

PURCHASE CARD



Ensure all Cardholders and Approving Officials are issued a Delegation of Authority Memorandum by their servicing Head of Contracting Office (HCO)

REMINDERS:

✓ APCs shall be issued a Delegation of Authority memorandum. A copy shall be provided to the Charge Card Program Manager

✓ Annual Purchase Card Report due:

November 30, 2012

DOC Charge Card Program

APC Digest

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Happy New Fiscal Year~ Welcome FY 2013

Beginning in FY 2013, the Office of Acquisition Management (OAM) has developed a page on OMB Max in an effort to enhance communication with bureau Agency Program Coordinators (APC). The page provides resources to help manage the DOC charge card program at the bureau level and includes:

- Policy resources
- Reporting schedules and templates
- Notes from GSA, and DOC meetings
- APC and HCO contact information
- Departmental statistical data and trends



The site is intended to be used as a resource and is *only* available to Agency Program Coordinators, Heads of Contracting Office (HCO) and DOC OAM management.

Any individual outside of the aforementioned groups who would like access to the page, must contact the Charge Card Program Manager.

FY 2013 INITIATIVES

- Preserve Charge Card program policies to ensure current and accurate information
- Ensure Department Charge Card training is sustained and readily available to DOC Charge Card stakeholders
- Retain relationship with DOC Charge Card servicing bank to assist and offer innovative solutions to DOC customers
- Continue oversight efforts to monitor Departmental internal controls to reduce the risk of fraud, waste, and abuse

How to log into OMB Max

If you have an account with OMB Max, to access the page:

1. Go to the following link: <https://max.omb.gov/community/x/iZEtlQ>
2. Log into your account
3. The link will take you directly to the APC page. From there you will need to click on the "Purchase" tab for Purchase Card related resources.



If you do not have an OMB Max account, you will need to:

1. Go to the OMB Max Homepage: <https://max.omb.gov/maxportal/home.do>
2. Establish a user name and password using your DOC email account.
3. Once you have registered, go to link at: <https://max.omb.gov/community/x/iZEtlQ> to access page