

**NATIONAL WEATHER SERVICE INSTRUCTION 1-704**

**JUNE 14, 2007**

***Administrative and Management***

***Administrative Controls***

***National Weather Service Travel and Purchase Card/Convenience Check Program***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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***SUMMARY OF REVISIONS:*** These revisions supercede *NWSI 1-704, National Weather Service Travel and Purchase Card/Convenience Check Program*, Dated May 2, 2005

The following changes were made:

(1) The definition of Frequent Traveler has changed from 5 or more times a year to 6 or more times a year. (2) Spending limit increases cannot exceed \$10,000 and 20% cash advance capability without the consideration of higher level authority and justification. (3) Reports are reviewed monthly to detect misuse and delinquency in payments. (4) The focal points for travel cards have been updated, and the fax number has changed to 301-608-0850. (5) The NWS Travel Card Training Program has been eliminated, and replaced by the GSA SmartPay Travel Card Training. The training is mandatory every three years. Training certificates are to be maintained at the local level and made available upon request. (6) Citibank has eliminated the maintenance form, and it has been replaced by email notification. (7) Travel Card account closure procedures have been added for separation clearances. (8) Reinstatement requests are no longer routed through the CFO. They are now submitted to the A/OPC for review and processing. (9) Purchase card contacts have been updated.

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Signed by                      May 17, 2007

Robert J. Byrd                      Date  
Chief Financial Officer/Chief  
Administrative Officer

**National Weather Service Travel and Purchase Card Program**

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1. Introduction: The purpose of this procedure is to give guidance and information regarding the NWS Travel and Purchase Card/Convenience Check Program. The guidance listed in this procedure is in accordance with all GSA, DOC and NOAA regulations.

2. Government Travel Card Programs. The Contractor-Issued Government Travel Card Program was developed as an aid to employees who are frequent travelers (those who travel 6 or more times a year). The Government supplies the credit card to be used for official travel only. This credit card enables employees to obtain cash advances, pay for hotels, meals, taxis, etc. Employees are personally responsible for the charges made on the card and are also responsible for paying Citibank in a timely manner (within 25 days upon receipt of statement). Employees are to file vouchers immediately upon their return from travel (within 5 workdays) so that reimbursement is received in time to pay the Citibank bill when it arrives.

The National Weather Service (NWS) follows all NOAA regulations and policies for the DOC/NOAA Travel Card Program.

NOAA has established a standard monthly card limit (\$5,000) and ATM limit (20%) for the NWS. The monthly limit can be raised up to \$10,000 depending upon the need of the cardholder and at the request of the supervisor or Office/Regional focal point. Additional authorization from NOAA is required for limits that must exceed the maximum \$10,000 with justification for consideration. ATM cash advance limits cannot exceed 20%. Limit increases must be returned to the standard limit after travel, by email notification, unless for special circumstances a permanent higher limit as been approved.

The NWS reviews inactive accounts, closes accounts and may further reduce monthly limits as needed. The NWS also reviews monthly activity reports to detect misuse and delinquencies in payments.

NWS requires all cardholders and supervisors to complete the GSA Smartpay online travel card training, every three years. Hard copies of training completion certificates are to be maintained at the office level. Upon request, reports of training completion and hard copy certificates are be made available for review.

2.1 Approving Agency/Organization Program Coordinator. NWS has its own Approving

Agency/Organization Program Coordinator (A/OPC). All applications, maintenance changes, corrections, deletions and closures must be processed through the NWS A/OPC. The NWS A/OPC currently is Janice Evans, Office of the Chief Financial Officer, Comptroller Division (CFO2). Applications for the travel card are to be faxed to 301-608-0850, to the attention of Jan Evans and Yvette Garnett-Singleton. Maintenance changes are to be emailed to both [Janice.Evans@noaa.gov](mailto:Janice.Evans@noaa.gov) and [Yvette.Garnett-Singleton@noaa.gov](mailto:Yvette.Garnett-Singleton@noaa.gov).

2.1.1 Application Forms. Citibank will not accept any applications without the NWS A/OPC's signature. The NOAA Travel Office will not process any applications, however they may assist in maintenance changes for NWS employees, under emergency circumstances if the A/OPC and alternate A/OPC cannot be reached.

2.1.2 Web site. More information on the travel card can be found on the CFO Web site at: [http://www.nws.noaa.gov/cfo/tpc/travel\\_card\\_program.htm](http://www.nws.noaa.gov/cfo/tpc/travel_card_program.htm). Forms mentioned in this Directive can be found at this Web site and are in PDF format.

2.1.3 Focal Points. Focal Points for each NWS Office/Region have been established. These focal points are responsible for reviewing Citibank monthly reports for delinquent and declined (or misused) accounts, contacting cardholders/supervisors for information and status of their delinquent or declined account, and reporting status to NWS A/OPC for each monthly report received. Focal Points also act as liaison between NWS A/OPC and individual cardholders as needed.

Focal Points for individual NWS offices are:

Headquarters:

AA/CFO/CIO – Jan Evans  
W/OS – Laura Cook  
W/OHD – Jennifer Kent  
W/OST - Jim Valdez  
W/OPS - Lynn Hodges/Keyannia Rich

Regions:

W/ER - David Bosakowski  
W/CR - Vicky Alexander  
W/SR – Gena Morrison  
W/WR – Brian Sadler  
W/AR - Anne Barnes  
W/PR – Jean Okumura /  
W/NCEP - Dennis Staley/Sue Perrotta

2.2 NOAA Policy and Procedures. The NWS follows NOAA Travel Handbook Exhibit 301-10A, Policy and Procedures for use of the Contractor-Issued Government Travel Card. As stated in the Introduction, the only change to these regulations is NWS has its own A/OPC. The

NOAA Travel Regulations regarding the Contractor-Issued Government Travel Card can be found at: <http://www.rdc.noaa.gov/%7Efinance/Citibank.htm>. Go to Citibank Travel Card Regulations.

2.2.1 Regulations. Regulations regarding **mandatory** use of the contractor-issued Government travel charge card can be found at the following sites:

<http://www.rdc.noaa.gov/~finance/amend90.pdf>

<http://www.rdc.noaa.gov/~finance/st00-4.pdf>

2.3 Applying for an Account.

- a. Supervisor determines necessity of travel card for employee. This decision is based on the employee's job description and need for travel in that job. DOC currently lists the mandatory use of the travel card for an employee who travels 6 or more times a year.
- b. Employee and supervisor read the NOAA travel regulations (derived from the Federal Travel Regulations) regarding the use of the Contractor-Issued Government Travel Card. It is of utmost importance for the supervisor and employee to not only read the regulations, but adhere to and follow them explicitly. Employees are expected to fully comply with the regulations.
- c. Employee and supervisor sign the Employee Acknowledgment Statement and Approving Official Certification Statement. Both signatures verify the employee and supervisor have read and understand the regulations. In the event of misuse, this acknowledgment statement will be used as a legal document on the Government's behalf. The supervisor is required to ensure that policies and procedures are clearly communicated.

2.4 Completing a Travel Card Application. Employee fills out the Citibank Individually Billed Travel Card Application. Instructions for filling out the form can be found on the CFO travel card program Web page at: [http://www.nws.noaa.gov/cfo/tpc/travel\\_card\\_program.htm](http://www.nws.noaa.gov/cfo/tpc/travel_card_program.htm)

- a. Employee takes GSA Smartpay online training for the Travel Card and prints the certificate. A copy of the certificate is to be retained at the local level, and serves as the only proof of training. The training must be completed every three years. The training is located at:  
<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>.
- b. The application, Employee Acknowledgment Statement and NWS Certificate of Completion are faxed to the NWS A/OPC at 301-608-0850.
- c. If there is an urgent need for a travel card, specify travel date.

2.5 Maintaining Citibank Account Information. The maintenance form is no longer used to

update account information. To maintain travel card accounts, email is used to make name changes, address (home and office) changes, phone number changes, account closures, etc. Fax to both [Janice.Evans@noaa.gov](mailto:Janice.Evans@noaa.gov) and [Yvette.Garnett-Singleton@noaa.gov](mailto:Yvette.Garnett-Singleton@noaa.gov). The email should include:

- a. Cardholder's name as it appears on the card.
- b. Last six digits of the card no.
- c. Type of Action:
  - Account Closure (notify in advance of employee separations)
  - Address Change
  - Change in Office/Region (state from what region to what region)
  - Limit Increase (with justification)
  - Name Change (also requires a fax with supporting documents, ie., marriage license, divorce decree)
- d. Reason for the Request (i.e., retirement, transferring out of NOAA, Infrequent Traveler)
- e. Requester's Name, Phone No., and email address
- f. Approved by: (Approving Official's Name, Phone No., and email address)

## 2.6 Travel Card Account Closures for Separation Clearances (CD-126)

NWS HQs employees with a Citibank Government Travel Card are to deliver the card to the A/OPC, Jan Evans, or Yvette Garnett-Singleton in her absence, along with the CD-126 Separation Clearance Form for signature. The account activity is reviewed for any unpaid balances. Accounts with zero balances are closed, and clearances for the travel card are signed. Accounts with unpaid balances should be paid in full before clearances are signed. The card is destroyed by the A/OPC.

NWS Regional and Field Office employees with a Citibank Government Travel Card are to give the card to their supervisor for clearances. The supervisor or their designated contact is to send an email to both [Janice.Evans@noaa.gov](mailto:Janice.Evans@noaa.gov) and [Yvette.Garnett-Singleton@noaa.gov](mailto:Yvette.Garnett-Singleton@noaa.gov) including the following information:

- Cardholder's name as it appears on the card
- Last six digits of the card number
- Type of Action: Account Closure for Separation Clearance
- Date of Separation
- Requestor's name, phone number, and email address
- Supervisor's name, phone number and email address

Accounts activity is reviewed as stated for NWS HQs employees. An email response from the A/OPC will state that the account has been closed with either a zero balance, or an unpaid balance of \$\_\_\_\_\_, and to destroy the card at the local level. Clearances should not be signed until unpaid balances are paid in full. Therefore, plan clearances for the Travel Card well in advance of the separation date, when possible. The supervisor may sign the clearance form at the local level, unless otherwise notified.

## 2.7 Disputing Charges to Your Citibank Account.

- a. If the bill from Citibank for your travel card includes charges you did not make, call the customer service number found on the back of your card (1-800-790-7206) **immediately**.
- b. Contact the vendor who has made the incorrect charge and have them credit your account. If the vendor will not cooperate and issue a credit, you are responsible for filling out a Dispute Form and faxing it directly to Citibank.
- c. The Dispute form should be **faxed to 1-904-954-8710, Attn: Dispute Division**. DO NOT fax travel card dispute forms to the Commerce Bankcard Center. Citibank requests that travel card dispute forms be faxed to them. In addition, dispute forms should include a **written statement** explaining why the charge is in dispute and what steps were taken to correct the problem. The dispute form can be found at: <http://casc.noaa.gov/bankcard/forms.html>.

2.8 Disciplinary Action/Timeline for Billing. Citibank is supplying Office/Regional focal points with monthly reports to enable them to monitor delinquent activity of their employees' accounts. It is important that all Offices/Regions take appropriate action against employees who abuse or misuse the travel card or who do not adhere to travel card regulations and policies. At this time, NWS follows the travel card misconduct table issued by DOC in January 2001, and will ensure that Offices/Regions will be updated on any changes to the travel card misconduct table. Delinquency letters of notification are sent directly to the employees and their supervisors, if an account is past due over 60 days. In compliance with NOAA Travel Office guidance, the NWS requires that both the employee and their supervisor respond to the A/OPC within 5 workdays to explain the circumstances and what is being done to clear the account balance, as well as what is being done to prevent further delinquencies, and if there are any disciplinary actions. Disciplinary actions are to be coordinated by the supervisor through Human Resources.

2.8.1 Citibank Timeline for Billing. The Commerce Bankcard Center has published a Citibank Timeline that outlines billing times and payment due dates. It can be found at: <http://www.rdc.noaa.gov/%7Efinance/Citibank.htm>. Go to Citibank Travel Card Delinquency Timeline. Accounts must be paid in full within 25 days of receipt of the billing statement. Accounts not paid within the 25 day period are automatically placed in pre-suspension.

2.8.2 DAO 202-751. DOC has supplied provisions for disciplinary action currently based on DAO 202-751 (Exhibit 5). This DAO can be accessed at:

<http://www.osec.doc.gov/bmi/daos/202-751.htm>.

2.9 Request for Reinstatement in Event of Cancellation. In the event of cancellation by Citibank, a request for consideration of reinstatement can be made via the A/OPC for NWS.

2.9.1 Submitting the Request. The following steps are in place with NWS Headquarters to submit these requests. The Office/Regional Directors Administrative Officer will maintain specific procedures.

- a. Employee submits written explanation to immediate supervisor, addressed to Citibank.
- b. Supervisor submits recommendation and copy of employee's explanation to Office/Regional Director.
- c. Office/Regional Director submits written request to NWS A/OPC. Written requests should include:
  1. Explanation of events leading to cancellation.
  2. Explanation of disciplinary action taken by supervisor.
  3. Written statement by supervisor/Director guaranteeing that monthly review of account will be conducted.
- d. NWS A/OPC will compile the information for Citibank's considerations.

3. Purchase Card and Convenience Checks. The Commerce Acquisition Manual, Chapter (CAM) 1313.301 describes the goals of the Department of Commerce (DOC) Purchase Card Program as "to improve mission support, streamline the placement of micro-purchases and reduce administrative costs and paperwork, while ensuring adherence to Federal Acquisition regulations."

3.1 Policies and Procedures. All policies, procedures, responsibilities and guidance contained herein are in strict accordance with CAM 1313.301 and can be found at:

<http://oamweb.osec.doc.gov/app/cam.htm>.

3.1.1 NWS Focal Points. NWS focal points are responsible for determining the need for a purchase card/convenience check account, ensuring that all DOC regulations (including the Federal Acquisition Regulations (FAR) are followed regarding these accounts, ensure there is no misuse and maintenance of files is complete.

3.2 Applying for a Purchase Card. Procedures for applying for and maintaining the purchase card differ per Headquarters and regional offices. If you are unsure of procedures for your office, ask the focal point listed below. These contacts are responsible for ensuring all purchase card applicants are applying at the supervisors request, receive necessary training, are aware of

and follow regulations, and that each cardholder is not abusing the purchase card.

Headquarters:

AA/CFO/CIO – Jan Evans  
W/OS – Laura Cook  
W/OHD – Jennifer Kent  
W/OST - Jim Valdez  
W/OPS - Lynn Hodges/Keyannia Rich

Regions:

W/ER - David Bosakowski  
W/CR - Vicky Alexander  
W/SR - Gena Morrison  
W/WR – Brian Sadler  
W/AR - Anne Barnes  
W/PR – Jean Okumura  
W/NCEP - Dennis Staley/Sue Perrotta

3.3 Resources:

3.3.1 CAM 1313.301. CAM 1313.301 covers DOC and NOAA Purchase Card Procedures. Section 1 of CAM 1313.301 contains a Program Overview which includes an Introduction, Policy, Definitions, Roles, and Responsibilities.

3.3.2 CAM 1313.301-Section 2. This section includes instructions on Obtaining/Maintaining a Purchase Card. For assistance, contact your current Focal Point or the Commerce Bankcard Center at: <http://casc.noaa.gov/bankcard/bankcard.html>.

3.3.3 CAM 1313.301-Section 3. This section, "Operational Guidance and Procedures," includes information on general use of the Purchase Card, Dollar Values, Allowable Purchases, Restrictions, Convenience Checks, and Procedural Guidance.

3.3.4 CAM 1313.301-Section 4. This section, Program Review, contains information on Annual Reports made by Department of Commerce.

3.3.5 Attachments to CAM 1313.301. The attachments are:

- A Training Certification-CAM 1313.301 is required reading **before** applying for a Purchase card. This certification **must be signed** by employee and supervisor and must accompany the Purchase Card application. Signatures imply that you have read the regulations and understand them.
- B Documentation for Orders over \$2,500
- C Required Sources of Supply
- D Purchase Card Ordering Log

- E Convenience Check Log
- F Annual Purchase Card Report (Sample Format)

3.4 Training. When applying for a purchase card, potential cardholders must read the CAM 1313.301, sign the training certificate along with the approving official, take the GSA online training found at: <http://www.fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm>, fill out the Citibank Purchase card setup form and send those documents to your ASC or through your office/regional focal point.

3.5 Frequently Asked Questions (FAQs). The Commerce Bankcard Center (CBC) website lists a few FAQs at: <http://casc.noaa.gov/bankcard/faq.html>.

3.6 Tax Exemption. The CBC has a link to a GSA website that contains tax exempt letters from almost every state in the U.S. This information can be found at: [http://casc.noaa.gov/bankcard/tax\\_exempt.html](http://casc.noaa.gov/bankcard/tax_exempt.html). Printing and using these letters may prove helpful to purchase cardholders. In addition, newly issued purchase cards have the DOC tax exempt number on them.

3.7 Forms. Forms are available on the CBC website at: <http://casc.noaa.gov/bankcard/forms.html>. This location includes forms such as:

- a. Government Purchase Card Set-Up Form
- b. Government Purchase or Travel Card Maintenance Form (can be used for either card)
- c. Government Approving Official Set-up/Maintenance Form
- d. Government Cardholder Dispute Form
- e. Purchase Card Ordering Log Form

In addition, NWS requires individuals use the form in Appendix A (or a similar form) to determine whether or not necessary supplies can be purchased from priority sources of supply or if another source is needed. It is mandatory this decision be made before making purchases and this documentation is maintained in the file with the purchasing receipts. The CBC has a section titled Required Sources of Supply. It gives information on vendors and gives links to their Web sites. This section can be found at: <http://casc.noaa.gov/bankcard/rss.htm>.

3.8 Commerce Purchase Card System (CPCS). All cardholders must use the CPCS for reconciliation of their monthly charges. NOAA will not accept paper statements for purchases on the purchase card.

3.8.1 Employee Responsibilities. The employee is responsible for reconciling charges by the due date given each month by NOAA Finance (usually the 13th). Employees are also responsible for ensuring the correct accounting codes per purchase are used in reconciliation in CPCS, they maintain the order log, and include required property information for purchases when applicable.

3.8.2 Supervisor/Approving Official Responsibilities. The supervisor/approving official is

responsible for approving and forwarding all reconciled purchases to the CPCS system, by the monthly due date.

3.8.3 Effects of Long Term Non-Reconciliation. Employees cards may be cancelled by NOAA in the event that long term reconciliation is not accomplished. Purchases for that office would then have to be made by a different cardholder.

3.8.4 DAO 202-751. DOC has supplied provisions for disciplinary action currently based on DAO 202-751 (Exhibit 5). This DAO can be accessed at: <http://www.osec.doc.gov/bmi/daos/202-751.htm>.

3.8.5 CPCS Training. Training for CPCS at NWS headquarters and NCEP can be arranged by contacting the CPCS Team at 301-427-1009 or at ClientServices@noaa.gov. Training for regions can be arranged through your regional offices and/or ASCs.

3.9 CitiDirect Access. Citibank has a system in place that all cardholders and approving officials can access to check and review their current account status and past account history. To set up access, visit this CBC site: <http://casc.noaa.gov/bankcard/citidirect.htm>.

3.10 Record Retention. The NOAA Finance Office/Comptroller issued a memo dated September 18, 2001, offering guidance on procedures for processing purchase card documents and the retention of the purchase card statements at remote locations. The guidance is as follows:

Procedures for Processing Purchase Card Documents:

1. The cardholder or group administrator reconciles the Statement of Account online in CPCS.
2. The cardholder signs the hard-copy Statement of Account.
3. The cardholder forwards the signed Statement of Account with supporting documentation (purchase order log and original receipts) to the approving official within 5 days, according to CAM requirements.
4. The approving official reviews and approves the reconciled transaction in CPCS no later than 15 days after the cardholder receives the Statement of Account, according to CAM requirements.
5. The approving official signs the hard-copy Statement of Account.
6. The approving official files the signed Statement of Account with the supporting documentation in a secure location.
7. The servicing Finance Office may select random samples of these payments transactions to verify the validity of the payments and the compliance with records retention policies.

Document Retention Requirements

1. Approving Officials are designated as the document retention officials for purchase card documentation and are to be responsible for maintaining supporting documentation.

2. The Statement of Account and supporting documentation are defined as accountable officer's records. In accordance with General Records Schedule 6, National Archives and Records Administration and General Accounting Office guidance, Title 8, Records Management, "Policy and Procedures Manual for Guidance of Federal Agencies; these documents must be retained for a period of six (6) years and three (3) months. Specifics can be found at: <http://ardor.nara.gov/grs/grs06.html>. Additional guidance can be found in the DOC "Accounting Principles and Standards Handbook," Chapter 15, Records Management at: <http://www.osec.doc.gov/ofm/acctg/cover.htm>.
3. Approving officials must retain their records for annual review by the contracting office as required by the CAM.

3.11 Convenience Checks. Imprest Fund VISA Checks were established by NOAA as an alternative method to accomplishing cash transactions. This allows NOAA to decrease the number of imprest funds and promote good cash management.

3.11.1 Guidelines-Establishing a Check Account. NOAA guidelines state that VISA check accounts may only be established when it is necessary for a "cash" environment to operate. Accounts may be established in those instances where (1) the vendor will not accept purchase orders or the Government Purchase Card, (2) vendors require payment by cash or check; (3) vendors do not have the capability to bill the agency, and/or (4) unusual operating conditions preclude conventional disbursing methods.

3.11.2 NOAA Regulations. As noted by NOAA (RJ Dominic memo, dated July 31, 2002), and NWS: VISA checks **may not be issued** for the following:

1. Travel advances
2. Vendor accepts the Government Purchase Card, Purchase Orders, Blanket Purchase Agreements, or the item is offered through GSA
3. Interim receipts prior to the purchase being made
4. Cash in Your Account
5. Reimbursement to an employee for a work-related purchase or local travel
6. Personal use
7. Multiple checks on the same day to the same payee
8. Recurring payment to the same payee
9. Payments to Federal agencies and universities

3.11.3 Process for Establishing an Account. Establishing a VISA checking account is accomplished by the same method as the Purchase card account by filling out the Government Purchase Card Set-up Form and the Approving Official Set-up Form (unless there is an existing approving official). These forms should be sent to the ASC from NWS regions through the NWS focal points listed above.

3.11.4 Account Holder Responsibilities. Account holder responsibility is as follows:

1. Secure checks in a lock box or locked file cabinet
2. Ensure that checks are safeguarded as they would cash
3. Maintain a check register
4. Provide proper documentation (receipts)
5. Review monthly account statement
6. Ensure that approving official is provided with certified statement and backup documents within 5 workdays after receipt.
7. Maintain copies of all statements and documents for 6 years and 3 months.

3.11.5 Approving Official Responsibilities. The approving official is responsible for:

1. Ensuring the checks are only issued for official Government business
2. Verifying that each check issued was both necessary and in compliance with DOC policy
3. Reconciles the account holder's statement
4. Review the statement to ensure items approved for payment have been received and that correct accounting is used.
5. Review should ensure that checks are only used when alternative methods are impractical
6. Original VISA Check statement and receipts should be forwarded to the appropriate ASC Finance Division as stated in the VISA check procedures at: [http://casc.noaa.gov/bankcard/imprest\\_fund.htm](http://casc.noaa.gov/bankcard/imprest_fund.htm).

NOAA states that any misuse of the checks will result in the immediate closure of the account and that the account holder will be held responsible for any fraud resulting from his/her negligence.

VISA checks are not issued to the NWS Headquarters offices. If a purchase cardholder finds the need, after careful review, for a VISA check, they should contact the NOAA/NWS Procurement office for advice and necessary steps to have a check issued.

For more detailed information on DOC/NOAAs policy for Imprest Fund VISA checks procedures, see the CBC website at: [http://casc.noaa.gov/bankcard/imprest\\_fund.htm](http://casc.noaa.gov/bankcard/imprest_fund.htm).

3.12 Newsletter. The CBC web site maintains a monthly newsletter section. It reports on updates, progress, changes and information to the Purchase Card Program.

Appendix A

JUSTIFICATION FOR NOT USING REQUIRED SOURCE FOR SUPPLIES

Cardholder Name: \_\_\_\_\_

Purchase Card Number: \_\_\_\_\_

Line Item Number: \_\_\_\_\_

Check All That Apply:

\_\_\_\_\_ Supply item needed today and would not be received from required source vendor in time.

\_\_\_\_\_ Supply item was not available from required source vendor.

\_\_\_\_\_ Supply item was out of stock.

\_\_\_\_\_ Quality of supply item sold by required source vendor is very poor.

\_\_\_\_\_ Supply item was purchased at a lesser price than the required source vendor and was of the same quality.

\_\_\_\_\_ Other: (explain)

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_