

GOVERNMENT PURCHASE CARD POLICY

- 1. REASON FOR ISSUE:** This directive sets forth policy for the use of the government purchase card for official purchases.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** The government purchase card shall be used by VA Administrations and staff offices in accordance with policies in this directive.
- 3. RESPONSIBLE OFFICE:** Cash and Debt Management Division (047GC1), Office of the Deputy Assistant Secretary for Finance.
- 4. RELATED HANDBOOK:** VA Handbook 4080, Government Purchase Card Procedures.
- 5. RESCISSION:** None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/

/s/

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Assistant Secretary for
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GOVERNMENT PURCHASE CARD POLICY

1. PURPOSE. This Directive establishes policy for the use of the government purchase card within VA. The government purchase card program is intended to meet the following objectives:

a. Reduce paperwork and administrative costs for the acquisition of supplies and services within the existing Federal Acquisition Regulation (FAR);

b. Streamline payment procedures and improve cash management practices such as consolidating payments and reducing imprest funds; and

c. Provide procedural checks and feedback to improve management control and decision making.

2. POLICY. Government purchase cards will be used for all micro-purchases (acquisitions of supplies and services, the aggregate amount of which does not exceed \$2,500, except construction procurements, where the limit is \$2,000). In addition, government purchase cards will be used, to the maximum extent practicable, for all purchases up to the simplified acquisition threshold, currently \$100,000, where appropriate warranting has been completed.

3. RESPONSIBILITIES.

a. **VA Chief Financial Officer (CFO).** VA's CFO is responsible for implementation and oversight of the government purchase card program within the Department. VA's CFO shall manage the government purchase card program, and establish overall program procedures. The Office of Financial Operations (047F) will carry out these responsibilities under the direction of VA's CFO.

b. **Administration CFOs or Staff Office Equivalents.** The Administration CFOs or staff office equivalents are responsible for implementation and management of the government purchase card program within their respective organization. They are delegated authority to issue operational procedures to supplement VA Handbook 4080. They shall establish procedures to implement management controls for card use, and ensure that adequate internal controls are established and followed.

c. **Facility Director/Regional Office Director.** The facility director/regional office director is responsible for designating a program coordinator, billing officer, and dispute officer, and ensuring the decentralization of local purchasing through the dissemination of Government purchase cards to personnel in all services.

d. **Financial Services Center (FSC).** The FSC, located in Austin, Texas, is the designated payment office responsible for making payments to the card contractor; providing random sampling reports on a monthly basis to the finance/fiscal officer; and providing rebate and appropriate documentation to the finance/fiscal officer.