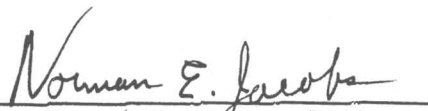
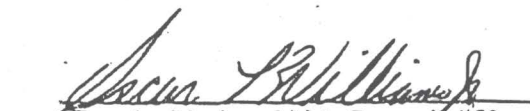


## Memorandum of Understanding (MOU)

The following constitutes agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) regarding VA Directive 4080 entitled "Use Of The Government Purchase Card".

1. The parties agree that the second sentence under section 2. Policy e. will read as follows: "Any violation of VA's approval requirements, spending limitations, internal controls, or prohibitions are considered misuse of the purchase card."
2. The parties agree that in order to clarify section 2. Policy i, (2) (b) the following sentence will be added—"For clarification, one person cannot perform more than one of these duties for the same transaction."
3. Under section 3.h. add (8) "providing guidance to cardholders in response to issues raised by the cardholder related to use of the purchase card."
4. Under section 3.i., Cardholder. Language will be added which states—The Cardholder is responsible for:
  - a. obtaining training on proper use of the purchase card;
  - b. being knowledgeable of limitations on spending;
5. Under section 3.i.(3)(d) the term "e.g." will be substituted for the term "i.e." and the word "or" will be substituted for the word "and" before the words "HUB Zone small businesses". The same changes will be made in Appendix A, section 2 (b) (4).
6. Under section 3.i. add "addressing questions or issues concerning use of the purchase card to the Approving Official".
7. The appropriate Management Official upon receipt at the facility shall provide a copy of this MOU and Directive to the Local Union President .

  
For the Department (VA)

  
For the National VA Council #53

2/25/03  
Date