



# DOC Charge Card Program

## APC Digest

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## Micro-Purchase Thresholds

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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A micro-purchase is defined by FAR 2.101 as an acquisition of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold (MPT).

There are different micro-purchase thresholds for:

- ◆ Supplies
- ◆ Construction
- ◆ Services
- ⇒ Professional Services
- ⇒ Nonprofessional Services

**Supplies:** The MPT for **supplies** is currently **\$10,000**. FAR 2.101 defines “supplies” as property except land or interest in land. Supplies as tangible items such as:

- ◆ Office supplies
- ◆ Computers
- ◆ Computer peripherals,
- ◆ Cleaning supplies,
- ◆ Equipment / machine tools
- ◆ Signage,
- ◆ Parts and accessories
- ◆ Other products required for official government use.

**Construction:** The MPT for **construction** is currently **\$2,000** and is set by the Wage Rate Requirements (Construction) – formerly known as the Davis-Bacon Act. FAR 2.101 defines “construction” as construction, alteration, or repair of buildings, structures, or other real property and includes improvements of all types. Examples include:

- ◆ Building a structure,
- ◆ Repairing a hole in a parking lot or street,
- ◆ Replacing a leaking roof or window, etc.

Also, some tasks which appear to be services are actually construction, depending on the volume or work being performed.

Over the \$2,000 threshold other acts apply which require specific contract clauses, terms, and conditions such as the Construction Wage Rate Requirements statute, Contract Work Hours and Safety Standards statute, and the Copeland (Anti-Kickback) Act. Therefore, construction activities totaling over \$2,000 in aggregate costs must be referred to your procurement office for purchase.

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# Micro-Purchase Thresholds (Continued)

**Services:** FAR 37.101 defines “services” as directly engaging the time/effort of a contractor whose primary purpose is to perform a task rather than furnish a supply item. Services cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis.

**Nonprofessional Services:** The MPT for purchase of nonprofessional *services* is currently **\$2,500**. Nonprofessional services are services that are subject to the Service Contract Labor Standards (SCLS) formerly, the Service Contract Act. Examples include:

- ◆ Repair
- ◆ Servicing equipment
- ◆ Packing / Crating / Storage
- ◆ Custodial / janitorial / housekeeping
- ◆ Food service,
- ◆ Laundry / linen supply
- ◆ Snow / trash / garbage removal
- ◆ Aerial spraying and aerial reconnaissance for fire detection
- ◆ Operation and/or maintenance of facilities
- ◆ Landscaping

**Professional Services:** The MPT for purchase of professional *services* is currently **\$10,000**. *Professional services* are services where a preponderance of the work is performed by a profession recognized as such based on a prolonged course of study. Examples include:

- ◆ Lawyers
- ◆ Architect-engineering services
- ◆ Chemists
- ◆ Biologists
- ◆ Accountants
- ◆ Medical services

A written determination that the service to be provided is professional in nature should be made with the assistance of the contracting office or legal counsel and included in the purchase card transaction file.



## Mandatory Sources

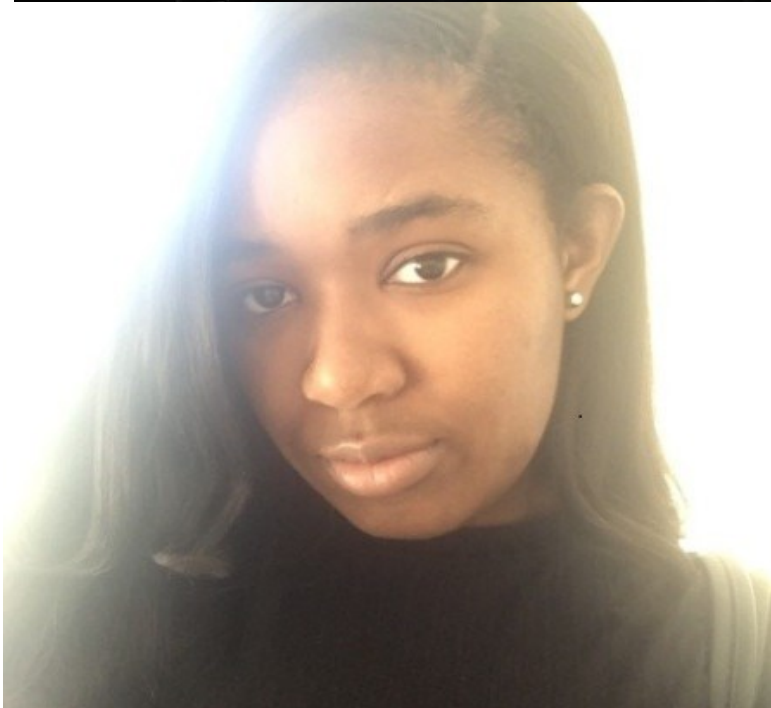
There are many considerations cardholders must make when determining the source for a purchase. The first consideration is the availability of supplies or services from **mandatory** sources. Federal Acquisition Regulation (FAR) Part 8.002 outlines mandatory sources for supplies and services in their descending order of priority – listed on the table, on the following page. This is what is sometimes referred to as “the order of priority” and should be used and documented within cardholder transaction files.

## Mandatory Sources (Continued)

Sources	Supplies	Services
Inventories of the requiring agency (Federal Acquisition Regulation (FAR) 8.002(a)(1)(i))	1	
Excess from other agencies (FAR 8.103)	2	
Federal Prison Industries (FPI) - otherwise known as UNICOR (FAR 8.603): <a href="http://www.unicor.gov">www.unicor.gov</a>	3	2
AbilityOne (includes National Industries of the Blind (NIB)) - supplies and services found on the Procurement List (FAR 8.704): <a href="http://www.abilityone.gov/procurement_list/index.html">www.abilityone.gov/procurement_list/index.html</a>	4	1
Wholesale supply sources, such as stock programs of GSA, DLA, VA (FAR 8.002(a)(1)(v))	5	
Commercial Sources	6	2



### APC SPOTLIGHT



For this issue, we would like to take a minute to put a spotlight on the Census Agency Program Coordinator for the purchase card program: Brigid Boykin. Brigid has worked with the US Census Bureau since 2020. Prior to her work at the Census Bureau, Brigid has had an exciting career in acquisitions serving as a contracting officer working on a variety of contracts from cradle to grave. During her short duration at the Census Bureau, Brigid has worked in several capacities: procurement analyst, small business specialist, and more recently as the agency program coordinator for compliance.

As an APC, Brigid is known for her adept knowledge of procurement policies, improving purchase card compliance ratings, and exceptional customer service. In her spare time, she enjoys spending time with her family as she is a devoted wife and mother of five children.



# DOC Travel News

## FY 23 DOC Travel A/OPC Quarterly Meeting Schedule

Travel Management Division (TMD) will host the FY 2023 quarterly A/OPC meeting at **1 PM ET** on the below dates:

- Thursday, March 2, 2023
- Thursday, June 1, 2023
- Thursday, September 7, 2023
- Thursday, December 7, 2023

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](mailto:OFM-DOCTravelCardProgram@doc.gov).

## Travel Advisory Group (TAG)

Travel Management Division (TMD) and Office of Reporting Internal Controls and Travel (OFRICT) Leadership have established a Travel Advisory Group (TAG) for the primary and alternate travel bureau points of contact. The primary goal of this group is to offer bureau stakeholders the opportunity to discuss concerns relative to the Department's travel policies and hot topics. One notable topic is the General Service Administration (GSA) and the federal government's move to utilize the Electronic Code of Federal Regulations (eCFR).

TMD and OFRICT would like to thank all those who participated at the January 10th meeting. Please contact TMD for more information on upcoming meetings and agenda.

# Travel Reminders



## **Safeguarding All Cards (CBAs and IBAs)**

It is important to safeguard all cards CBAs and IBAs to avoid fraudulent charges, loss of cards, and other account problems that would impact the account.

## **Travel Card Training**

OMB Circular A-123 Appendix B requires each agency to provide training to all account holders and account managers (including A/OPCs and approving officials (AOs)). Training is important in helping account holders, and A/OPCs understand their roles and responsibilities and reduce the risk of fraud, waste, and error.

Please ensure travel account holders and travel approving official training is complete prior to appointment and that refresher training is completed every three (3) years.

The general travel card training requirements are as follows:

- ✦ All program participants must be trained prior to appointment.
- ✦ All program participants must take refresher training in accordance with agency policy but, at a minimum, every 3 years.
- ✦ All program participants must certify that they have received the training, understood the regulations and procedures, and know the consequences of inappropriate actions.
- ✦ Agencies will determine the method of certification; and copies of required training certificates must be maintained pursuant to NARA requirements.

For additional questions pertaining to federal travel card training, visit:

<https://training.smartpay.gsa.gov/help/gsa-smartpay-online-training-help>.

## **Citibank Training for DOC Travel A/OPCs**

TMD continues to encourage the DOC Travel A/OPC community to utilize the training materials available in the *Citibank CitiManager* tool. Through this tool, A/OPCs can acquire more knowledge about system enhancements and training courses by accessing the Citibank Learning Center.



# Travel Delinquencies

## Individually Billed Account (IBA) Delinquencies

The Office of Financial Management (OFM) Travel Management Division (TMD) is required to routinely monitor the Department's Individually Billed Account (IBA) 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 statements on time. Travel cardholders who fail to pay timely may be subject to penalties - derogatory credit marks, or referred to a collection agency, and administrative action such as account closure.



## Penalties for IBA Delinquencies

A delinquency is an undisputed account balance that is unpaid for the prescribed number of calendar days or more past the statement due date. The statement due date will generally be 25 to 30 days after the closing date on the statement, depending on the servicing bank. The closing date is often referred to as the billing cycle date and is assigned by the servicing bank and generally fall on the same date each month.

Depending on severity, below outline some of the disciplinary actions for cardholders' failure to repay travel funds:

- Counseling/informal admonishment.
- Oral and/or written reprimand.
- Suspension without pay; and
- Removal from federal service employment

Also note, individuals with canceled IBAs, may be subject to the following penalties:

- Reported to credit bureaus or similar entities by the servicing bank
- Referred to an outside collection agency by the contractor bank, and
- Subject to late fees for which will not be reimbursed.

# DOC Fleet Electrification

The federal fleet, which includes more than 450,000 official government vehicles (non tactical excluding Postal Service), serves vital functions throughout government. DOC vehicles are involved in protecting forests, preventing illegal fishing, providing critical weather forecasts, promoting public health, securing trade secrets and ensuring general safety, among many other important missions. DOC is committed to converting as many fleet vehicles to electric fuel as possible.



In fiscal year 2022, the Department of Commerce fleet team:

- Conducted twenty plus site visits to determine infrastructure needs;
- Ordered nine (9) Zero Electric Vehicles (ZEVs);
- Replaced three (3) outdated charging stations.

Similar fleet projects have been planned and are underway for fiscal year 2023. One of the largest and most challenging projects planned, is building the electric vehicle infrastructure within the Department. As funding is a major component of the Department's efforts, the fleet management team is currently researching various tools to generate additional money (i.e., fleet card rebates and local utility company incentives).

The DOC Fleet Office thanks all bureau leadership for their support in fiscal year 2022 and look forward to more successes in fiscal year 2023 as the Department transitions to “electrify” the fleet program!

For more information contact: Darrell Stewart at: [dstewart2@doc.gov](mailto:dstewart2@doc.gov).

## 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).