g., Air Purifiers)	Local Health & Safety Office
Training	Local Training or Human Resources Office
Informal Recognition Non-Monetary Awards (Ref. 3130 Recognition Policy and Procedures Manual, Ch. 3, see http://intranet.epa.gov/agcyintr/ohros)	One level above Approving Official, but not higher than Senior Resource Official
Room decorations, plants, etc.	Local Facilities Operations cardholder only.

2. Acquisition Of Property Under Purchase Card Procedures: The general definition of "property items" are those items which are non-consumable, require an EPA property decal (e.g., calculators, typewriters, PC equipment), and/or those items that are acquired specifically for the use of a government employee at the job site. If the cardholder is unsure of the availability of an item in inventory (one of the mandatory sources), the cardholder must check availability of the item(s) with the local property office before purchasing the item from another source.

When purchased property is delivered, it is the responsibility of the cardholder to coordinate with the property custodian in order that the property can be properly recorded in the inventory control system and an EPA decal placed appropriately on the property. Also, all property purchased with Superfund funds will be identified by affixing a "Superfund Unique" decal to the property.

3. Personal Computer (PC) Hardware and Software: Cardholders may purchase PC hardware, software, and PC supplies up to the single purchase limit of their purchase cards, but not to exceed $2,500.00 per requirement. Remember that any requirement for PC hardware and software must have the prior documented approval of the PC Site Coordinator (PCSC) or Senior Information Resource Management Official (SIRMO) prior to the purchase. The computer limitations are set forth in Office of Information Resources Management's (OIRM) Delegation of Authority, "Microcomputer Requisitions."

4. Telecommunications Equipment: The Purchase Card may be used to acquire voice telecommunications and/or telephone equipment with the approval of the SIRMO or the PCSC, if the SIRMO has delegated the authority to the PCSC level. Purchase Agents (i.e., those with cardholder authority greater than $2,500) must obtain the approval of the National Data Processing Center, if the purchase is over $5,000 .

D. Environmentally Preferable Purchasing: Assuring that your purchases comply with environmental laws and EPA's policies

You have the opportunity to help the environment while buying products that meet your program's needs. President Clinton has committed Federal agencies to reduce solid waste. He has also directed us to buy products that a) are made with recycled content, b) have less packaging, c) are energy efficient, d) don't create hazardous waste, and e) incorporate other environmentally preferable attributes. As you use the government credit card, you can help EPA meet this commitment.

Here's how:

A. EPA designates recycled content products that government agencies must buy. Whatever your job, it is likely that you will be asked to order a product which has been designated by EPA. Supply Clerks, Secretaries and Administrative Officers order copy paper, file folders, remanufactured toner cartridges, writing tablets, envelopes, plastic office supplies, shipping and mailing products, awards and plaques, and other products we typically use every day. Fleet managers and users of fleet vehicles purchase automotive products like motor oil, tires, and engine coolant. On-Scene Coordinators may buy spill containment products. Employees in Facilities or Safety and Environmental Compliance may buy signs, pallets, parking stops, traffic cones and barrels to control traffic flow in our parking lots, park benches and picnic tables, and certain other building and landscaping products.

When buying products, first check to see whether they are EPA-designated recycled content products. For products which have been designated, you must buy those which contain recycled content as long as they are available, meet your performance needs, and are cost-competitive. Most of the products listed above can be purchased from the General Services Administration (GSA). Your local purchasing agent probably has a copy of GSA's "Environmental Products Guide" or you can order a free copy from GSA's Centralized Mailing List Service (7CAFL), P.O. Box 6477, Ft. Worth, TX 76115. It is also can be ordered through the Internet at **http://pub.fss.gsa.gov/environmental.html.** Recycled content office products are available from some office supply catalogs. Manufacturers, suppliers and helpful national specifications can also be identified at EPA's Office of Solid Waste web site: **www.epa.gov/cpg/products.**

EPA recommends the required minimum percentage of recycled content that the products you buy should contain. This information can be found **www.epa.gov/cpg/products.** A table of recycled content percentages as of 1/1/99 is included in this manual as an appendix.

- Recycled content products will contain "recovered materials" or "postconsumer materials" or both. "Recovered materials" means materials that have been removed or diverted from solid waste – in other words, trash – including solid waste created by manufacturers. "Postconsumer materials" are materials that we discard at home and at work that are separated or diverted for recycling instead of going to a landfill.

- In the case of **paper** products, President Clinton requires Federal agencies to purchase products containing **30% postconsumer** material beginning January 1, 1999. Paper products containing 30% postconsumer materials will be available from GSA's schedule and stock programs.

- We can also purchase products such as toner cartridges that have been remanufactured. In this case, the manufacturer takes a used product and returns it to a useful product by cleaning it, replacing parts, and refilling parts (such as toner containers). Remanufacturing also keeps products out of landfills and extends their useful life. Other examples of remanufactured products are re-inked typewriter ribbons and rebuilt or remanufactured automotive parts.

B. Packaging is a significant solid waste problem. EPA estimates that packaging alone accounted for 23.7 % of the volume and 19.4% of the weight of the material that went to municipal landfills in 1996. We can reduce the amount of trash we generate by **buying products with reduced packaging**. For example, if you can purchase pads of paper that are not wrapped in plastic shrink wrap, you will not have to throw away the plastic. Also consider buying a larger quantity packaged in a single box rather than smaller quantities in multiple boxes.

C. When buying products that use energy (computers, monitors, printers, copiers, fax machines, multifunction devices, scanners, TV/VCRs, .appliances, heating and cooling equipment, exit signs, lighting fixtures), **look for or specify products that qualify for the Energy Star label, which means that the product is energy efficient.** Check EPA's Energy Star Products web site at www.energystar.gov/products for the latest information about product categories covered by the program, "drop-in" specification language, and cost-savings calculators. For energy-using products not covered by the ENERGY STAR® program, check the Department of Energy's Federal Energy Management Program (FEMP) web site at www. eren.doe.gov/femp/procurement for recommended levels of energy efficiency, cost effectiveness examples, and federal supply source contacts. You can also call the ENERGY STAR® hotline at 1-888-STAR-YES (1-888-782-7937) or FEMP's hotline at 1-800-DOE-EREC (1-800-363-3632), with any questions.

D. Ask if the product contains hazardous materials or toxic chemicals. Examples include cleaning products containing petroleum-based solvents or acids, and paints (some contain chromate or volatile organic compounds). GSA's "Environmental Products Guide" includes information provided by vendors to help you choose a more environmentally preferable alternative to many of these products.

Battery-operated portable electronic devices such as cell phones, laptop computers, walkie-talkies, and tools often use rechargeable Ni-Cd batteries which contain cadmium, a hazardous material. If you buy products with Ni-Cd batteries, ask for batteries with the Battery Recycling Seal - a battery surrounded by three chasing arrows with the word RECYCLE above it.

Advise the person who will be using the product that Ni-Cd batteries must be recycled at the end of their useful life so they don't end up in a landfill. They should contact their safety/environmental compliance manager for assistance. Information for consumers on how and where to recycle their used Ni-Cd batteries is also available through a toll-free number: 1-800-822-8837.

There are other situations where you may have to buy products with hazardous materials, such as laboratory chemicals.

- **Notify your facility safety or environmental compliance manager before you purchase the item.** If this is a new chemical at the facility, they may require you to get a Material Safety Data Sheet. Or there may be special worker safety, recycling or disposal procedures that you will need to follow.

E. Keep your eye out for other information on the environmental features of products. A good source for this information is the web site for EPA's Environmentally Preferable Purchasing Program (www.epa.gov/opptintr/epp) In addition, vendors are often happy to provide this information on their products.

Listed below are some companies that offer products with good environmental features. Included are website addresses and telephone numbers of selected vendors, as well as resources containing general green purchasing and product information. (Of course, this is not an exhaustive list of companies and EPA in no way endorses their products.)

Environmental Office Products

Recycling containers and promotional office supplies:
Rainbow Eco Specialties -- Carriers of the National Recycling Coalition Recycled Content Product Line
http://www.ecospec.com
1-800-842-0527
Email: bmarks@ecospec.com

Office and school supplies including recycled-content products, agricultural based products, solar products, and less toxic products:
Green Earth Office Supply
http://www. Webcom.com/geos/geos2.html
1-800-327-8449
Email: geo7@ix.netcom.com

Ecomall contains links to sites that sell traditional office products with recycled content, high quality recycled diskettes, energy-efficient lighting products, etc.:
Ecomall Office Products
http://ecomall.com/biz/office.htm
Email: ecomall@ecomall.com

Resource page with links to companies that offer carpets, paints, paper, etc. with good environmental features. Also contains many informative "green purchasing" resource links:
Buy Green Homepage
http://www.buygreen.com

Recycled writing pads, paper, pencils, wooden pens, etc.:
Sinan Company
http://www.dcn.davis.ca.us/~sinan/alt/office-supplies.html
(530) 753-3104
Email: sinan@dcn.davis.ca.us

Recycled papers--printing, bond, computer, pads; pencils, pens, misc. office supplies:
Full Circle Paper Outlet
http://www.ecomall.com/biz/fcircle.htm
(919) 309-0811
Email: ecomall@ecomall.com

Green Office Information/ Buying Guides

Overall green office information:
Environment Canada Green Office
http://www.ec.gc.ca/office/html/Default.htm

General product information, product list, as well as green buying information:
Office Green Buying Guide
Green Seal
April 1995.
(202) 331-7337

Office Furniture information:
Green Office Magazine
1-800-709-0012
E-mail greenoffice@msn.com

Product attribute claims should be carefully examined to make sure they are consistent with the Federal Trade Commission's (FTC) Guides for the Use of Environmental Marketing Claims. In general, be skeptical of broad claims that the product is "environmentally safe," "environmentally friendly" or "non-toxic" unless the manufacturer can back up the claim with actual documentation. You will find a helpful brochure describing the FTC guidelines at www.epa.gov/opptintr/epp/claims.htm The Guides themselves are available at www.ftc.gov/bcp/grnrule/guides980427.htm and include many examples of advertising language to help you understand how to evaluate advertising claims.

In summary, with your help, we can protect the environment, reduce our natural resource use, and make EPA a leader among Federal agencies in environmentally preferable purchasing.

RECYCLED CONTENT MINIMUMS AS OF 1/1/99:
Note: The content levels for all EPA recommendations should be read as B% recovered fiber, including A% postconsumer fiber, and not as B% recovered fiber plus A% postconsumer fiber. Items marked with an * are available from the Defense Logistics Agency's Defense Supply Center Richmond. Please see www.epa.gov/cpg for additional product specifications and other important information.

PRODUCT CATEGORY:	% POSTCONSUMER FIBER CONTENT	% RECOVERED FIBER
Paper and Paper Products:		
Copier paper and bond paper	30% minimum	30% minimum
Offset paper	30% minimum	30% minimum
Tablet paper	30% minimum	30% minimum
Forms (computer printout, forms ledger)	30% minimum	30% minimum
Envelope paper, kraft	30% minimum	30% minimum
Envelope paper, white and colored including manila	10-20%	10-20%
Envelope paper, unbleached	10% minimum	10% minimum
Cotton fiber paper	30% minimum	30% minimum
Text and cover paper	30% minimum	30% minimum
Supercalendared	10% minimum	10% minimum
Machine finish groundwood	10% minimum	10% minimum
Papeteries	30% minimum	30% minimum
Check safety paper	10% minimum	10% minimum
Coated printing paper	10% minimum	10% minimum
Carbonless paper	30% minimum	30% minimum
File folders (manila and colored)	30% minimum	30% minimum
Dyed filing products	20% minimum	20-50%
Cards (index, postal, other)	20% minimum	50% minimum
Press board report covers, binders	20% minimum	20% minimum
Tags and tickets	20% minimum	20-50%
Newsprint	20-85%	20-100%
Corrugated containers (<300 psi)	25-50%	25-50%
Corrugated containers (300 psi)	25-30%	25-30%
Solid fiber boxes	40% minimum	40% minimum
Folding cartons	40-80%	100%
Industrial paperboard (tubes, cores, drums, cans)	45-100%	100%
Miscellaneous (pad backs, covered binders, book covers, mailing tubes, protective packaging)	75-100%	90-100%

RECYCLED CONTENT MINIMUMS AS OF 1/1/99:

PRODUCT CATEGORY:	% POSTCONSUMER CONTENT	% RECOVERED MATERIAL CONTENT
Paper and Paper Products, continued from previous page: %Recovered Fiber		
Padded mailers	5-15%	5-15%
Carrier board	10-15%	10-100%
Brown papers (wrapping paper, bags)	5-20%	5-40%
Tray liners	50-75%	100%
Non-Paper Office Products:		
Plastic Trash Bags	10-100%	
Plastic covered binders		25-50%
Paper covered binders	75-100%	90-100%
Press board binders	20% minimum	50% minimum
Plastic desktop accessories		25-80% polystyrene
Plastic envelopes	25% minimum	25-35%
Plastic office recycling containers and waste receptacles	20-100%	
Steel office recycling containers and waste receptacles		25-100%
Paper-corrugated office recycling containers & waste receptacles	25-50%	25-50%
Paper-solid fiber box recycling containers and waste receptacles	40% minimum	
Paper-industrial paperboard recycling containers and waste receptacles	40-80%	100%
Printer ribbons	Procure printer ribbon re-inking or reloading services or procure re-inked or reloaded printer ribbons	
Toner cartridges *	Procure remanufacturing services for expended cartridges or procure remanufactured toner cartridges or new toner cartridges made with recovered materials	
Miscellaneous Products:		
Pallets - wooden	95-100%	
Pallets - plastic lumber	100%	
Pallets - thermoformed	25-50%	
Pallets - paperboard	50% minimum	

RECYCLED CONTENT MINIMUMS AS OF 1/1/99:

PRODUCT CATEGORY:	% POSTCONSUMER CONTENT	% RECOVERED MATERIAL CONTENT
Construction Products:		
Building insulation - rock wool		75% slag
Building insulation - fiberglass		20-25% glass cullet
Building insulation - cellulose loose-fill or spray-on	75% postconsumer paper	75% postconsumer paper
Building insulation - perlite composite board	23% postconsumer paper	23% postconsumer paper
Building insulation - plastic rigid foam		9% minimum
Building insulation - foam in place polyisocyanurate/polyurethane		5% minimum
Building insulation - glass fiber reinforced		6% minimum
Building insulation - phenolic rigid foam		5% minimum
Building insulation - plastic, non-woven batt		100% recovered and/or postconsumer plastic
Carpet-polyester face fiber	25-100% PET	25-100% PET
Cement with fly ash or ground granulated blast furnace slag	See product listing at www.epa.gov/cpg	
Concrete with fly ash or ground granulated blast furnace slag	See product listing at www.epa.gov/cpg	
Floor tiles, heavy duty commercial	90-100% rubber	
Floor tiles - heavy duty commercial		90-100% plastic
Structural fiberboard		80-100%
Laminated paperboard	100%	100%
Reprocessed latex paint - white, off-white, pastel colors	20% minimum	20% minimum
Reprocessed latex paint - grey, brown, earthtones, other dark colors	50-99%	50-99%
Consolidated latex paint	100%	100%
Patio blocks - rubber or rubber blends	90-100%	
Patio blocks - plastic or plastic blends		90-100%
Shower and restroom dividers - steel	16 % minimum	20-30%
Shower and restroom dividers - plastic	20-100%	20-100%

Landscaping Products:

Garden hoses	60-65% rubber and/or plastic
Soaker hoses	60-70% rubber and/or plastic

RECYCLED CONTENT MINIMUMS AS OF 1/1/99:

PRODUCT CATEGORY:	% POSTCONSUMER CONTENT	% RECOVERED MATERIAL CONTENT
Landscaping Products, continued from previous page:		
Hydraulic mulch - paper based	100%	100%
Hydraulic mulch - wood based		100% wood & paper
Lawn and garden edging	30-100% plastic and/or rubber	30-100% plastic and/or rubber
Yard trimmings compost	See product listing at www.epa.gov/cpg	
Park and Recreation Products:		
Plastic fencing	60-100%	90-100%
Playground surfaces	90-100% rubber or plastic	
Running tracks	90-100% rubber or plastic	
Transportation Products:		
Channelizers - plastic	25-95%	
Channelizers - rubber (base only)	100%	
Delinerators - plastic	25-90%	
Delinerators - rubber (base only)	100%	
Delinerators - steel (base only)	25-50%	
Flexible delinerators - plastic	25-85%	
Parking stops - plastic or rubber	100%	
Parking stops - concrete containing fly ash		20-40%
Parking stops - concrete containing ground granulated blast furnace slag		25-70%
Traffic barricades - plastic	80-100% HDPE, LDPE, PET	100% HDPE, LDPE PET
Traffic barricades - steel		25-100%
Traffic barricades - fiberglass		100%
Traffic cones - plastic		50-100% PVC or LDPE
Traffic cones - crumb rubber		50-100%
Vehicular Products:		
Engine coolants (antifreeze)	See product listing at www.epa.gov/cpg	
Re-refined motor oil *	25-100%	
Retread tires	See product listing at www.epa.gov/cpg	

VI. CARD MAINTENANCE & OTHER ADMINISTRATIVE PROCEDURES

It is of paramount importance that all Purchase Card users comply with the timely reconciliation of all Purchase Card transactions via the contractor bank's EAGLS payment process, according to guideline time frames specified. This will expedite the payment process to the bank and aid in resolving disputes and obtaining credits.

A. Disputes/Questioned Items

1. Occasionally, mistakes such as duplicate billing by vendors occur. If a charge for items/services appears on EAGLS that was not authorized by the cardholder, then the amount in question must be disputed/questioned and recorded on the QIF. If the items purchased with the card are found defective, damaged or not as ordered, the cardholder has the responsibility to notify the Approving Official and to notify the vendor to request (1) replacement, or (2) credit to the Purchase Card account. If the vendor refuses to replace or issue a credit, then the purchase must be disputed in EAGLS. Also, if the vendor issues a credit voucher, but the credit does not appear on EAGLS in the same billing cycle, then the charge must be disputed/questioned. Do not hold up the processing of other purchases while disputing/questioning one purchase.

2. The U.S. Government has the right to refuse payment. However, the cardholder must contact the vendor to attempt to resolve any billing problems before placing the item in dispute. After the cardholder has contacted the vendor, he/she must dispute the purchase in accordance with the instructions provided in EAGLS. The cardholder must retain a copy of the dispute form for record keeping purposes. Charges for any disputed/questioned item should be credited immediately by the vendor and EAGLS should reflect the credit soon thereafter. It is the responsibility of the cardholder to initiate contact with the vendor regarding the disputed/questioned item. Failure to initiate resolution of disputed/questioned items may result in the potential loss of Agency funds. It is the responsibility of the contractor bank to investigate any unresolved disputed/questioned amount and make a determination if payment must be deferred or made. When an item has been received that had been formerly disputed through the submission of a QIF, the vendor must rebill the cardholder's account.

B. Record Keeping

1. Cardholders must maintain the following records:

(a) Delegation of Procurement Authority or certificate of appointment (SF1402) retained in permanent file or prominently displayed at work location.

(b) A copy of the Purchase Card log for each 30-day billing cycle. The cardholder records each purchase made during the 30-day billing cycle on this log.

(c) The cardholder must maintain their Statements of Account (along with all original documentation) for at least 3 years (FAR 4.805(b)).

C. Cancellation/Suspension of Purchase Card

OAM has the responsibility and the authority to cancel or suspend any Purchase Card account when it is determined that cancellation or suspension is necessary due to cases of:

1. Fraud, waste and/or abuse,

   (a) The Purchase Card program team regularly reviews summary reports of purchases. Any individual who continuously disregards the Purchase Card procedures by repeatedly exceeding his/her individual funding limits, splitting procurements for the purpose of staying within purchase limitations, or purchasing restricted items, may have his/her card canceled or suspended.

   (b) If any employee knowingly uses the card for unapproved or unofficial purposes, such action will be considered as an attempt to commit fraud against the U.S. Government and may result in immediate suspension or cancellation of the card and further disciplinary action against the cardholder under applicable agency administrative procedures. The cardholder may be personally liable to the Government for the amount of any unapproved purchases and may be subject to a fine of not more than $10,000 or imprisonment for not more than five (5) years or both under U.S.C. 287;

2. Unauthorized use of the card by the cardholder or by any other individual;

3. A cardholder's continuous failure to follow the established agency guidelines and procedures under the EPA Purchase Card program, including proper and timely processing of purchases using the EAGLS payment process. In addition, failure of the cardholder and/or the Approving Official to respond to inquiries from the EPA Agency Point of Contact (APOC) and/or the CFMC, or;

4. A direct request from the cardholder, or Approving Official, or higher management authority for cancellation or suspension of the Purchase Card account.

D. Destruction of the Purchase Card

There are situations when the destruction of the Purchase Card is required. Situations that necessitate the destruction of the card include:

1. Separation of the employee from the assigned Approving Official's area of responsibility (through termination from EPA, transfers within EPA, disciplinary action, or reassignment or detail within EPA.)

2. The determination by the cardholder and/or the Approving Official that the card is no longer to be used by the cardholder.

To destroy the Purchase Card, one must be cut the card in half and send notification to the EPA APOC (see definitions) using the standard PURCHASE CARD DESTRUCT NOTICE. It is not necessary to return the destroyed card to the APOC.

E. Reporting Lost or Stolen Purchase Card

1. If a card is lost or stolen, it is the responsibility of the cardholder and the Approving Official to notify the APOC and the contractor bank within 24 hours. This notification will relieve the cardholder and/or EPA of any financial liability resulting from its unauthorized use of the card. **The telephone number to notify the bank of lost or stolen cards is *1-800-472-1424.***

2. The cardholder must notify his/her Approving Official of the lost or stolen card WITHIN ONE WORKDAY. The Approving Official may have to submit a written report within 5 workdays to the APOC. The report would include:

   (a) Complete identifying information of the lost or stolen card.
   (b) Date loss was discovered.
   (c) The general location where the loss occurred, if known.
   (d) All purchases the cardholder made within the billing cycle in which the loss occurred.

F. Getting A Replacement Card

After following the instructions in section E, 1, (a), above, replacement cards will be generally provided by the contractor bank within 2 to 3 working days.

G. Cardholder Leaving the Agency

If a cardholder leaves the agency, the Approving Official must ensure that the card is destroyed and an "PURCHASE CARD DESTRUCT NOTICE" (Exhibit F) form is completed. This completed notice must be forwarded by the Approving Official to:

U.S. EPA
Purchase Card Program Team (Mail Code 3802R)
Office of Acquisition Management (OAM)
Internal Oversight Service Center (IOSC)
Washington, D.C. 20460

The APOC will process the form and will notify the contractor bank.

H. Cardholder Transferring Within the Agency

Should a cardholder transfer within the Agency, but outside the current Approving Official's area (Allowance Holder), an "PURCHASE CARD DESTRUCT NOTICE" may be required (some cards are transferable; some are not.) If the cardholder's new office determines that a Purchase Card should be retained or issued to the EPA employee, the new Approving Official must send a cardholder request or application to the Purchase Card program team. This request will be processed and forwarded to the contractor bank to set up a new Purchase Card account and issue a new card or to transfer the current card to the new Approving Official.

I. Cardholder Name Changes

If an individual's name has been changed for any legal reason, the cardholder must submit a memorandum requesting that the name be changed and a copy of the standard Form 50 (reflecting the name change) to the Agency Point of Contact. The request for the name change will be processed, and a new purchase card reflecting the name change will be ordered and mailed to the cardholder.

J. Approving Official Changes

It is the responsibility of the Approving Official to notify the EPA Purchase Card program team of any change in the status of his/her cardholders, including changes in the Approving Official's status.

K. Safeguarding the Purchase Card and Standards of Conduct:

1. Purchase cards must be secured at the cardholder's EPA office location until needed for purchase(s) and must not be routinely carried along with one's personal credit cards (to avoid using the card when making personal purchases.)

2. The Government Purchase Card is issued to individual cardholders. The employee, whose name is embossed on the card, is the custodian and sole authorized user of the card.

L. Spending Limits & Increase Requests

1. Single Purchase Limit: The maximum amount authorized for a single purchase by a cardholder. This amount is specified on the application for Purchase Card and limited by the EPA Delegation of Procurement Authority issued to each cardholder. Usually set at $2,500 maximum for Program Office cardholders.

2. Thirty-Day Limit: The maximum amount (usually determined by each Approving Official) estimated to be expended by a cardholder during any 30-day monthly cycle. The 30-day purchasing limit is determined on a calendar month basis. Usually set at $5,000 per month for Program Office cardholders, but may be set higher in cases of bona fide need.

3. Office Limit: An established 30-day amount that generally equals the total of the thirty-day limits referenced in (b) above of all cardholders under an individual Approving Official. No fixed amount is associated with the Office Limit.

4. Thirty-Day Limit Increase Requests: Approving Officials and/or division directors may request a change in their 30-day spending limit(s) for their Cardholders. This request must go to the EPA APOC who will make the change when/if it is approved.

M. Management Reports

The contractor bank generates a wide variety of management reports that are available to OAM, including the cardholder activity reports. These reports are reviewed regularly by the OAM Purchase Card program team (see definitions) as part of their oversight responsibilities.

N. Responsibility for Oversight in the Purchase Card Program

Management and oversight of the Purchase Card program at EPA is primarily the responsibility of the Purchase Card Program Team located within the Office of Acquisition Management. The team regularly reviews purchase card reports to ensure compliance with the Purchase Card Program Guidelines.

The actual oversight of the program starts with the Approving Official and the Purchase Card Holder checking each other to ensure that the proposed purchase is proper prior to purchase.

The next level of oversight occurs when the Purchase Card Team in HQ receives and reviews the various daily transaction reports from the contractor bank.

The staff of the Cincinnati Financial Management Center reviews the Purchase Card transactions and any supporting documentation supplied by cardholder upon request of the CFMC. The CFMC staff will routinely notify the Purchase Card team of any indication of improper use of the purchase card.

Also, as part of the oversight of the Purchase Card program at EPA, the Purchase Card team provides the nucleus of the Purchase Card Review Team which conducts periodic (usually annually in the spring) reviews in the Cincinnati Financial Management Center for any previously suspect purchases.

At any level of oversight, if any irregularities are detected, the Purchase Card Team will request additional information from the cardholder and/or the approving official and take whatever action is necessary to correct or cure the situation, including suspension of the purchases card if so deemed necessary.

Program offices are also encouraged to establish their own internal control review procedures, as necessary.

LIST OF ACRONYMS

APOC	Agency Point of Contact
CFMC	Cincinnati Financial Management Center
DCN	Document Control Number
EAGLS	Electronic Accounting General Ledger System
EPA	Environmental Protection Agency
EPAAR	EPA Acquisition Regulations
FAR	Federal Acquisition Regulations
FOB	Free On Board
FPI	Federal Prison Industries, Inc.
FCO	Funds Control Officer
GSA	General Services Administration
IOSC	Internal Oversight Service Center
NB	NationsBank
NIB	National Industries for the Blind
NISH	National Institutes for the Severely Handicapped
OAM	Office of Acquisition Management
OHROS	Office of Human Resources and Organizational Services
OIRM	Office of Information Resources Management
OSC	On-Scene Coordinators
PC	Personal Computer
PCSC	Personal Computer Site Coordinator
PR	Purchase Request, EPA Form 1900-8
SIRMO	Senior Information Resource Management Official
QIF	Statement of Questioned Item Form
UST	Underground Storage Tanks

DEFINITIONS

1. **SmartPay Card**

The registered trademark provided by the contractor bank and the General Services Administration, printed on each U.S. Government Purchase Card. The Purchase Card is a plastic card, similar to any personal credit cards in appearance, embossed with the individual cardholder's name and is marked "FOR OFFICIAL US GOVERNMENT PURCHASES ONLY, US GOVERNMENT TAX EXEMPT."

2. **Cardholder**

A permanent EPA employee who:

(a) Has successfully completed the required training;
(b) Received a Delegation of Procurement Authority for the Purchase Card;
(c) Is issued the Purchase Card;
(d) Has his/her name embossed on the Purchase Card;
(e) Is the sole user of the card; and
(f) Is the custodian of the card.

3. **Purchasing Agent**

A permanent EPA employee in the GS-1100 job series who:

(a) Has successfully completed the required training;
(b) Received a Delegation of Procurement Authority for the Purchase Card;
(c) Is issued the card;
(d) Has his/her name embossed on the Purchase Card;
(e) Is the sole user of the card; and
(f) Is the custodian of the card.

4. **Approving Official**

A permanent EPA employee; generally, the immediate supervisor of the employee who is issued the card. The Approving Official must be in a position to approve or disapprove the purchase made by the EPA cardholder. This individual must also successfully complete all required training for Approving Officials.

5. **Funds Control Officer**

A Funds Control Officer's realm of responsibility may vary between that of a Funds Control Officer located in Headquarters, and that of a Funds Control Officer in the Regions or at a laboratory site. At any EPA location, the Funds Control Officer is either directly responsible for, or subject to coordinating with other personnel on serving as the central point of contact for all budgetary/financial information on funds control; certifying the availability of funds as to the correct purpose, time, and amount; ensuring that all financial transactions are in compliance with funds availability, funds ceilings and floors; ensuring the accuracy of accounting data of spending documents to include all financial data elements cited are correct, as well as appropriation codes, account numbers, object class codes, and signatures; entering the spending actions/commitments into IFMS and forwarding the spending document to the appropriate office for subsequent obligation.

6. **General Services Administration**

The Government agency responsible for the award and administration of the Federal Supply Schedule Contracts, (Industrial Group 651, IG Class 6153) for Government-wide Credit Card Services.

7. **Contractor Bank**

The contractor bank is the commercial banking institution that the EPA has selected as the contractor to administer the Purchase Card services for all of the EPA. The contractor bank will administer all of the Purchase Card accounts. As of December 1, 1998, the contractor bank is NationsBank.

8. **Purchase Card Program Team/Agency Point of Contact**

The EPA office responsible for the overall management and administration, including oversight, of the EPA Agency-wide Purchase Card program, is the Policy, Training, and Oversight Division (PTOD), Internal Oversight Service Center, located within the HQ-OAM. This unit is responsible for the issuance of Delegations of Procurement Authority and Certificates of Appointment, processing of applications for the Purchase Card, and routine maintenance of Purchase Card accounts.

Agency Point of Contact (APOC)

The individual who serves as the EPA APOC is the primary liaison between EPA and the contractor bank. The APOC is designated as the first point of contact for all inquiries from cardholders and/or Approving Officials. The address of the APOC is as follows:

U.S. EPA Purchase Card Program Team
Office of Acquisition Management
Policy, Training, and Oversight Division
Internal Oversight Service Center
401 M Street, SW (3802R)
Washington, DC 20460

9. Purchase Card Servicing Finance Office

(a) Responsible Paying Office

The office responsible for the management of all financial matters, including payment and disputes, associated with the EPA Purchase Card Program is Cincinnati Financial Management Center (CFMC). The CFMC will receive all Purchase Card transaction data through EAGLS and will make payments to the bank for the cardholders' approved transactions.

The mailing address of the CFMC is:

U.S. EPA
Cincinnati Financial Management Center
26 West Martin Luther King Drive (MS-7002)
Cincinnati, Ohio 45268

(b) Disputes Office Contact

The CFMC will coordinate, process and monitor all disputed purchases, credits, or billing errors.

10. Billing Cycle

The established billing cycle for EPA begins on the 28th of each month and ends on the 27th of the following month. If there is an automatic Statement of Account generated at the end of every cycle, this statement is usually only used only for information only and confirmation of purchases billed and paid since cardholder's can pay for their purchases on any day of the month by using EAGLS.

11. Purchase Card Forms

(a) Purchase Card Applications:

An Purchase Card CARDHOLDER ACCOUNT SET-UP INFORMATION form **(Exhibit A)** is the official name for the Purchase Card application. An application is required to establish an Purchase Card account and must be submitted to the Purchase Card program team HQ mail code (3802R).

Similarly, an Purchase Card Approving Official'S ACCOUNT SET-UP INFORMATION **(Exhibit B)** is the official name for the form used to set up Approving Official accounts. No matter how many cardholders are assigned to a single Approving Official, only one application is required.

(b) **Deskside Purchase Card Log:**
The EPA Purchase Card Log **(Exhibit C)** is used to record all purchases made using the Purchase Card. The cardholder is responsible for the completion of the log in accordance with the instructions provided in training. It is no longer a requirement to submit the log through the Approving Official and FCO to the CFMC after the end of the billing cycle.

(c) **Statement of Account:**
Monthly, an active cardholder may be sent a Statement of Account **(Exhibit D)** by the contractor bank that details all charges and credits for a 30-day billing cycle. The Statement of Account is generally used for information only.

(d) **Questioned Items/Disputes Form:**
An Purchase Card PROGRAM CARDHOLDER STATEMENT OF QUESTIONED ITEM **(Exhibit E)** is used by cardholders when it is necessary to dispute/question a charge or a portion of a charge that has been included in EAGLS Statement of Account. For items purchased and found defective, faulty or unusable, the cardholder must return the item(s) to the merchant and request an immediate credit to the Purchase Card account. Until the charge is credited, the charge must be placed in dispute. The cardholder Statement of Questioned Items form must be submitted to CFMC within 5 days of the discovery of the dispute.

(e) **Purchase Card Destruct Notice:**
Cardholders and Approving Officials are required to complete an Purchase Card DESTRUCT NOTICE **(Exhibit F)** when there is no longer a need for their card or when one of several changes in employee re-assignment has occurred. Forward the Destruct Notice to the Purchase Card program team in headquarters.

EXHIBIT A

CARD HOLDER

APPLICATION

FOR THE

U.S. GOVERNMENT

PURCHASE CARD

AT EPA

EXHIBIT A

Please follow instructions carefully. Errors may result in delayed processing of application.

The following documentation must be submitted for new purchase cards:

1. Purchase card application - "Purchase Card Program Cardholder Account Set-up Information"

   Please ensure the Division Director (or higher level official) signs the application form. This is a mandatory requirement

2. Copy of current Delegation of Procurement Authority and a certificate of successful completion of the purchase card training (and/or BPA call ordering officers course), dated not more than 3 years from the current date.

3. Purchase card applications must identify the responsible Approving Official.

   If the Approving Official is new, an application form for the Approving Official is also required.

   The Division Director (or higher level official) must sign the Approving Official application.

   If the Approving Official has submitted an application that has been approved, there is no need to submit a new one. Just enter the Approving Official's name in Item 7 on the purchase cardholder's application form.

4. A cover memorandum designating the purchase cardholder nominee is not required. Applications that do not include all required documentation and signatures may be returned for correction.

   Send the complete application package to:

   U.S. EPA Purchase Card Program Team
   Office of Acquisition Management
   Policy, Training, and Oversight Division
   Internal Oversight Service Center
   401 M Street, SW (3802R)
   Washington, DC 20460

If you have any questions or problems, please call the purchase card team at 202-564-4374.

EXHIBIT A

INSTRUCTIONS FOR "PURCHASE CARD PROGRAM CARDHOLDER ACCOUNT SET-UP INFORMATION" FORM

Please Print.

1. **Level 2 Number**: Pre-printed on application (68).
2. **Level 3 Number**: Enter your Service Finance Office code, such as:
   HQ = 99
   RTP = 22
   Cincinnati = 27
   Region I = 01
   Las Vegas = 33
3. **Level 4 Number**: After the pre-printed 0 0 on the application, enter your two digit EPA Allowance Holder code number (do not include 3rd position alpha code of allowance holder designation.)
4. Division Director (or appropriate official) recommendation. Please type or print. the Division Director's name, title and office.
5. Signature of the official identified in question 4 above who is providing the recommendation for the new purchase cardholder.
6. Approving Official's account number. NO LONGER USED.
7. Enter the Approving Official's name. Please enter first name, middle initial, and last name.
8. Enter the office designation beginning with EPA-AA or -Region. It is important to separate each level with "-", e.g.,EPA-ORD-NERL or EPA-REGION III-HWMD.
9. Please print the cardholder's name as it should appear on the purchase card.
10 Enter the official postal address for the office. For example, 401 M Street, S.W. for Headquarters.
11. Enter your local EPA mail code for your office.
12. Enter the appropriate City, State, and Zip Code of the office identified in question 10 above..
13. Enter your work number.
14. 30-Day Limit. Enter the total amount of anticipated for a 30-day period. Please round up to the nearest hundred dollars.
15. Single Purchase Limit. Enter the following code for your single purchase spending level:
    Enter 00 for $100 limit
    Enter 01 for $500 limit
    Enter 02 for $1,000 limit
    Enter 04 for $2,500 limit
    Enter 05 for $25,000 limit **Reserved for purchasing agents/contracting officer** (limit is based upon the warrant limit)
16 Merchant activity type:
    Enter 20 for program office cardholder
    Enter 22 for purchasing agents
    Enter 23 for on-scene-coordinators, field agents and/or investigators
17. Enter Y if you are currently supporting a Superfund activity. Enter N if you are not directly supporting Superfund.
18. Enter the cardholder E-mail address.

Do not enter any further information.

EXHIBIT A

PURCHASE CARD PROGRAM
CARDHOLDER ACCOUNT SET-UP INFORMATION

NOTE: **FILL IN ONLY ONE CHARACTER PER SPACE. USE NO PUNCTUATION.**

INPUT FOR:

1. LEVEL 2 NUMBER 6 8
2. LEVEL 3 NUMBER __ __
3. LEVEL 4 NUMBER 0 0 __ __
4.
5.

Approved:_____
Name, Title, Division/Office

Signature:_____

SET-UP INFORMATION

Approving Official

6. ACCOUNT NUMBER (no longer used)
7. APPROVING OFFICIAL'S NAME_____
(first name, middle initial, last name)

CARDHOLDER NAME, ADDRESS/PHONE

8. OFFICE_____ (Line 2)
9. CARDHOLDER NAME_____ (Line 1)
(first name, middle initial, last name)
10. STREET ADDRESS _____ (Line 3)
11. INTERNAL MAILCODE_____
12. CITY _____ STATE__ (Line 4)
ZIP____-____ (Line 5)
13. TELEPHONE NUMBER___-___-____

SPENDING LIMITS/ACTIVITY CODE

14. 30-DAY LIMIT ___0 0
15. SINGLE PURCHASE LIMIT __(Refer to Instructions)
16. MERCHANT ACTIVITY TYPE __(Refer to Instructions)
17. Superfund Activity? _____ 18 EMAIL _____

CONTRACTOR USE ONLY:
REC'D DATE_____
INPUT DATE_____
VERIFIED_____
REJECT REASON_____
CALLED/RETURNED/COMMENTS__
_____
_____
_____

INPUT SUBMITTED BY:

Signature:_____

Name:_____

Address:___U.S. EPA_____
___Office of Acquisition Management_____
___Washington, DC 20460_____

Phone:_____Date_____

EXHIBIT B

APPROVING OFFICIAL

APPLICATION

FOR THE

U.S. GOVERNMENT

PURCHASE CARD

AT EPA

EXHIBIT B

INSTRUCTIONS FOR "PURCHASE CARD PROGRAM Approving Official ACCOUNT SET-UP INFORMATION" FORM

Please follow instructions carefully. Errors may result in delayed processing of application. Application that do not include all required documentation and signatures may be returned for correction. Please print.

1. **Level 2 Number**: Pre-printed on application (68).
2. **Level 3 Number**: Enter your Service Finance Office code, such as:

   HQ = 99
   RTP = 22
   Cincinnati = 27
   Region I = 01
   Las Vegas = 33

3. **Level 4 Number**: After the pre-printed 0 0 on the application, enter your two digit EPA Allowance Holder code number. (Your Funds Control Officer (FCO) can provide this information.)
4. Division Director (or appropriate official) recommendation. This must be the same official who signed the cardholder's application. Please type or print the Division Director's name, title and office. Division Directors or higher level officials may approve themselves as the Approving Official.
5. Signature of the official identified in question 4 above.
6. Enter the office designation beginning with EPA-AA or -Region. It is important to separate each level with "-", e.g., EPA-ORD-NERL or EPA-REGION III-HWMD.
7. Enter the Approving Official's name. Please enter first name, middle initial, and last name.
8. Enter the official postal address for the office. For example, 401 M Street, S.W. for Headquarters
9. Enter your local EPA mail code for your office.
10. Enter the appropriate City, State, and Zip Code of the office identified in question 9 above..
11. Enter your work number.
12. Enter the office limit. This is the total of the 30-Day purchasing limits for all purchase cardholders reporting to the Approving Official identified in this application. Please round up to the nearest hundred dollars.
13. Enter the Approving Official's e-mail address.

Do not enter any further information.

Send the complete application package to:

U.S. EPA Purchase Card Program Team
Office of Acquisition Management
Policy, Training, and Oversight Division
Internal Oversight Service Center
401 M Street, SW (3802R)
Washington, DC 20460

If you have any questions or problems, please call the purchase card team at 202-564-4374.

EXHIBIT B

PURCHASE CARD PROGRAM
APPROVING OFFICIAL ACCOUNT SET-UP INFORMATION

NOTE: **FILL IN ONLY ONE CHARACTER PER SPACE. USE NO PUNCTUATION.**

INPUT FOR:

1. LEVEL 2 NUMBER 6 8
2. LEVEL 3 NUMBER ___ ___
3. LEVEL 4 NUMBER 0 0
4.
5.

Approved:_____
Name, Title, Division/Office

Signature:_____

SET-UP INFORMATION

APPROVING OFFICIAL'S NAME, ADDRESS/PHONE

6. OFFICE NAME_____
7. Approving Official NAME_____
   (first name, middle initial, last name)
8. STREET ADDRESS _____
9. INTERNAL MAILCODE_____
10. CITY _____ STATE__
    ZIP_____-____
11. TELEPHONE NUMBER _____-_____-_____
12. OFFICE LIMIT ___ 0 0
    ACCOUNT NUMBER (no longer used)
13. APPROVING OFFICIAL'S E-MAIL BOX _____

CONTRACTOR USE ONLY:
REC'D DATE_____
INPUT DATE_____
VERIFIED_____
REJECT REASON_____
CALLED/RETURNED/COMMENTS__
_____
_____
_____

INPUT SUBMITTED BY:

Signature:_____

Name:_____

Address: U.S. EPA
Office of Acquisition Management
Washington, DC 20460

Phone:_____Date_____

PURCHASE CARD LOG FOR BILLING PERIOD_____1 st, _____THROUGH_____end of month _____ PAGE _____OF_____ **EXHIBIT C**

PRINTED NAME
OF PURCHASE CARDHOLDER: **ACCOUNT NUMBER: 4486-8600-00** ☐☐ ☐☐☐☐

ITEMS PURCHASED PURCHASED	VENDOR/ MERCHANT	APPROVALS (IF APPROPRIATE)	DATE ORDERED	TOTAL COST	OBJECT CLASS	DATE REC'D	DATE PAID IN EAGLS
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					
		Signatures/Title					

SIGNATURE OF
PURCHASE CARDHOLDER:_____
TELEPHONE NUMBER: DATE:

SIGNATURE OF
Approving Official:_____
TELEPHONE NUMBER: DATE:

EXHIBIT D

EXAMPLE OF PURCHASE CARDHOLDER STATEMENT OF ACCOUNT

OFFICE OF THE COMPTROLLER
FINANCIAL MANAGEMENT CENTER
JAMES V. WOOD CHIEF
EPA ACCOUNTING OPERATIONS OFC
26 WEST MARTIN LUTHER KING DR..
CINCINNATI OH 45268-0000

PAGE ➤
1
CARDHOLDER
ACCOUNT 4486-0000-0000-0000
APPROVING
OFF. ACCOUNT 4486-0000-0000-0000
ACCT CODE
STATEMENT
DATE 5 17 99

CARDHOLDER
Jane Doe
EPA HQ
401 M ST SW
(3802R)
WASHINGTON DC 20460-9999

Approving Official
Janey Smith
EPA HQ
401 M ST SW
(3802R)
WASHINGTON DC 20460-9999

STATEMENT OF ACCOUNT U.S. GOVERNMENT CREDIT CARD

PURCHASE DATE / PROCESSING DATE REFERENCE NUMBER	MERCHANT NAME MERCHANT LOCATION / SIC CODE	AMOUNT
04/21/93 XV 04/23 7461044311306245 DESCRIPTION ACCTG. CODE	BUREAU OF NATL AFFAIRS WASHINGTON DC 8999 sub. to "Inside EPA"	1,200.00
04/21/93 XV 04/26 7461044311306245 DESCRIPTION ACCTG. CODE	FENTON5 UNIFORM FASHIONS SILVER SPRING MD 5699 safety shoes	1,720.00
04/21/93 XV 04/26 7461044311306245 DESCRIPTION ACCTG. CODE	COMPUTER PRODUCTS INC FAIRFAX VA 5734 Harvard Graphics	413.00
04/21/93 XV 04/26 7461044311306245 DESCRIPTION ACCTG. CODE	CADD MICRO SYSTEMS INC ALEXANDRIA VA 7372 PageMaker Software	1,500.00
DESCRIPTION ACCTG. CODE		

USER FIELD 2 TAX EXEMPT 4,833.00	PURCH LIMIT 2,500 30 DAY LIMIT 50,000	TOTAL

EXHIBIT E

PURCHASE CARD PROGRAM
CARDHOLDER STATEMENT OF QUESTIONED ITEM

(Please print or type in black ink.)

CARDHOLDER NAME (please print or type) _____ ACCOUNT NUMBER _____

CARDHOLDER SIGNATURE _____ DATE _____ TELEPHONE NO. _____

The transaction in question is described below:

Transaction Date	Reference #	Merchant Name	Amount	Statement Date

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact the CFMC at 513-487-2069. We will be more than happy to advise you in this matter.

If the statements below are not applicable please send a letter of explanation regarding your dispute. Please, list all pertinent information and include your account number and signature.

I. **CARDHOLDER DISPUTE** (Cannot be used until resolution is attempted with the merchant.)
< > I did participate in the above transaction, however, I dispute the entire charge, or a portion, in the amount of $_____
because (please be specific) _____

NOTE: Provide completed description of problem, attempted resolution, and outstanding issues. Use a separate sheet of paper, it necessary, and sign your description statement.)

II. **UNAUTHORIZED MAIL OR PHONE ORDER**
< > I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

III. **DUPLICATE PROCESSING**
< > The transaction listed above represents multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

IV. **MERCHANDISE OR SERVICE NOT RECEIVED**
< > My account has been charged for this above listed transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.) My account has been charged for this above listed transaction. I have contacted this merchant on (date) and canceled the order. I will refuse delivery should the merchandise still be received.

V. **MERCHANDISE RETURNED**
< > My account has been charged for the above listed transaction, but the merchandise has since been returned for the following reason:: _____

Enclosed Is a copy of my postal or UPS receipt.

VI. **CREDIT NOT RECEIVED**
< > I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. **A copy of the credit voucher is enclosed.** (Please provide a copy of this voucher with this correspondence.)

VII. **ALTERATION OF AMOUNT**
< > The amount of this charge has been altered since the time of purchase. **Enclosed is a copy of my sales draft showing the amount for which I signed.**

VIII. **INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**
< > I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a statement of questioned item must be provided to include the copy of the sales draft if a further dispute exists. If a copy cannot be obtained, a credit will appear in my account.

IX. **COPY REQUEST**
< > I recognize this charge, but need a copy of the sales draft for my records.

X. **SERVICES NOT RECEIVED**
< > I have been billed for this transaction, however, the merchant was unable to provide the services for the following reason(s): _____

< > paid for by another means. My card number was used to secure this purchase, however final payment was made by check cash, another credit card, or purchase order. (Enclosed is my receipt, canceled check (front & back), copy of credit card statement, or applicable documentation

XI. **NOT AS DESCRIBED**
< > (Cardholder must specify what goods, services, or other things of value were received.) The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in his/ her complaint

MAIL TO: U.S. EPA FMC, Cincinnati. Ohio

Cardholder Statement of Questioned Item Form Checklist **EXHIBIT E** Page 2

I. Cardholder Dispute
* State attempted resolution with merchant
* State complete description of problem
* Copy of sales Slip
* Cardholder Statement of Account

II. Unauthorized Mail/Phone Order
* If sales slip is signed or imprinted, this does not apply

III. Duplicate Processing
* Both dollar amounts are exact amount
* Dollar amount of the first charge
* Both statements
* Copy of original sales slip

IV. Merchandise/Services Not Received
* State attempted resolution with merchant
* Date expecting delivery
* Statement

Canceled Merchandise/Services
* Date canceled with merchant
* Reason why canceled
* Statement

V. Merchandise Returned
* Explanation why item returned
* Postal receipt or UPS receipt
* Date returned item

VI. Credit Not Received
* State Dollar amount of credit expected
* Copy of credit voucher or credit memo
* Statement

VII. Alteration of Amount
* State dollar amount of alteration
* Copy of sales Slip
* Statement

VIII. Unrecognized Charge
* Statement

(if sales slip is supplied to cardholder, a new questioned item form must be filled out with copy of sales slip attached)

IX. Copy Request
* Statement

X. Services Not Received
* Complete description as to why merchant unable to provide services
* Statement

Paid by other means
* State how other payment was made
* Copy of other payment
    1. Cash receipt
    2. Canceled check (copy front and back)
    3. Purchase Order
    4. Statement date and dollar amount

XI. Not As Described
* State how and what goods or services were received
* State what goods or services were expected
* Return merchandise
* Copy of postal receipt or UPS receipt

EXHIBIT F

PURCHASE CARD DESTRUCT NOTICE

MAIL TO: EPA PURCHASE CARD TEAM
HQ - O.A.M. (3802-R)
401 M STREET, S.W.
WASHINGTON, D.C. 20460

REASON(S) FOR DESTRUCTION:

____ Employee transferred

_____ Found after reported lost/ stolen

_____ Employee terminated/ resigned

____ Other reason(s) _____

CURRENT DATE _____ CARD EXP. DATE _____

NAME OF CARDHOLDER _____

PURCHASE CARD ACCOUNT NUMBER 4486- 8600-00

Approving Official'S NAME _____

Approving Official'S SIGNATURE _____

COMMENTS: _____

_____

_____

_____

_____

Notice: Cut card in half and destroy. Do not return card to EPA Purchase Card Program Manager.

Exhibit G

FEDERAL SUPPLY SCHEDULE

FEDERAL SUPPLY SCHEDULE TITLE	SCHEDULE NUMBER	MAIL LIST CODE	NON-MANDATORY	PRICE REDUCTION	ON-LINE GSA ADVANTAGE!™
AUTOMOTIVE CENTER - Customer Vendor Relations: Nancy Tyrrell (703)308-2277					
Tires Pneumatic and Retread Services	26 I	00SC 2601	*	*	
Construction and Highway Maintenance Equipment	38 I A	10SC 3801	*	*	
Fire Fighting, Waste Disposal Vehicles and Towing/Wrecking Vehicles	42 IV	00SC 4204	*	*	
OFFICE OF SCIENTIFIC EQUIPMENT CENTER - Customer Vendor Relations; Jeanne Deck (703)305-6626					
Printing & Bookbinding Equip	36 II	00SC 3602	*	*	
Copying Equip., Supplies & Services	36 IV	00SC 3603	*	*	
Blood Chem., Electrophoresis, Imaging	66 II A	00SC 6631	*	*	
Lab. Accessories and Supplies	66 II B	00SC 6603	*	*	
Clinical Sample Preparation & Analysis Instruments	66 II C	00SC 6604	*	*	
Laboratory Balances & Special Purpose Scales	66 II E	00SC 6606	*	*	
Instrumentation Components (Data Acquisition, Calibration, and Power Supplies)	66 II H	00SC 6616	*	*	
Electronics Analyzers & Meters	66 II J	00SC 6632	*	*	
Materials, Temperature Utilities & Test Equipment	66 II L	00SC 6619	*	*	
Spectrometers & Spectrophometers	66 II M	00SC 6620	*	*	
Chromatograph & Misc. Analyzers	66 II N	00SC 6621	*	*	
Lab Ovens, Chambers & Thermometers	66 II O	00SC 6622	*	*	
Individual & Modular Furniture.	66 II P	00SC 6630	*	*	
Geophysical, Surveying and GPS Equipment	66 II Q	00SC 6624	*	*	
Environmental Analysis & Hazard Detection Equipment	66 II R	00SC 6633	*	*	
Vertical Laminar Flow Biological Safety Cabinets	66 II T	00SC 6634	*	*	11/96*
Photo Equipment & Supplies	67 II & III	00SC 6702	*	*	11/96*
Microphotographic Equipment	67 IV B	00SC 6705	*	*	
Office Machine (Typewriters, Dictation Systems, Lettering Machines, Sound Reduction Enclosures and Anti-Theft Devices)	74 I A	00SC 7401	*	*	
Office Machines (Calculators, Mailing Equipment, & Misc.)	74 II & III	00SC 7402	*	*	

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460

FEDERAL SUPPLY SCHEDULE TITLE	SCHEDULE NUMBER	MAIL LIST CODE	NON-MANDATORY	PRICE REDUCTION	ON-LINE GSA ADVANTAGE!™
ADP ACQUISITION CENTER - Customer Vendor Relations: Mary Rogers (703)305-5777					
Equipment	58 VI VII	00SC 5813	*	*	
Mainframes	70 I A	00SC 7010	*	*	
Computers	70 I B & C	00SC 7011	*	*	1
Used and Rebuilt Equipment	70 I D	00SC 7012	*	*	
Electronic Commerce	70 I E	00SC 7013	*	*	
SERVICES ACQUISITION CENTER - Customer Vendor Relations: Barney Brasseux (703)305-6658					
Air Passenger Transportation Services	451 II	N/A	*	*	
Express Transportation Services (FEDEX)	451 III	00SC 4520	*	*	
Governmentwide Commercial Credit Card Service	615	N/A	*	*	
Nationwide Government Relocation Service	653	00SC 0653	Apr-97	*	
Factual data reports-- consumer and commercial credit	732 I A	00SS 7321	*	*	
Professional debt collection services	732 I B	00SS 7322		*	
Travel and Transportation Payment and Expense Control System	738 VII	N/A	*	*	
Investigation of Discrimination Complaints & Preparation of Investigation Reports	738 X	00SS 0010	*	*	
Film and Videotape Processing	781 I & II	03SS 7801	Dec-98	*	
Prepayment audit of Government transportation billing documents	872	00SS 8930	*	*	
Total quality management implementation consulting services, conducted formal training and training aids and materials for agency training purposes	874	00SC 8710	*	*	
International Schedule	IFSS	IFSS 0001	*	*	
OFFICE SUPPLIES & PAPER PRODUCTS CENTER - Customer Vendor Relations: Sandy Sabbers (212)264-0479					
Telecommunication & ADP Supplies - Commercial Telecommunications	58 V A	00SC 5806	*	*	1
Training Aids & Devices	69	00SC 6901	*	*	
Recording Paper & Supplies	75 I D	00SC 7511	*	*	
Office Supplies	75 II A	00SC 7509	*	*	11/96*
Desk Top	75 III A		*	*	11/96*

FEDERAL SUPPLY SCHEDULE TITLE	SCHEDULE NUMBER	MAIL LIST CODE	NON-MANDATORY	PRICE REDUCTION	ON-LINE GSA ADVANTAGE!™
Office supplies-- envelopes: mailing, printed and plain	75 V	00SC 7505		*	
Office Supplies, Cards, Tabulating	75 VIII A	00SC 7507		*	
Copy Paper	75 XI	02SC 7513	*	*	
Publications.	76 I	01SC 7601	*	*	
Publications	76 II	01SC 7602	*	*	
Packing & Packaging Supplies	81 I B	00SC 8106	*	*	
Services-- lending library	823	02SS 8201	*	*	
GENERAL PROCUREMENT BRANCH - Customer Vendor Relations: Monica Gormley (215)656-3830					
Communication Equipment	58 III B	00SC 5801	*	*	11/96*
Telecommunications Equipment	58 IX	00SC 5802	*	*	
Lighting	62 I	00SC 6201	*	*	
Miscellaneous Furniture: Hospital Patient Room Furniture	71 III F	00SC 7160	*	*	
Drapes & Blinds	72 V	00SC 7207	*	*	
Wall Art	72 VIII	00SC 7209	*	*	
NATIONAL FURNITURE CENTER - Customer Vendor Relations: Rick Walton (703)305-6200					
Household and Quarters, Upholstered. Performance	71 I E	00SC 7163	*	*	
Wall Unit & Loft Groups	71 I H	00SC 7178	*	*	
Executive Office and Conference Room Furniture	71 II D	00SC 7184	*	*	
Systems Furniture	71 II E	00SC 7167	*	*	
Packaged Room Furnishings	71 II H	N/A	*	*	
Misc. Furniture, Classroom, Auditorium, Theater Seating	71 III A	0	*	*	
Library Furniture	71 III B	00SC 7159	*	*	
Storage Cabinets for Forms and Flammable Liquids, Card Size Filing Cabinets	71 III C	00SC 7152	*	*	
Mail Room Furniture, Mail Sorting and Distribution, Bins, Racks and Carts, Light Duty Small Parts Cabinets and Plastic Bins	71 III D	00SC 7153	*	*	
Miscellaneous Furniture (Security Filing Cabinets, Safes, Vault Doors, Map and Plan Files, Accessories, COMSEC Containers, and Special Access Control Containers) Systems & Modular Furniture	71 III E	00SC 7150	Jan-97	*	
Multipurpose Seating	71 III H	00SC 7175	*	*	

FEDERAL SUPPLY SCHEDULE TITLE	SCHEDULE NUMBER	MAIL LIST CODE	NON-MANDATORY	PRICE REDUCTION	ON-LINE GSA ADVANTAGE!™
Steel Vertical Blueprint Filing Cabinets, Roll Drawing, Files, High Density, Moveable, Shelf Filing Systems	71 III J	00SC 7162	*	*	
Cafeteria & Food Service Equip	71 III L	00SC 7177	*	*	
Partitions	71 III M	00SC 7163	Dec-96	*	
ADP Furniture	71 III N	00SC 7165	*	*	
Display & Communication Boards	71 III T	00SC 7181	*	*	11/96*
Clothing Lockers and Drafting Stools	71 III Y	00SC 7183	*	*	
Misc. Furniture, Conference Room Tables	71 X	00SC 7112	*	*	
Industrial Furniture: Work Benches, Work Tables, Storage Cabinets	71 XIV B	00SC 7182	*	*	
Carpet, Carpet Tile and Carpet Cushion	721 A	00SC 7201	Oct-97	*	
Resilient Flooring	72 I B	00SC 7202	*	*	
Mats & Matting	72 I E	OOSC 7210	*	*	
Tools and Appliance Commodity Center, Customer Vendor Relations: Warren Moses (816)926-6760					
Power Driven Portable Hand Tools	51 VI	00SC 5106		*	
GENERAL PRODUCTS COMMODITY CENTER - Customer Vendor Relations: Genni Brown (817)978-4545					
Boats & Marine Barriers	19 I	10SC 1901	*	*	
Wheel and Track Vehicles.	23 I	01SC 2301	*	*	
Woodworking & Metalworking Machinery Equipment	32/34	00SC 3201	*	*	
Lawn and Garden Equipment	37 II A	07SC 3701	*	*	
Material Handling Equipment	39 II A	10SC 3901	*	*	
Forklifts	39 II B	00SC 3903	*	*	
Firefighting and Rescue Equipment	42 I B	08SC 4206	Apr-97	*	
Repair Shop Equipment	49 I B	01SC 4902	*	*	
Maintenance and Repair Shop Cleaning Equipment	49 II	00SC 4902	*	*	
Prefabricated Structures; Warehouse	54 II B	00SC 5410	*	*	
Above Ground Storage Equipment	54 III	07SC 5410	*	*	
Construction & Building Materials	56 IV A	08SC 5605	*	*	
Generators	61 V A	04SC 6102	*	*	
Power Distribution Equipment	61 V B	04SC 6103	Mar-97	*	

FEDERAL SUPPLY SCHEDULE TITLE	SCHEDULE NUMBER	MAIL LIST CODE	NON-MANDATORY	PRICE REDUCTION	ON-LINE GSA ADVANTAGE!™
Energy Efficient Products	62 II	00SC 6206	Dec-96	*	
Alarm & Signal Equipment	63 I	00SC 6301	*	*	
Recycling & Waste Container	72 VII B	00SC 7240	*	*	
Food Service Equipment	73 III	00SC 7302	*	*	
Musical Instruments	77 II	10SC 7702	Feb-97	*	
Audio & Video Equipment	77 III	10SC 7703	*		
Indoor/Outdoor Athletic and Recreational Equipment	78 I A	10SC 7801	Jan-97	*	
Park & Outdoor Recreation Equipment	78 I C	10SC 7803	Sep-97	*	
Cleaning Equipment and Supplies	79 I B	09SC 7901	*	*	
Special Purpose Clothing	84 II B	01SC 8403	May-98	*	
Clothing and Footwear, Athletic and Recreational	84 V A	01SC 8402	*	*	
Law Enforcement and Security Equipment	84 VI A	10SC 8406	*	*	
Signs	99 IV A	00SC 9901	*	*	
Recruiting Aid and Promotional Materials	99 V A	02SC 9901	*	*	
Trophies	99 VI A	07SC 9902	*	*	11/96*
PAINTS AND CHEMICALS CENTER - Customer Vendor Relations: Todd Posey (206)931-7353					
Water Filtration Equipment	46 I A	00SC 4602	*	*	
Chemical and chemical products - calcium chloride, deicing compounds, sodium chloride and bulk sodium chloride	68 I A	07SC 6811		*	
Propane	68 IIID		*	*	
Water Treatment Chemicals	68 V B&C	00SC 6821	Feb-97	*	
Disinfectants	68 VI A	00SC 6811	Mar-98	*	
Deodorants	68 VI B	07SC 6822	*	*	11/96*
Ware Washing Compounds and Laundry Detergents	79 II A	00SC 7901	*	*	
Solvents	79 V	10SC 7905	*	*	11/96*
Cleaning Chemical & Dispensing System	79 VII	00SC 0014	*	*	
Latex Paints	80 VI A	10SC 8006	*	*	
TOTALS	121		102	121	
* = INCLUDED IN FEDERAL SUPPLY SCHEDULE					

PURCHASE ORDER REGISTER

EXHIBIT H

DCN	PO#	AWARD DATE	CONTRACTOR	AWARD AMOUNT	ITEM DESCRIPTION	LEGEND

Legend: (B) Bank Orders _____, (O) Oral Orders _____, (P) Priority _____

EXHIBIT I

EAGLS

For "lost" EAGLS User IDs

Call the EPA Agency Point of Contact (A.P.O.C.)

Karen Lee 202-564-4378

-or-

Stacey Brown 202-564-4374

Use of NationsBank EAGLS at EPA

1. Netscape Communicator

2. EAGLS Web site:
   www.gov-eagls.nationsbank.com

3. Key Function Buttons

ENTER	(no function in EAGLS)
SUBMIT	Accepts screen content/input.
CLEAR	Deletes the text file information.
RESET	Clears all entered data from screen.
CANCEL	Deletes request; returns to previous screen.
REVISE	Revises request; returns to previous screen.
OK	Accepts screen information
BACK	Returns to previous screen, information cleared.
BROWSE	To view other choices for input or functions.

4. Screens: for login, inquiry, maintenace, cost allocation screens: read on. See arrows for key entry locations and selections.

WARNING!

You are attempting to access a private Web Site protected by a Security System. Access to and use of this facility requires explicit, current authorization and is strictly limited.

Unauthorized, or any attempt at unauthorized access, usage, copying, alteration, destruction, or damage to its data, programs or equipment may violate the Federal Computer Fraud and Abuse Act of 1986 as well as applicable state law and/or civil liability.

With the before mentioned understood, should you proceed further, you may subject yourself to investigation that could lead to prosecution should you not have authorization or violate any of these restrictions.

CONTINUE

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460

EAGLS System Logon

Please Enter Your User ID and Password

User ID

Password

Submit Clear

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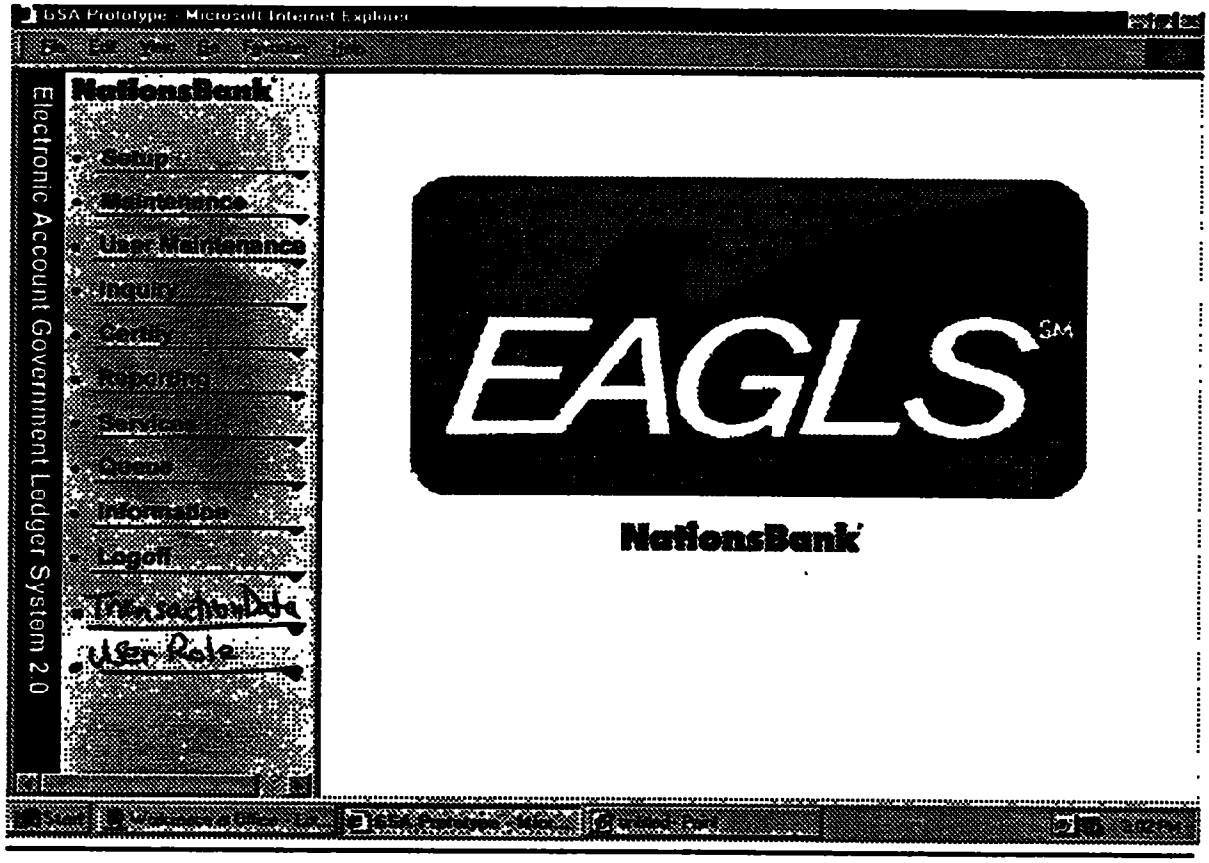
GSA Prototype - Microsoft Internet Explorer
NationsBank
Electronic Account Government Ledger System 2.0
Setup
Maintenance
User Maintenance
Inquiry
Query
Reporting
Services
Submit
Information
Logoff
Transaction Data
User Role
EAGLS SM
NationsBank

PROCESS ROLE CHANGING FOR TRAVEL AND PURCHASE CARDHOLDERS

If you are a Travel and Purchase Cardholder, and you only have one EAGLS ID, the following guidelines will help you to navigate between both accounts in EAGLS

Access Netscape and load the EAGLS Web Site according to the NationsBank Cardholder Program Guide starting on page 18.

From the EAGLS screen single click on the *User Options* menu option on the left hand portion of the screen. Select *Change Account.* EAGLS will take you into the Change Accounts Window. The current session account will be set at your Travel Account. Below this number will be a New Account drop down box. Click on the down arrow, your *Purchase Account* will appear below the travel account number. Highlight the purchase account. Under *Options* there are three choices, you can permanently change EAGLS to always load your purchase account click on *Set Both Session and Default Account Number.* Below this area click on *Submit.*

EAGLS will now display a *Change Accounts Confirmation* Window, if the account number is correct click on *OK.*

You can now proceed with the Cost Allocation Process.

Change Accounts

Current Session Account	448686000000[redacted]
New Account	448686000000[redacted]
Options	• Set Session Account Number Set Default Account Number Set Both Session and Default Account Number

Submit Clear

Copyright © 1998 NationsBank. All rights reserved.

Change Accounts Confirmation

Your session account number is set to 448686000000[redacted]

OK

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CARDHOLDER COST ALLOCATION PROCESS

Access Netscape and load the EAGLS Web Site according to the NationsBank Cardholder Program Guide starting on page 18. From the EAGLS screen single click *Transaction Data* menu option on the left hand portion of the screen.

Turn on your CAPS LOCK before starting.

Single Click on the *Individual Statement* option.

During this start up period many of purchase card orders (prior to January 12th cycle) can be accessed in *Current Statement* area of the web site. Please click on the radio button for Current Statement. (Normally you would click on the radio button for *Current Transaction* to access transactions in the current transaction period .)

Click on the *SUBMIT* radio button.

Use the scroll down bar to the bottom of this page. Click on *View Statement Transactions* underlined option to bring up a list of all current purchase card transactions.

The dollar amount of each purchase should be in blue. Single Click on the blue dollar field.

Scroll to the bottom of the screen and click on the *Cost Allocation* underlined option listed..

Page down to the *Accounting Code Distribution* section.

Single Click in the second box under Accounting Code Distribution section. It should have a dot in the radio button next to the block. Enter your accounting data into the block and depress the TAB key on your keyboard and enter the amount to be charged to this accounting data.

Accounting Code data should be in the format of 9959T099992614 which is broken out as follows:

99	59	T09999	2614
Fiscal Year (2 positions)	Allowance Holder (2)	Document Control Number (6)	and Object Class. (2)

NO BLANKS NO SLASHES
NO PERIODS
NO DASHES

Scroll to the bottom of the screen and click on the *OK* button.

The *Cost Allocation Verification* screen will now appear. Verify the information and if correct then click on the *OK* button.

The *Cost Allocation Confirmation* screen will now appear telling you that the cost has been reallocated. Click on the *OK* button.

You will now be returned to the *Individual Statement* screen. Scroll to the bottom of the page.

Click on the *View Statement Transactions* and restart the process to allocation cost to the next transaction.

Object Class Code and Descriptions

2330 Administrative Equipment Rental
2350 Programmatic Equipment Rental

2410 Administrative Printing and Reproduction
2411 Programmatic Printing and Reproduction

2415 Programmatic Advertising

2501 Administrative Training
2502 Programmatic Training
2504 Administrative Contracts
2541 Administrative ADP Equipment Repair & Maintenance
2560 Administrative Registration Fees - All Others
2561 Programmatic Registration Fees - All Others
2565 Administrative Facilities Maintenance & Operations Expenses
2573 Administrative General Equipment Repair & Maintenance
2583 Other Programmatic Contracts
2588 Programmatic Scientific & Technical Equipment Maintenance

2615 Administrative Supplies & Materials
2616 Programmatic Supplies & Materials
2617 Administrative ADP & Telecommunications Supplies
2619 Administrative Subscriptions
2622 Programmatic Protective Clothing & Supplies
2623 Programmatic Criminal Investigator Supplies
2624 Programmatic Subscriptions
2625 Programmatic ADP & Telecommunications Supplies
2629 Programmatic Scientific & Technical Lab Supplies
2630 Programmatic Building Maintenance Supplies & Materials

3130 Administrative Capital Equipment $25,000 or more
3132 Programmatic Scientific & Technical Equipment $25,000 or more

3133 Administrative Capital ADP Equipment $25,000 or less
3134 Programmatic Capital ADP Equipment $25,000 or less
3144 Programmatic Equipment less than $25,000
3146 Administrative ADP Equipment less than $25,000
3147 Programmatic ADP Equipment less than $25,000
3148 Administrative Telecommunications Equipment - Voice less then $25,000.
3158 Administrative ADP Software Pkgs less than $25,000
3159 Programmatic ADP Software Pkgs less than $25,000

MORE TO BE ADDED SOON

Individual Statement Search

Search For

- Current Transactions

Current Statement

Statement [ ] (MM/YYYY)

Sort Transactions By [Transaction Post Date]

[Submit] [Clear]

Copyright © 1998 NationsBank. All rights reserved.

Information
No Data Found for Your Query

Search Criteria

No results were found for this query.

Revise Search

Copyright © 1998 NationsBank. All rights reserved.

Individual Statement Search

Search For

- Current Transactions
- Current Statement
- Statement 01/1999 (MM/YYYY)
- Sort Transactions By Transaction Post Date

Submit Clear

Copyright © 1998 NationsBank. All rights reserved.

Individual Statement

Screen eliminated 7-26-99

General Account Information

Account Holder Name	[redacted]
Account Number	448686000000[redacted]
Agency Name	US EPA-OARM-OAM-PTOD
Agency ID	6800
Agency Hierarchy	1000000 11 2000002 3000620 3000906 4000915
Single Purchase Limit	$[illegible]00
Credit Limit	$5,000.00
Available Credit	$5,000.00
Statement Date	01/12/1999
Statement Status	Invoiced

Individual Billing Information

Past Due Amount	$0.00	Previous Balance	$0.00
Past Due # of Days	0	Payments	$0.00
Payment Due Date	02/06/1999	Credits	$0.00
Traveler's Checks Amount	$0.00	Fees	$0.00
Total Dispute Amount	$0.00	Finance Charges	$0.00
Cash Advance Amount	$0.00	Convenience Checks Amount	$0.00
Current Payment Due	$[illegible].00	Purchases	$0.00

Central Billing Information

Purchases	$502.17	Total Dispute Amount	$0.00
Cash	$0.00	Total Central Balance	$502.17
Convenience Check Amount	$0.00		

Total Statement Purchases	$502.17
Total Credits	$0.00
Total Disputes	$0.00
Total Statement Balance	$502.17

Cancel

View Statement Transactions Statement Inserts

Individual Statement Transactions

Account [redacted]

11/30/1998	12/02/1998	$349.84	☐	Central	XEROX T708 SOUTHEASTERN 813-556-2029 FL 000033716	5044	240710583357800000197
	Master Accounting Code:						
12/08/1998	12/09/1998	$37.16	☐	Central	TRC*RELIABLE OFF SUPP 800-359-5000 IL 000060173	5969	246921683420001788477
	Master Accounting Code:						
12/08/1998	12/09/1998	$23.92	☐	Central	TRC*RELIABLE OFF SUPP 800-359-5000 IL 000060173	5969	246921683420001788477
	Master Accounting Code:						
12/07/1998	12/09/1998	$61.25	☐	Central	STAR OFFICE PRODUCTS I 202-4636373 DC 000020006	5999	244729083424726675500
	Master Accounting Code:						
12/22/1998	12/30/1998	$30.00	☐	Central	MBELDEF WASHINGTON DC 000020002	7399	241581383639000001005
	Master Accounting Code:						

Invoice/Statement Submit

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Individual Statement Transaction Details

General Transaction Information

[redacted]	$61.25	[redacted]	Central
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]	☐	[redacted]	No
[redacted]	1234567890123456		

Submit Cancel

Dispute Transaction Request Sales Draft Cost Allocation

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Cost Allocation

Transaction Information

Mon Dec 07 00:00:00 GMT 1998	$61.25	Invoiced

5999	24472908342472667550033	STAR OFFICE PRODUCTS I
202-4636373	DC	000020006
	Debit	12/09/1998

Accounting Code Distribution

Browse

•		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00

Add Accounting Code | Delete Accounting Code

Display Comments

Cost Allocation Verification

The following cost allocation information has been entered

Transaction Information

Mon Dec 07 00:00:00 GMT 1998	$61.25	Invoiced

5999	2447290834247266755003 3	STAR OFFICE PRODUCTS I
202-4636373	DC	000020006
	Debit	12/09/1998

Allocation Code	Allocation Amount
9976PR00842615	
Comment	$61.25
Total Amount	$61.25

OK Revise

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Cost Allocation Confirmation

Your transaction has been reallocated

OK

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Log Off - Microsoft Internet Explorer
File Edit View Go Favorites Help
Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print
Address G:\EAGLS\SCREENS\LOGON\LOGOFF1.HTM
Links
Log Off
Do you want to end the current EAGLS session?
OK
Cancel
Done
Local intranet zone
Start
Microsoft Word - L...
Exploring - Logon
done
Log Off - Micro...
Microsoft Excel
4:58 PM

WHAT'S A FCO SUPPOSED TO DO ABOUT EAGLS?

The FCOs role in EAGLS is greatly reduced when compared to the old paper log and paper statement of account system. By using EAGLS, EPA is approaching a paperless payment process. Also, in the future, we expect to give FCOs EAGLS access to view the cardholder accounts that are associated with the office.

The cardholder's role is most important now and Approving Official's role is de-emphasized when using EAGLS.

The FCO's have two options how to finance the cardholder's purchases:

1. **Method 1: Setup a default DCN+accounting number(s)+object class 26.20 for $100.** This is the primary DCN+account number to be used by the cardholder all year, although at anytime, the default can be changed. (26.20 is purchase card reserves.) DO NOT WORRY ABOUT THE LOW AMOUNT OF $100. These funds are just like a pointer to the real funds.

Using this method one, the cardholder will see their default accounting data on their cost allocation screen when they access EAGLS. The cardholder puts in the line amounts and updated object class and EAGLS will send this updated data with the default DCN and account data to the EPA Cinc. Fin. Mgt. Center which will create the commitment, obligation, and payment, all at once. FCO's will see the transfer via your standard reports.

2. **Method 2: No default DCN+account data.** FCO must fund each purchase separately and this method requires more coordination between the FCO and the cardholder. The FCO commits the funds into IFMS. The FCO then gives the DCN+acct. number+object class to the cardholder and it is the cardholder who is responsible for the data entry into EAGLS. This transaction will signal the CFMC where the funds are for obligation and payment.

Again, the FCO will see the transfer of funds in your standard reports.

CLEAR AS MUD? Attached here is a more detail description from Section III of the new Purchase Card Procedures dated December 1, 1998, but not yet distributed.

Jim Wood (513-487-2080) is the director of the CFMC and his number 1,2, and 3 persons who can help you are (1) Cindy or (2) Sherri at 513-487-2069 or (3) Patti at 513-487-2067.

Part I I

General Policies, Procedures, and Provisions

December 1, 1998

A. STANDARDS OF CONDUCT

1. Background

The principles and regulations pertaining to standards of conduct for Federal employees are founded on the philosophy that Federal employees engaged in dealing with the private sector occupy positions of trust and responsibility. They are responsible not only for meeting the needs of agency programs and projects, but also for meeting the public's expectations for proper conduct. This responsibility extends to all persons who take part in the determination of requirements, the award of orders, and/or contract administration. These persons must maintain the highest standards in personal contacts with business firms and individuals and must make certain that those interactions are above reproach in every respect. They must avoid even the appearance of a conflict of interest between Government responsibility and personal activity.
The Code of Federal Regulations (EPA 40 CFR Section 3.103) sets forth the general Standards of Conduct. Standards of Conduct and Conflict of Interest laws apply to all Government employees including, Program Managers, Project Officers, Contracting Officers, Call Ordering Officers, Contract Specialists, Bankcard Holders, Approving Officials and others involved in the acquisition process.

2. Guidelines

The published regulations (see 40 CFR Chapter 1 Part 3) on the conduct of employees detail reporting procedures for income and other special matters with which all personnel should be familiar. The regulations included here were selected because of their potential impact on relationships with organizations or persons that may be involved in the acquisition process for small purchases.

There are two general guidelines to follow in any matter concerning proper conduct: (1) if you have any doubt about the propriety of an action or decision, do not take that action or make that decision without benefit of the appropriate advice or counsel; and (2) seek advice or counsel when necessary.

3. Selected Standards:

(a) No employee shall receive any salary or compensation for services as a Federal employee from any source other than the Government of the United States, except as may be contributed out of the treasury of a State, county, or municipality.

(b) Employees are not permitted to engage in any outside employment or other activity in conflict with the full and proper discharge of the duties and responsibilities of their government employment.

(c) Acceptance of gifts, entertainment, or favors, no matter how innocently tendered and received, from those who have or seek business with EPA, may be a source of embarrassment to the Agency and to the employee involved. It may affect the objective judgement of the recipient and impair public confidence in the integrity of the business relations between EPA and industry. Therefore, employees shall not knowingly solicit or accept any gifts, entertainment, or favors (including complimentary meals and beverages), either directly or indirectly, from any interested party. For the purpose of this standard, gifts, entertainment, and favors include any benefits, gratuities, loans, discounts, tickets, passes, transportation, accommodations, or hospitality given or extended to or on behalf of the Government official. Maximum dollar limits are $20 per single occurance; $50 total, all occurances, from any and all sources over the most recent 12-month period.

(d) All employees are subject to the basic political activity restrictions outlined in the Hatch Act. Employees are individually responsible for refraining from prohibited political activity.

(e) An employee must not use, directly or indirectly, or allow the use of, Government property of any kind for other than officially approved activities. An employee has a positive duty to protect and conserve public property, including equipment, supplies, and other property entrusted or issued to the employee.

(f) Employees must not directly or indirectly use official information obtained through the employee's Government employment if the information has not been made available to the general public.

(g) Employees should pay their own financial obligations in a proper and timely manner.

(h) Employees are prohibited from endorsing in any official capacity the proprietary products or processes of manufacturers or the services of commercial firms for advertising, publicity or sales purposes. Use of material products or service by the Agency does not constitute any official endorsement.

(i) Credentials and other EPA identification devices are for use only in establishing identity or authority in connection with official EPA business. Such credentials and identification devices, or an employee's official position, status, or designation, are not to be used by employees to exert influence or obtain, either directly or indirectly, privileges or rewards for themselves or others.

(j) An employee shall not engage in criminal, infamous, dishonest, immoral, notorious, or disgraceful conduct, or other conduct prejudicial to the Government.

The maintenance of public confidence in EPA employees clearly demands that each employee take no action which would constitute the use of official position to advance personal or private interests.

4. Conflict of Interest

It is essential that technical, contracting and purchasing personnel observe standards of conduct and avoid conflicts of interest with suppliers or potential suppliers of the Government. It is equally important to prevent any possible inference that the Agency may be compromised to any degree by an employee's actions.

As in the case of standards of conduct, the matter of conflicts of interest is thoroughly covered in EPA regulations. A few of the key points covered in these regulations relating to acquisition matters are:

(a) Employees are not permitted to have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with the employee's Government duties and responsibilities.

(b) Employees are not permitted to engage, directly or indirectly, in a financial transaction as a result of, or primarily relying on, information obtained through Government employment which has not been made available to the general public.

(c) Unless authorized to do so, no employee shall participate as a Government employee in any matter in which the employee knowingly has a financial interest.

(d) After an individual has ceased working for the Government, he or she can only represent the United States in connection with any judicial proceeding or other matter in which he or she had substantial or personal involvement. The statutes prohibit that employee from representing the other party in such matters.

(e) No employee may represent anyone before a court or Government agency in a matter in which the United States is a party or has an interest.

B. FRAUD, WASTE OR ABUSE

1. Definitions

FRAUD: A deception deliberately practiced in order to secure unfair or unlawful gain.

WASTE: To use, consume, or expend thoughtlessly or carelessly; squander.

ABUSE: To use wrongly or improperly.

2. Examples

Fraud, waste or abuse by any Federal employee is a serious matter. In most cases of fraud, waste or abuse, the Federal employee committing the action knows that he/she is acting in violation of established Federal laws, policies, practices and/or procedures. The penalties, especially in cases of fraud, can be serious.

Listed below are some examples of actions that are viewed as indicators of possible procurement fraud, waste or abuse.

(a) Purchasing items and products from a single nonmandatory source repeatedly without any justification for noncompetitive acquisition.

(b) Selective release of pricing information concerning requirements and pending purchases to anyone other than those who have a real need to know.

(c) Defining specifications to fit products from limited sources.

(d) Using product descriptions, specifications or sole source justifications developed by or in conjunction with a specific source.

(e) Splitting requirements to fall within small purchase limitations.

(f) Vague specifications/descriptions of products or items to be purchased.

(g) Repeatedly declaring exemptions from required practices, procedures, policies due to emergencies or urgent requirements.

(h) Failure to consider any other source after first responsive bidder found.

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C. ACQUISITION PLANNING

1. DEFINITION

"Acquisition Planning" means the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency's needs in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

2. RESPONSIBILITIES

(a) The responsible Procurement Activity and the Program Office, having a need to acquire a particular item or service, must consistently work together throughout the acquisition process. Early notification by the Program Office to the Procuring Activity of pending unusual or complex requirements will help to eliminate inefficiencies in the process and help to streamline the acquisition. Effective acquisition planning will also reduce the necessity to acquire items or services on an urgent basis, which frequently results in increased costs.

(b) Program Offices are encouraged to contact the responsible Procuring Activity to resolve any issues, seek clarification or obtain answers to any questions. This should be done prior to submitting a Procurement Request or formalizing any procurement using the Bankcard, Imprest Fund or call orders under Blanket Purchase Agreements.

(c) While Purchasing Agents, Contracting Officers, and other contracting personnel hold primary responsibility for ordering or purchasing the required supplies or services, Project Officers and other technical personnel also participate in the acquisition process. These employees are responsible for:

(1) Identifying Program Office/technical requirements;

(2) Coordinating plans early in the process with the appropriate contracting personnel;

(3) Developing requisitions for individual requirements which clearly and adequately state what is needed and when, and which contain an independent Government estimate, a source of available funds, and other relevant information;

(4) Providing technical guidance during the evaluation of suppliers; and

(5) Assisting in the administration of contracts and purchases.

3. **ADVANCE PLANNING**

Following are some advance planning steps that can be taken:

(a) Maintaining an inventory of office supplies and other items to prevent making last-minute purchases, which generally results in higher cost to the Government;

(b) Establishing a list of three or more sources that are capable of fulfilling identifiable needs;

(c) Conducting early discussion with the Small Purchase Activity especially for unique or noncompetitive requirements;

(d) Providing early submission of Procurement Request (PR's) to allow sufficient time for competition;

(e) Ensuring that any specification or statement of work meets your total needs; and

(f) Obtaining all necessary approvals prior to submitting the PR to the Small Purchase Activity.

4. **SMALL PURCHASES LEADTIMES**

The Office of Acquisition Management (OAM) has established the following standard leadtimes for processing Procurement Requests after receipt in the Small Purchase Activity:

	Category	Calendar Days
(a)	Sole Source and Competitive Orders	
	Oral Solicitation $25,000 or less	15
	Written Solicitation $25,000 or less	25
(b)	Blanket Purchase Agreements	30

5. **REQUIRED SOURCES OF SUPPLIES AND SERVICES**

Agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority.

(a) Supplies

(1) Agency inventories;
(2) Excess from other agencies;
(3) Federal Prison Industries, (UNICOR);
(4) Procurement lists of supplies available from the Blind and Other Severely Handicapped;

(5) Government-owned wholesale supply sources, such as stock programs of the General Services Administration (GSA), the Defense Logistics Agency, the Department of Veterans Affairs, and military inventory control points;

(6) Mandatory Federal Supply Schedules;

(7) Optional use Federal Supply Schedules; and

(8) Commercial sources (open market) (including educational and nonprofit institutions).

(b) Services

(1) Procurement lists of services available from the Committee for Purchase from the Blind and Other Severely Handicapped;

(2) Mandatory Federal Supply Schedules and mandatory GSA term contracts for personal property rehabilitation;

(3) Optional use Federal Supply Schedules and optional use GSA term contracts for personal property rehabilitation; and

(4) Federal Prison Industries, (UNICOR) or commercial sources (including educational and nonprofit institutions).

6. SMALL BUSINESS-SMALL PURCHASE SET-ASIDES

(a) Except as provided in paragraphs (b), (c), and (d) below, each acquisition of supplies or services that has an anticipated dollar value of over $2,500 and up to $100,000 and is subject to small purchase procedures, shall be reserved exclusively for small business concerns. This shall be accomplished by using the category of set-asides established by Pub.L 95-507, specifically for small purchase set asides established by Section 15(j) of the Small Business Act (15 U.S.C. 644(j)). Note: Purchases under $2,500 are now defined as "micorpurhcases" and may be acquired from any size business (as per the Federal Acquisition Streamlinging Act, October 1994).

(b) The requirements in FAR section 13.105 apply only to purchases over $2,500 in the United States, its territories and possessions, Puerto Rico, and the Trust Territory of the Pacific Islands (see FAR 19.000(b). Foreign concerns shall not be solicited or awarded acquisitions reserved for small business concerns.

(c) The requirement for small business-small purchase set-asides does not affect the responsibility of agencies to make purchases from required sources of supply, such as Federal Prison Industries, Industries for the Blind and Other Severely Handicapped, and mandatory multiple-award Federal Supply Schedule contracts.

(d) Each written solicitation under a small business-small purchase set-aside shall contain the provision at FAR 52.219-4, Notice of Small Business-Small Purchase Set-Aside. If the solicitation is oral, however, information substantially identical to that which is in the provision shall be given to potential quoters.

If the Contracting Officer determines there is no reasonable expectation of obtaining quotations from two or more responsible small business concerns (or at least one if the purchase does not exceed the dollar threshold, prescribed in FAR 13.106, for obtaining competition and price reasonableness) that will be competitive in terms of market price, quality, and delivery, the Contracting Officer need not proceed with the small business-small purchase set aside and may purchase on an unrestricted basis. If the Small Business Administration (SBA) procurement center representative disagrees with a Contracting Officer's decision not to proceed with a small business-small purchase set-aside, the SBA procurement center representative may appeal the decision in accordance with the procedures set forth in FAR 19.505.

If the Contracting Officer proceeds with the small business-small purchase set-aside and receives a quotation from only one responsible small business concern at a reasonable price (see FAR 13.106(c)), the Contracting Officer shall make an award to that concern. However, if the Contracting Officer does not receive a reasonable quotation from a responsible small business concern, the Contracting Officer may cancel the small business-small purchase set-aside and compete the purchase on an unrestricted basis.

When proceeding under FAR 13.105(d)(1) or (3), the Contracting Officer shall ascertain the availability of small business suppliers by telephone or other informal means (see FAR 13.106(b)(4).

If the purchase is on an unrestricted basis under FAR 13.105(d)(2), the Contracting Officer shall document in the file the reason for the unrestricted purchase.

(e) Policy concerning nonmanufacturers under small business-small purchase set-asides is prescribed in FAR 19.501(f)(2).

D. CONTRACTING OFFICER WARRANT PROGRAM

Recent statutory and regulatory requirements on Federal contracts and the growing visibility and volume of Federal contracting have significantly increased the complexity of the contracting process. The responsibility and authority of all Contracting Officers have greatly expanded. Presidential Executive Order 12352 requires the establishment of programs which will result in a highly qualified, well managed, professional procurement force. A warrant system to formalize the designation of Contracting Officers is therefore necessary to establish uniform procedures and standards for the certification, designation, and termination of Contracting Officers. In addition, a warrant system will ensure quality performance and effective contracting and ordering by:

1. Ensuring that anyone exercising Contracting Officer authority is properly qualified to do so;

2. Standardizing Agency Contracting Officer certification requirements to ensure that such qualifications meet the Agency needs and/or mission;

3. Delineating minimum training and experience requirements for Contracting Officers as well as core courses and subject curriculum; and

4. Ensuring a system of checks and balances within the Agency contracting process.

In selecting Contracting Officers, the Appointing Official considers the complexity and dollar value of the acquisitions to be assigned and the candidate's experience, training, education, business acumen, judgment, character and reputation. Examples of selection criteria include:

1. Experience in Government contracting and administration, commercial purchasing or related fields;

2. Education or special training in business administration, law, accounting, engineering, or related fields;

3. Knowledge of acquisition policies and procedures;

4. Specialized knowledge in the particular assigned field of purchasing;

5. Satisfactory completion of acquisition training courses; and

6. Bona fide need for ordering authority.

Contracting Officers are appointed in writing on a "Certificate of Appointment," SF 1402, which sets forth any limitations on the scope of the authority to be exercised. The warrant gives the individual the authority to obligate Government funds based on approved and funded Procurement Requests. Written EPA Contracting Officer Warrants are signed by either the Head of the Contracting Activity or the Chiefs of the Contracting Offices.

There are three basic levels of Contracting Authority within EPA. These are (1) Level I Purchasing Agents, Call Ordering Officers and Bankcard Holders, (2) Level II Intermediate Contracting Officers who execute contracts up to $500,000 and (3) Senior Contracting Officers who have unlimited contracting authority. This specific manual is limited to Level I (a) Purchasing Authority which is designated for Call Ordering Officers and Bankcard Holders.

1. Level I (a) Call Ordering Officer Qualifications

The general requirements that are used in assessing an individual candidate's procurement experience for appointment to Level I (a) Call Ordering Officer are:

(a) Knowledge of the product and monetary limitation of procurement authority under the Imprest Fund, and/or "across the counter" purchase mechanisms such as the U.S. Government Bankcard.

(b) Knowledge of procedures applicable to issuing calls against established Blanket Purchase Agreements.

(c) Ability to communicate clearly with Government and/or contractor personnel.

(d) Ethical conduct in business dealings as required by the Federal Personnel Manual, Chapter 735.

The authorities and standards for Level I (a) Contracting Officers within EPA, as prescribed by the EPA Contracts Management Manual, are as follows:

2. **Purchasing Authority**

(a) Contracting Officer warrants issued to Purchasing Agents. (**NOTE:** The authority to purchase paid advertising in newspapers must be specifically cited in the Contracting Officer's warrant/delegation.)

(b) Bankcard purchases where limits may be up to $2,500 per purchase for Program Bankcard Holders. Purchasing Agents are limited to their individual Contracting Officer's Delegation of Procurement Authority (not to exceed $25,000 per order).

(c) Call orders under pre-established Agency Blanket Purchase Agreements (BPAs) where the individual calls are $2,500 or less for each call.

(d) Imprest Fund transactions up to $500 (except $750 for justified emergencies).

All Bankcard Holders including Purchasing Agents must be issued a separate Bankcard Delegation. Call Ordering Officers, except Purchasing Agents, must be issued a separate delegation even if they have been issued a Bankcard Delegation.

3. **Minimum Standards**

(a) Must be a responsible permanent Agency employee with a demonstrated need to provide purchases for their individual office/location on a continuous basis.

(b) Must successfully complete the EPA eight hour Bankcard and Call Ordering Officer's Training Course in simplified purchasing and/or a basic course in small purchase methods.

(c) Must regularly perform duties which require simplified purchase methods of supplies and/or services.

4. **Education**

A high school diploma or its equivalent is highly desirable.

E. SMALL PURCHASE METHODS

There are several methods by which Purchasing Agents and others who have been delegated procurement authority may place orders. These small purchase methods as established in the Federal Acquisition Regulation and utilized within the EPA are described below.

Although the Government Purchase Card is considered a method of payment, for the purpose of this manual, it is also a method of acquisition.

Under Executive Order 12780, signed by the President on October 31, 1991, Federal agencies are directed to accelerate programs to buy recycled or recovered products. Regardless of which procurement method is used, consideration should be given to acquiring recycled or recovered products, to the extent possible.

1. PURCHASE ORDER

A **Purchase Order** is used for most procurements valued at $100,000.00 or less. Purchase Orders require the signature of an authorized Contracting Officer or Purchasing Agent. A variation is the Delivery Order, which is an order placed by a designated Contracting Officer against an existing Government contract. In certain instances, Purchasing Agents issue oral orders to vendors.
(see PART V)

2. BLANKET PURCHASE AGREEMENTS

A **Blanket Purchase Agreement** (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. BPAs are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual Purchase Orders. Authorized Program Office personnel, who have been
designated as Call Ordering Officers under established BPA's, may place call orders up to $2,500.00 for each individual call order. Chapter 4 of the Contracts Management Manual (CMM) provides detailed information on Blanket Purchase Agreements. (SEE PART III)

3. **IMPREST FUNDS**

A cash fund of a fixed amount established by an advance of funds, without charge to an appropriation, from an agency finance or disbursing officer to a duly appointed cashier, for disbursement as needed from time to time in making payment in cash for relatively small purchases. To obtain cash for purchase of items or services of small dollar value, an individual must first obtain the appropriate approval from the procuring activity or from an individual appropriately designated by the procuring activity to provide such approval. Use of the Imprest Fund is limited to individual transactions not in excess of $500.00; $750.00 for justified emergencies. (SEE PART IV)

4. **Purchase Card**

A Government Purchase Card used primarily to purchase readily available supplies and services that have not been restricted for purchase. The Government Purchase Card is used and retained by Purchasing Office and Program Office personnel, as a quick method of filling requirements for supplies or services.

F. UNAUTHORIZED PROCUREMENT ACTIONS

1. BACKGROUND

Unauthorized procurements constitute violations of procurement regulations and may result in adverse actions against the individual involved, and may contribute to the waste and abuse of Agency resources. Unauthorized commitments also undermine the roles and responsibilities of the Agency's Contracting Officers and Project Officers.

2. DEFINITIONS

(a) An **unauthorized procurement** is an action taken by an EPA employee who does not have Contracting Officer authority or an action taken by a Contracting Officer who operates beyond his/her authority, which commits the Government for the expenditure of funds in exchange for goods or services.

Examples of unauthorized procurement actions are:

(1) Ordering supplies or services by an individual without contracting authority;

(2) Unauthorized direction of work through assignment of orders or tasks;

(3) Unauthorized addition of new work; and

(4) Any other unauthorized direction which changes the terms and conditions of the contract.

(b) "Ratification" means the execution, by an authorized Contracting Officer of a document retroactively formalizing a contracting action of (a) an individual who acted without contracting authority or (b) a Contracting Officer who acted beyond his or her delegated authority.

3. **Procedures for Request and Ratification of Unauthorized Procurements**

(a) The program office shall notify the cognizant contracting office by memorandum of the circumstances surrounding an authorized commitment. The notification shall include:

(1) All relevant documents and records;

(2) Documentation of the necessity for the supplies or services and the benefit derived by the Government;

(3) A statement of the delivery status of the supplies or services associated with the unauthorized commitment;

(4) A list of procurement sources solicited (if any) and the rationale for the source selected;

(5) A justification for other than full and open competition (JOFOC), if only one source was solicited, as required by FAR 6.302, FAR 6.303 and 1506.303, or for small purchases exceeding the competition threshold of $2,500.00 in FAR 13.106,a sole source justification as required by 1513.170;

(6) A statement of steps taken or proposed to prevent reccurrence of any unauthorized commitment.

(b) The Division Director (or equivalent) of the responsible office shall approve the memorandum. If expenditure of funds is involved, the program office shall include a Procurement Request/Order, EPA Form 1900-8, with funding sufficient to cover the action. The appropriation data cited on the 1900-8 shall be valid for the period in which the unauthorized commitment was made.

(c) Upon receiving the notification, the Contracting Officer shall prepare a determination and findings regarding ratification of the unauthorized commitment for the ratifying official. The Determination and Findings shall include sufficient detail to support the recommended action. If ratification of the unauthorized commitment is recommended, the Determination and Findings shall include a determination that the price is fair and reasonable. To document the determination, additional information may be required from the Contractor. Concurrence by the Office of General Counsel is not mandatory, but shall be sought in difficult or unusual cases.

(d) EPA personnel should be aware that unauthorized commitments may only be ratified if the following conditions set forth in Section 1.602-3(c) of the Federal Acquisition Regulation are met:

(1) Supplies or services have been provided to and accepted by the Government, or the Government otherwise has obtained or will obtain a benefit resulting from performance of the unauthorized commitment;

(2) The ratifying official could have granted authority to enter or could have entered into a contractual commitment at the time it was made and still has the authority to do so;

(3) The resulting contract would have otherwise been proper if made by an appropriate Contracting Officer;

(4) The Contracting Officer reviewing the unauthorized commitment determines the price to be fair and reasonable. Any additional amounts may be the responsibility of the individual responsible for the unauthorized commitment;

(5) The Contracting Officer recommends payment and legal counsel concurs in the recommendation, unless Agency procedures expressly do not require such concurrence;

(6) Funds are available and were available at the time the unauthorized commitment was made; and

(7) The ratification is in accordance with any other limitations prescribed under Agency procedures.

(e) Individuals responsible for unauthorized commitments may have their certifications of authority as Project Officer, Work Assignment Manager, Delivery Order Officer, or Ordering Officer on Blanket Purchase Agreements and Government Purchase Card purchases revoked by the Director, Office of Acquisition Management (OAM), in accordance with Chapter 7 of the CMM. The Director, OAM, shall forward the names of individuals whose certifications are so revoked to the Office of the Inspector General (IG), and to the Division Director to whom the individual reports. Individuals may face corrective action, as set forth in the Agency's Conduct and Discipline Manual (EPA Order 3120.1), ranging from oral reprimand to removal based on the severity of their offense.

(f) The ratifying official may inform the Inspector General (IG) of the action by memorandum through the Head of the Contracting Activity (HCA). For ratification actions exceeding the small purchase limitation, the ratifying official shall submit a memorandum to the Assistant Administrator for Administration and Resources Management, through the HCA, for transmittal to the Associate or Regional Administrator (or equivalent level) of the person responsible for the unauthorized procurement. The memorandum should contain a brief description of the circumstances regarding the unauthorized procurement, recommend corrective action and include a copy of any memorandum sent to the IG. Submission of a memorandum to the appropriate Assistant, Associate, or Regional Administrator for unauthorized procurements at or below the small purchase limitation is optional and may be accomplished at the discretion of the ratifying official.

(g) **EPA personnel may be personally liable for unauthorized commitments that are not ratified.**

4. **Paid Advertisements**

(a) EPA is generally not authorized to ratify improperly ordered paid advertisements without the approval from the General Accounting Office. The ratifying official, however, may determine payment is proper subject to the limitations in FAR 1.602-3(c) if the individual responsible for the unauthorized commitment acted in good faith to comply with Agency acquisition policies and procedures.

(b) The paying office shall forward invoice claims received in its office for improper paid advertisements to the cognizant ratifying official for a determination regarding ratification of the action.

5. **Other Vendor Remedy**

If the ratifying official determines that an unauthorized procurement cannot be ratified by the Agency, the ratifying official shall instruct the submitter to present its claim to the General Accounting Office in accordance with the instructions contained in 4 CFR part 31, Claims against the United States, General Procedures.

Part III

Other Acquisition Forms

December 1, 1998

A. PREPARATION OF PROCUREMENT REQUEST/ORDER FORM 1900-8

Included as a cover page to the EPA Form 1900-8 and the continuation sheet, if applicable, is an instruction sheet for completing the Form. The Form consists of a non-shaded area that is to be completed by the Program Office and a shaded area that is to be completed by the Small Purchase Activity.

All Procurement Requests must also contain a cost/price estimate. This estimate is the amount of funds committed. This estimate is in fact a prerequisite to the initiators's securing a commitment of funds from the Finance Office.

The Anti-Deficiency Act prohibits expenditures or contract obligations in excess of funds appropriated.

Program Offices must ensure that financial data is provided in Block 12, and that the amount of money cited is adequate to pay for the purchase of goods or services.

B. PROCUREMENT REQUEST APPROVALS

To prevent delays in the processing of Procurement Requests, each Form 1900-8 must have the approval of the appropriate officials in Block 16 prior to submitting the PR to your Small Purchase Activity. The appropriate Approving Official is determined by the type of service or supply needed. A list of commonly required items, and services and the appropriate approving offices can be found on Page 32 in this Manual.

C. COMMON PROBLEMS WITH PROCUREMENT REQUESTS

1. Inadequate description: The Purchasing Agent must contact the originator for further information or prepare a more adequate description in coordination with the originator of the request.

2. Unrealistic delivery schedule: The originator of the request must justify urgency. In some cases, taking special action to meet an urgent delivery or performance schedule is warranted; in other cases, coordination with the requisitioner will result in more realistic delivery requirements.

3. Discrepancy between quantity/packaging required and industry practice: Adjustment may be necessary to ensure that the Government makes the most economical buy, given the unit, quantity break, and packing practices which are standard for the potential suppliers.

4. Inadequate indication of delivery point: It is essential that suppliers are given a complete address to which delivery shall be made and informed of the hours during which goods can be received at destination.

5. Insufficient information on testing requirements: If a specification provides for testings, it should indicate who will perform the tests, where and when.

6. Failure to attach or to provide full information on drawings, plans or other materials that are available to vendors: Such documentation, or information on how it can be obtained, must be provided as part of the requisition.

7. Omission of proper accounting data or absence of required signature approvals: The Procurement Request will need to be returned for the necessary signatures before processing.

D. PURCHASE DESCRIPTION

As used in this manual, the term **purchase description** covers a range of formats for describing requirements. A purchase description may be a reference to a commercial or industry specification, a "brand name or equal" description, or a "statement of work". The nature and complexity of the purchase description will depend on the item or service sought; at the least, it must both describe the requirement and contain quality assurance provisions.

1. Statement of Work

A statement of work (SOW) is another variation of the purchase description; it is the vehicle for expressing exactly what is required and for evaluating the performance of the supplier.

The key elements of a statement of work are the same as those for any specification, with the added requirement of a statement of where the work is to be performed. The statement of work deals with these basic questions:

(a) What needs to be done?

(b) When should it be done?

(c) Where should it be done?

(d) What is the makeup of the final output?

It may also define how the work is to be accomplished. Many statements of work are complex in that they require the use of special equipment or procedures.

2. SPECIFICATION OR STATEMENT OF WORK PREPARATION CHECKLIST

(a) If background or other introductory information is to be included, is it distinguishable from the contract objective and the contract tasks?

(b) Are specific duties of the contractor stated so that requirements are clear? Can the Contracting Officer's representative, who monitors performance and signs the acceptance report, tell whether the contractor has complied?

(c) Are all parts of the specification or statement of work written so that there is no question as to what the contractor is obligated to do and when?

(d) When it is necessary to refer to another document, is the proper reference document described? Is it properly cited? Are all of the items really pertinent to the tasks, or should only portions be referenced?

(e) Are any specifications or exhibits applicable in whole or in part? If so, are they properly cited and referenced in the appropriate statement of work element?

(f) Are proper quantities shown?

(g) Have all requirements for data been specified separately in a data requirement appendix or its equivalent? Have all extraneous data requirements been eliminated?

(h) Is the specification or statement of work sufficiently detailed as to permit equal understanding by all offerors?

(i) Are reporting requirements clear? Have the timing, content, and level of detail been specified?

3. Specifications

The FAR Section 10.001 defines a specification as a clear, accurate description of the technical requirement for a material, product or service, including the criteria that will be used to determine that those requirements have been met. A specification for a product or material may also contain preservation, packaging, and marking requirements.

The purpose of a specification is to communicate both to the agency contracting/purchasing personnel and to potential suppliers exactly what is required.

As such, it forms the heart of a requisition and of any contract that results from the requisition. In addition to definitively declaring the requirement, the specification will provide the basis for judging whether goods or services provided by a supplier are in compliance.

Those who are responsible for preparing the specification must remember that it must communicate effectively with a nontechnically oriented buyer who may not know, for example, what an item looks like or how it will be used. While the specification must be exacting, and detailed as necessary to ensure receipt of an item that actually meets the requirements, it should also be as non-restrictive as possible. The goal is to facilitate maximum competition in order to obtain quality goods or services at a reasonable price.

4. **Brand name or equal purchase descriptions**

These purchase descriptions are a unique type, with particular procedures and requirements. While brand name or equal descriptions are widely used in the area of small purchases, they are one of the most abused purchase descriptions, periodically causing great inconvenience to the Government. A brand name or equal description consists of the following elements:

(a) The identification of an item known to meet the minimum needs of the Government, by reference to manufacturer's name and catalog or model number.

(b) A listing of the salient physical, functional or other characteristics of the product-characteristics which are essential to meet the need of the Government.

(c) A list of all other items, by manufacturer's name and catalog or model number, which are known to meet the requirement.

Offerors of products other than the name brand must submit data to show that their products are the equal of that brand. It is often necessary for the originator of the purchase description to assess the data to determine whether the products are in fact equal.

Problems arise because there may be considerable difference of opinion as to what is a "salient" characteristic and as to whether an offered "equal" does or does not meet the salient characteristics.

To prevent such difficulties, particular care must be taken in developing and using brand name or equal descriptions.

E. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION (JOFOC)

The Competition in Contracting Act (CICA) requires the promotion of competition to the maximum extent practicable in acquiring goods and services. The Small Purchase Activity has the responsibility to ensure that the competition process is used in the acquisition of all requirements in excess of $2,500.00. The competitive process will:

1. Identify new sources capable of meeting the Government's needs;

2. Establish prices based on adequate competition that are considered to be fair and reasonable.

Competition is the preferred method for meeting the Government's need; however, there are circumstances in which it is impracticable to use the competitive process. Federal Acquisition Regulation, Part 6 (6.302), sets forth the circumstances permitting other than full and open competition as set forth below.

1. **Only one responsible source and no other supplies or services will satisfy agency requirements.**

   When the supplies or services required by the agency are available from only one responsible source, or for DOD, NASA and the Coast Guard, from only one or a limited number of responsible sources, and no other type of supplies or services will satisfy agency requirements.

2. **Unusual and compelling urgency.**

   When the agency's need for the supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals.

3. **Industrial mobilization; or engineering, development, or research capability.**

Full and open competition need not be provided for when it is necessary to award the contract to a particular source or sources in order (1) to maintain a facility, producer, manufacturer, or other supplier available for furnishing supplies or services in case of a national emergency or to achieve industrial mobilization, or (2) to establish or maintain an essential engineering, research, or development capability to be provided by an educational or other nonprofit institution or a federally funded research and development center.

4. **International agreement.**

Full and open competition need not be provided for when precluded by the terms of an international agreement or a treaty between the United States and a foreign government or international organization, or the written directions of a foreign government reimbursing the Agency for the cost of the acquisition of the supplies or services for such government.

5. **Authorized or required by statute.**

Full and open competition need not be provided for when: (1) a statute expressly authorizes or requires that the acquisition be made through another Agency or from a specified source, or (2) the Agency's need is for a brand name commercial item for authorized resale.

6. **National security.**

Full and open competition need not be provided for when the disclosure of the Agency's needs would compromise the national security unless the agency is permitted to limit the number of sources from which it solicits bids or proposals.

7. **Public interest.**

Full and open competition need not be provided for when the agency head determines that it is not in the public interest in the particular acquisition concerned.

F. Supporting Documentation

In preparing a JOFOC, the documentation must support that exclusive of all others, the recommended source is the only responsible source that can satisfy the agency requirement. Federal Acquisition Regulations (FAR) 6.302 requires that a Justification for Other than Full and Open Competition cite one or more of the above circumstances. Statements of fact without support will render the JOFOC unacceptable. Program Offices are encouraged to coordinate with the Small Purchase Activity for further guidance regarding requirements to be acquired from a single source.

EXHIBIT

JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

Description of Item(s)/Service(s)

_____

Estimated Dollar Amount:

Recommended Source:

(Paragraph(s) Supporting the Proposed Sole Acquisition)

Recommended by:

Name :_____

Title :_____

Date :_____