



# DOC Charge Card Program

## APC Digest

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## End of the Fiscal Year

## Purchase Card Reminder

*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*

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As we approach the end of the Fiscal Year, cardholders and approving officials must be mindful of and adhere to all purchase card policies and procedures when making purchases. Commerce Acquisition Manual (CAM) 1313.301 should be used as a reference.

Cardholders shall not transfer or authorize their purchase card to be used by any person. In addition, cardholders and approving officials shall:

- ✦ Ensure purchases are allowable
- ✦ Ensure availability of funds
- ✦ Obtain required approvals
- ✦ Distribute purchases equitably among qualified suppliers
- ✦ Use Required Sources of Supplies and Services
- ✦ Determine price reasonableness (i.e., obtain at least two prices from two different vendors)
- ✦ Not split requirements
- ✦ Not exceed spending limits
- ✦ Comply with requirements for Energy and Water Efficiency and Renewable Energy
- ✦ Comply with requirements for use of Recovered Materials and Bio-based Products
- ✦ Comply with requirements for Contracting for Environmentally Preferable Products and Services
- ✦ Comply with Section 508 requirements
- ✦ To the maximum extent practicable, consider small businesses



If you have any questions or concerns regarding your purchases you should contact your bureau's Agency Program Coordinator (APC) for additional information.



## APC Corner

Agency program coordinators shall conduct a 100% review of all **convenience check** transactions utilizing the servicing bank's electronic access system and the Visa Intellink tool.

Approving officials and agency program coordinators shall monitor and review online reports and match questionable transactions to the authorization documentation .

Please contact the SmartPay3 Program Management Office if you have any questions pertaining to this process or reference the *Commerce Acquisition Manual (CAM)*.

## ServiceNow Purchase Card Module



The Department of Commerce Purchase Card Program, in conjunction with Enterprise Services, developed a purchase card module within the ServiceNow platform which launched July 2021.

The purchase card module allows program participants (primarily APCs, and mapper file points of contact) to submit system maintenance and customer service requests to the SmartPay3 Program Management Office (PMO)

For more information on ServiceNow's purchase card module, please contact [SmartPay3PMO@doc.gov](mailto:SmartPay3PMO@doc.gov)

# Ask The PMO



## Question:

I reallocated my transaction to the incorrect general ledger (GL) code and my statement has already been approved and closed by my Approving Official (AO).

How can I reallocate my transaction to the correct GL code?

**Answer:** Closed statements can only be corrected by the Approving Official (AO). The window of time allowed for correction of a statement is the most recently closed statement cycle and the two previous cycles.

**Example:** June cycle closes June 16- AO can now re-allocate/correct transactions on June 17 (recently closed cycle). Using this example, the AO can also correct the May and April statements (2 previous cycles). The AO cannot reallocate any earlier statements beyond the 2 previous cycles.

# Travel News & Updates



## **Citibank Training for Agency/ Organization Program Coordinators (APCs)**

The Travel Management Division (TMD) encourages the travel APC community to utilize the training materials available in the Citibank CitiManager tool. APCs must learn how to better manage features available on cardholder accounts. APCs can acquire more knowledge about changes, improvements, and training courses available by accessing the Citibank Learning Center.

## **Citi Delinquency Rate**

Cardholders must submit their travel claims within five days of return from travel and pay their travel card on-time to reduce the delinquency rate.

## **Delinquent Accounts over 60 days**

The Travel Management Division (TMD) is in the process of reviewing delinquent travel card accounts in CitiManager. TMD is requesting that Bureau Travel A/OPCs review delinquent accounts over 60 days in CitiManager, follow-up with travel cardholders, and provide TMD with a status update on the accounts. TMD will forward accounts that are over 60 days to the Senior Travel Officials.

*[Article provided by OFM, TMD]*

# Travel Card Program Rebates



Did you know you can generate rebates for the Department when you use your Government Travel Charge Card to purchase meals at thousands of participating restaurants while on temporary duty travel (TDY).

For more information, please contact your Travel Agency Program Coordinator or TMD at: [OFM-DOCTravelPolicyHelpdesk@doc.gov](mailto:OFM-DOCTravelPolicyHelpdesk@doc.gov).

*[Article provided by OFM, TMD]*



# Fleet Updates



## Telematics For Fleet

The Department of Commerce Fleet program is currently working with GSA to install telematics technologies as recommended by Efficient Federal Operations Executive Order, EO 13834, on all leased vehicles. Telematics is a field of information technology that combines telecommunications and informatics to send, receive, and store data connected with fleet vehicles. The data generated from telematics can better inform fleet managers how to best manage their fleets. This, in turn, can provide cost savings in areas such as maintenance, driver behavior, reporting, fuel use and idling, as well as inventory optimization.

## Telematics through GSA consist of:

- No Bureau contracting.
- Hardware & installations handled by GSA Fleet.
- Monthly mileage reporting automated
- Telematics data summarized & provided quarterly on agency-specific reports.
- Additional data & GPS services, if elected, billed to agency via monthly GSA Fleet leasing invoice
- Dedicated training & support for add-on services

## Pricing:

ProPlus Subscription \$13 per vehicle enrolled/per month.

NFC Reader for Driver Identification (potential CAC/PIV use if card version is compatible) \$80 one time device fee.

This information will also aid in FAST completions at the end of each fiscal year.

## For more information:

Visit [gsa.gov/telematics](https://gsa.gov/telematics) to find out more about the BPA and GSA Fleet's telematics program.

Visit [geotab.com/gov](https://geotab.com/gov) for customer updates on the latest news and trends.

Please email DOC Fleet Manager with any questions at [dstewart2@doc.gov](mailto:dstewart2@doc.gov)

[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](mailto:PurchaseCardOversight@doc.gov).