BEST PRACTICES

Agency Program Coordinators, Cardholders, Approving Officials, and Managers of Cardholders and Approving Officials shall read and understand the DOC Purchase Card policy ~ Commerce Acquisition Manual 1313.301

SmartPay3 Policy Revision

ATTENTION! NEW POLICY!

On May 4, 2019, the Department officially transitioned to its new charge card service provider: Citibank under the GSA SmartPay3 charge card program.

As a result, the Office of Acquisition Management updated and revised the purchase card program's policy and guidance, Commerce Acquisition Manual 1313.301, The Department of Commerce Purchase Card Program.

All purchase card stakeholders shall read and understand the revised policy.

Some of the high level policy updates include:

♦ Incorporation of changes due to the Department's transition to and implementation of SmartPay3;

♦ Incorporation of changes required by revised Office of Management and Budget Circular A-123 Appendix B, *A Risk Management Framework for Government Charge Card Programs*;

♦ Increase of the micro-purchase threshold from $3,500 to $10,000;

♦ Maximum single purchase limit of $5,000 for convenience checks;

♦ Requirement of completion of an IT Compliance in Acquisition Checklist for all purchases above $3,500; and

♦ Incorporation of approvals for safety considerations and guidance

Reallocation vs. Reconciliation
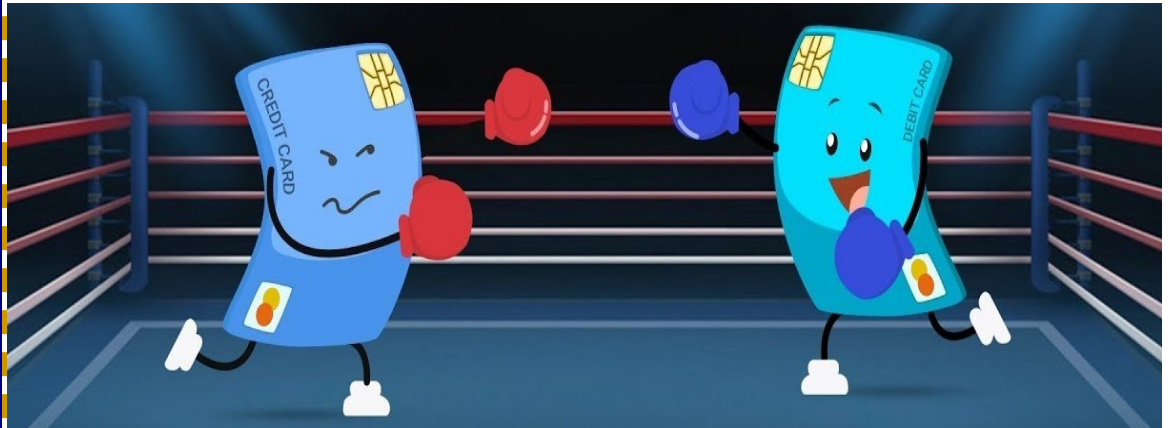
Under SmartPay3, do you know the difference between: Reconciliation and Reallocation?

Reconciliation is the process in which cardholders and approving officials review monthly bank statements and match [reconcile] each transaction with supporting documentation (i.e., purchase requests, receipts, purchase card logs, accounting codes, etc). It is an internal control mechanism required to ensure that transactions made with the purchase card are accurately recorded in accordance with all Federal, Departmental, Operating Unit laws, regulations, policies, and guidance.

Reallocation is the process in which a cardholder or approving official changes a transaction's default accounting code string to the appropriate accounting code to ensure accuracy of the account to which a transaction is charged. Reallocation is a part of the reconciliation process.

In order to facilitate the reconciliation process, cardholders shall record and track all transactions on the purchase card log located within the servicing bank's tool.

Refresher Training

Agency Program Coordinators, Approving Officials, and Purchase Cardholders were required to complete the purchase card annual refresher by July 31, 2020. The course is located on the Commerce Learning Center website. The name of the course is:

FY2020 Purchase Card Refresher - Interim Training

If you have not completed the course, your account shall be suspended until the requirement has been met.

Multifactor Authentication

Password   +   Verification   =   Access

Beginning April 20, 2020, the Department's SmartPay3 servicing bank [Citibank] implemented Multifactor Authentication (MFA). MFA is a security mechanism in which individuals' access can be verified through a security validation procedure by providing a One Time Passcode (OTP). The code is delivered to cardholders and non-cardholders in order to log into CitiManager.

Currently, OTP can be delivered to either a government email or received via a phone call based on the user's profile. The users' email shall be a government email address. OTP will not be delivered to personal email addresses.

In FY 2021, OTP delivery options may change. Additional departmental guidance is forthcoming.

Section 889

Section 889 (a) of the National Defense Authorization Act (NDAA) prohibits the purchase of covered telecommunications equipment and services from certain Chinese vendors.

As a reminder, cardholders shall check the prohibited *vendor list* prior to making any purchase.

For more information, cardholders should consult Procurement Memorandum 2019-04, or contact their servicing acquisition office.

Section 889 (b):
- Formal Departmental guidance on Section 889 (b) is forthcoming

APC Spotlight

The Department would like to welcome: **Vernita Tyler-Brown** She joins DOC as a member of OFM Office of Financial Reporting, Policy, Internal Controls, and Travel (OFRICT)/ & Travel Management Division (TMD) team Vernita will serve as the Lead Travel Management Specialist. She previously worked at the Library of Congress on the Financial team .

IBA Travel Delinquency

The Office of Financial Management (OFM) Travel Management Division (TMD) is required to routinely monitor the Department's Individually Billed Account delinquency rate as it impacts the Department's "credit" with the servicing bank.

Cardholders that possess a DOC Travel IBA card shall submit their travel claims within five (5) days of return from travel in order to receive reimbursement to pay their travel card on-time. Travel cardholders who fail to pay their statements on time may be subject to penalties and administrative action—such as a closed account.

[Article provided by OFM, TMD]

Travel A/OPC Quarterly Meeting

The Travel Management Division (TMD) will be hosting the FY 2021 quarterly A/OPC meeting on **Thursday, October 15, 2020**. The A/OPC meeting provides a venue for bringing forward challenges, asking questions, and gaining valuable feedback from Bureau colleagues. This A/OPC meeting will also, bring the travel community together for critical updates and discussion on the latest activities regarding government travel charge cards. If you have any questions, please contact the TMD office at: OFM-DOCTravelCardProgram@doc.gov.

[Article provided by OFM, TMD]

Department of Commerce: Fleet Updates

The Department of Commerce is currently enhancing the Fleet Management Information System (FMIS) - commonly referred to as *Fleet Solutions*, to capture data from vehicle fuel cards.

As a result of SmartPay3, the interface between the FMIS and new fuel card vendors, Wright Express (WEX) and Citibank is now complete. The current enhancements will apply fuel card data at the vehicle level. This data capture and interface will enable the Department to complete the Federal Automotive Statistical Tool (FAST) annual reporting requirements directly from the FMIS.

FAST is used to report an agency's vehicle portfolio and includes:

- Inventory
- Utilization
- Maintenance Cost
- Fuel Cost
- Acquisition Cost

These enhancements will increase reporting efficiency and maximize the Bureau's fleet operations and workflow.

The Department appreciates the Bureau's cooperation thus far; however, continual learning and collaboration amongst the Bureau's fleet network and the Department Fleet Manager is needed.

A two-day training session on Fleet Solutions is coming soon for all Bureau Fleet Managers, supervisors and fleet busines line stakeholders.

Any questions regarding fleet cards or new FMIS enhancements, please contact your Bureau Fleet Manager or Mr. Darrell Stewart, Department Fleet Manager.

[Article provided by OFEQ]

Contributions

APC Digest is a distribution to keep the DOC Charge Card community connected with program enhancements, policy updates, and best practices. If you have information that you would like to have incorporated in the newsletter, please send an email to:
                              PurchaseCardOversight@doc.gov.