



PROCUREMENT POLICY & PROCEDURE DIRECTIVE

SUBJECT: PURCHASE CARD PROGRAM POLICY

ORIGINATING OFFICE: OFFICE OF CONTRACTING AND PROCUREMENT (OCP)

1. **PURPOSE:** This policy is to establish
 - A. A District of Columbia government Purchase Card Program administered by the OCP;
 - B. Procedures for the use, management, and operation of the District of Columbia government Purchase Card Program; and
 - C. Procedures for making purchases of supplies, materials, equipment, or services during the activation of the Emergency Operations Center (EOC) or during a declared State of Emergency.
2. **AUTHORITY:** This policy is established pursuant to D.C. Code § 2-352.04 and 27 DCMR 2003.
3. **APPLICABILITY:** This policy shall apply to OCP and to all executive agencies, boards, and commissions under the District of Columbia Chief Procurement Officer's jurisdiction, and independent agencies of the District government which agree by Memorandum of Understanding to participate in the Purchase Card Program.
4. **POLICY AND PROCEDURES STATEMENT**
 - A. **DC Purchase Card Program**
 - a. The District of Columbia government Purchase Card Program (PCard Program) shall be administered by the OCP Purchase Card Program Management Office (PMO).
 - b. Agencies participating in the PCard Program shall be required to make purchases of goods valued at \$5,000 or less; services valued at \$2,500 or less; and construction, alteration, or repair of public buildings or public works valued at \$2,000 or less, through the PCard Program, unless otherwise authorized by the Chief Procurement Officer (CPO).
 - c. The CPO or designee, may waive, in writing, requirements for this policy to the extent consistent with the law or regulation.
 - d. Roles and responsibilities of participants in the PCard Program may not be further delegated.

B. Compliance with Applicable Laws, Regulations, and Directives

- a. Use of the PCard is subject to the provisions of the Procurement Practices Reform Act of 2010, D.C. Code §§ 2-351.01 *et seq.* (PPRA), the “Small and Certified Business Enterprise Development and Assistance Act of 2005”, D.C. Code § 2-218.01 *et seq.* (CBE Act), Title 27 of the DCMR *Contracts & Procurement*, all policy and procedures issued by the CPO and OCFO related to the PCard Program, and 6B DCMR 40.
- b. **Official Government Use.** An individual who is issued a PCard under the PCard Program shall use the PCard to buy commercially available goods and services, for **Official Government Business Only**. A CH may not exceed purchases totaling more than \$40,000 per monthly cycle, unless authorized by the CPO in a temporary Delegation of Contracting Authority. CHs shall only purchase goods and services that are directly related to the programmatic function of the CH’s agency.
- c. **Mandatory Use.** Agencies are required to make mandatory use of the PCard Program for:
 - i. the purchase of goods valued at \$5,000 or less;
 - ii. the purchase of services valued at \$2,500 or less; and
 - iii. the purchase of construction, alteration, or repair of public building or public works valued at \$2,000 or less.
- d. **Official Travel by District Employees.** All employee travel expenses shall be authorized pursuant to the provisions of 6B DCMR 40, unless a participating agency possesses independent personnel authority, which includes the authority to establish regulations for the authorization, payment, and reimbursement of travel expenses incurred (or requested to be incurred) by employees of that entity.
- e. **General Agency Use Policy.** In addition to the requirements and limitations stated in this policy, each AD, or ADD, may authorize additional conditions or limitations not in conflict with this policy, which may be necessary to accomplish the effective and economical use of the PCard.
- f. **Sustainable Purchasing Program.** CHs shall comply with OCP’s Sustainable Purchasing Program (<https://ocp.dc.gov/> under Quick Links) to the maximum extent practicable.
- g. **Records Retention.** District of Columbia General Record Schedules published by the DC Executive Office of the Secretary, Office of Public Records, require that all documents associated with the PCard Program be maintained for three (3) years after the final payment.
- h. **Fixed Assets System/Excess and Surplus Disposal.** In accordance with Section 10302002.00 of the OCFO’s Financial Policies and Procedures Manual, PCard purchases of goods, supplies, and equipment that meet the definition of “capitalized assets” shall be labeled and recorded in the Fixed Asset System (FAS).
- i. **Mandatory Set Asides for Procurements of \$250,000 or Less for Small Business Enterprises (SBEs) or Certified Business Enterprises (CBEs).** The CBE Act requires that

each agency set aside contracts and procurements of \$250,000 or less for SBEs or CBEs that have been certified by the Department of Small and Local Business Development (DSLBD).

- j. **Tax Exemption.** D.C. Code § 47-2005 and 9 DCMR 445 exempt the District government from paying sales taxes to the District, as well as the following jurisdictions: Alaska, Florida, Guam, Illinois, Indiana, Iowa, Maryland, Michigan, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico and the U.S. Virgin Islands. The District of Columbia Tax Exemption ID Number is embossed on all District PCards.

C. Definitions

- a. **Accountable Property Officer (APO).** An agency employee who maintains records that reflect accountability of property assigned to the agency.
- b. **Agency.** An office, department, board, commission, executive agency or independent agency of the District government.
- c. **Agency Director (AD).** The chief executive officer of the participating agency. An AD may not be a cardholder without a written waiver from the City Administrator.
- d. **Agency Director Designee (ADD).** An individual at the executive level of an agency appointed by the AD to act as the AD in PCard Program matters.
- e. **Agency Program Coordinator (APC).** The individual appointed by the AD or ADD to manage PCard Program activities within the agency in cooperation with the PMO. For the purposes of this policy, when the APC is referred to, it is implied that it is either the APC or Alt. APC.
- f. **Alternate Agency Program Coordinator (Alt. APC).** The individual appointed by the AD or ADD who is a backup to the APC. The Alt. APC has the same responsibilities as the APC.
- g. **Approving Official. (AO).** The individual(s) appointed by the AD or ADD who is responsible for ensuring cardholder compliance with the requirements of the PCard Program. The AO shall not be a subordinate of the cardholder(s) for which he or she is the AO.
- h. **Agency Review Team (ART).** A review team to oversee the PCard activities of an agency on a monthly basis. The ART shall be comprised of the AD or ADD, APC, AO(s) and DBO. Other participants may be designated by the AD.
- i. **Auditor.** The individual who conducts an audit.
- j. **Authorization.** The process of verifying that a PCard purchase is within the established cardholder limits. The vendor typically accomplishes the authorization electronically at the Point-of-Sale by swiping the PCard through a card reader.
- k. **Bank Partner.** The banking institution which enters into a contractual relationship with the District government to provide PCard services in support of the PCard Program. The Bank Partner is also referred to as the “card issuer”.

- l. **Cancellation.** The permanent close out of a PCard account, usually associated with the termination of PCard charging privileges for a cardholder account.
- m. **Card Account Number.** The identifying number assigned to each PCard.
- n. **Cardholder (CH).** A District government employee designated by the AD or ADD to whom a PCard is issued. PCards may only be used by the CH whose name is embossed on the card to purchase goods or services.
- o. **Certified Business Enterprise Act (CBE Act).** The “Small and Certified Business Enterprise Development and Assistance Act of 2005”, D.C. Code § 2-218.01 *et seq.*
- p. **Certified Business Enterprise (CBE).** Businesses that have been certified by the Department of Small and Local Business Development (DSLBD) pursuant to the “Small and Certified Business Enterprise Development and Assistance Act of 2005”, D.C. Official Code § 2-218.01 *et seq.*
- q. **Credit Card Authorization Form.** A form signed by a CH granting a vendor permission to charge their Pcard for a period of time as written in that document. Commonly used by hotels when the traveler is not the CH.
- r. **Chief Procurement Officer (CPO).** The director of the Office of Contracting and Procurement.
- s. **DC Supply Schedule (DCSS).** The District of Columbia’s multiple-award schedule which provides commercial products and services to District government agencies. IDIQ contracts are awarded to hundreds of CBE suppliers who provide products and services to meet recurring needs of District agencies following DCSS procedures.
- t. **DCSS Categories:**
 1. Advertising, Novelties, Souvenirs, Promotional and Specialty Products
 2. Audit & Financial Management Services
 3. Engineering and Logistics Services
 4. Furniture and Furniture Management Services
 5. Industrial Services
 6. Industrial Supplies and Apparel
 7. Information Technology, Equipment and Software
 8. Marketing, Media and Public Information
 9. Medical Supplies and Equipment
 10. Mission Oriented Business Integrated Services (MOBIS)
 11. Moving and Logistics Services
 12. General Office Supplies
 13. Printing and Document Management Services
 14. Security Equipment, Security Services and Emergency Preparedness
 15. Temporary Support Services
 16. Training Services and Products
- u. **Declined Transactions.** Transactions where authorization has been denied by the Bank Partner’s transaction authorization system.

- v. **Delegation of Contracting Authority.** A written grant of contracting authority issued by the CPO, or designee, using the **Delegation of Contracting Authority - Purchase Card** form (**Appendix N**). This delegation prescribes specific limits and conditions for a CH; and grants contracting authority to the named CH exclusively for the purpose of participating in the PCard Program.
- w. **Designated Billing Official (DBO).** An employee of the Office of the Chief Financial Officer, designated by the Agency Fiscal Officer, who is assigned to an agency to review and approve financial transactions.
- x. **Dispute.** An allegation of vendor error or disagreement of charges posted to a CH's account.
- y. **Emergency Operations Center (EOC).** The central location from which off-scene activities are coordinated during declared emergencies and other hazards and events with the goal of protecting life and property and ensuring public safety.
- z. **Emergency Purchase Card Holders. (ECH).** An OCP employee designated by the CPO or designee to whom a PCard is issued for use during the activation of the EOC.
- aa. **Fraudulent Transaction.** A charge to a CH's account for which the CH did not give authorization.
- bb. **Incidental Expenses.** Fees and tips given to porters, baggage carriers, bellhops, hotel maids, and others. Incidental expenses do not include the cost of alcoholic beverages, tobacco, movie rentals, entertainment, or other expenses of a personal nature that are not related to the official business of the District.
- cc. **Itemized Receipt.** A receipt from a vendor that contains the following: name of vendor, vendor address and phone number, description of items purchased, price paid for each item, tax for taxable items, grand total, date of purchase, and method of payment.
- dd. **Local Travel.** Travel to a location that is less than 50 miles from the John A. Wilson Building.
- ee. **Lodging.** A hotel, motel, inn, guest house, or other establishment that provides lodging to transient guests for overnight sleeping facilities.
- ff. **Meal expenses.** Expenses for breakfast, lunch, dinner, and related tips and taxes. Alcoholic beverages and all entertainment expenses are specifically excluded from meal expenses.
- gg. **Merchant Activity Type (MAT) Codes.** The Bank Partner's four-digit codes that group one or more of the 21 Merchant Category Classification codes.
- hh. **Merchant Category Classification (MCC) Code.** The Bank Partner's alphabetical classification code (A-U) that categorizes each merchant according to the type of business in which the merchant is engaged, or self-identified as, and the kinds of goods and services provided by the merchant. These codes also designate which goods and services can or cannot be purchased using the PCard.

- ii. **Monthly/Cycle Limit.** The total billing cycle limit established for a CH account as authorized by the Delegation of Contracting Authority.
- jj. **Office of Foreign Assets Control (OFAC).** An office of the US Department of the Treasury that administers and enforces economic and trade sanctions based on US foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy, or economy of the United States.
- kk. **Official Travel.** District employee travel beyond 50 miles from the John A. Wilson Building for District government business as described in 6B DCMR 40.
- ll. **Office of Procurement Integrity and Compliance (OPIC).** The internal and external audit, review, and compliance arm of the OCP.
- mm. **Participating Agency.** Any office, department, board, commission, or independent agency of the District government that participates in the PCard Program.
- nn. **Procurement Automated Support System (PASS).** The electronic procurement system for the District.
- oo. **Payment Distribution Report (PDR).** The payment report created and certified by OCP submitted to the District Office of Finance and Resource Management as certification to pay the monthly bill to the Bank Partner.
- pp. **PaymentNet.** The Bank Partner's electronic system, which provides PCard transaction data and reports. PaymentNet is the vehicle by which all PCard stakeholders review, approve, monitor, and dispute transactions made on the PCard. Information is saved in PaymentNet for 24-months following the close of the billing cycle.
- qq. **Per Diem Allowance.** A set daily payment provided to a District employee, instead of actual expenses, for reimbursement for meals and incidental expenses. A per diem allowance is separate from lodging expenses, transportation expenses, and miscellaneous expenses.
- rr. **Processing Fees.** Also known as credit card fees or transaction fees, are the cost that a vendor pays to accept credit cards and process payments.
- ss. **Program Management Office (PMO).** The organizational unit within the OCP responsible for the management and oversight of the PCard Program, as well as the development and enforcement of compliance with rules and procedures governing the PCard Program.
- tt. **Procurement Practices Reform Act (PPRA).** Procurement Practices Reform Act of 2010, D.C. Code §§ 2-351.01 *et seq.*
- uu. **Purchase Card (PCard).** The plastic credit card issued by the Bank Partner to a District government employee under the PCard Program. The PCard bears the employee's name and Tax ID # (for security purposes).
- vv. **Recurring Charges.** A charge that is set to recur automatically.

- ww. **Single Purchase Limit (SPL).** The single purchase limit established for the PCard as authorized by the Delegation of Contracting Authority.
- xx. **Splitting Purchases.** Making multiple purchases to circumvent the PCard's SPL.
- yy. **Statement.** A detailed list of all purchases and credits made by the CH and billed by the Bank Partner. The statement is prepared by the Bank Partner and made available to the CH through PaymentNet.
- zz. **Suspension.** The temporary curtailment of PCard Program privileges.
- aaa. **Temporary Delegation.** A temporary written grant of contracting authority issued by the CPO, or designee, using the **Delegation of Contracting Authority-Increase Purchase Card Limits form (Appendix C)**. This delegation prescribes specific limits and conditions for a CH for a limited period of time.
- bbb. **Training Affidavit & User's Agreement.** A written declaration which verifies completion of the required PCard training. **(Appendices J and K)**
- ccc. **Waiver.** A written exemption provided by the CPO, or designee, to a CH to exempt a purchase of a normally prohibited item in the PCard Program.
- ddd. **Waste, Fraud, and Abuse.** For the purpose of the PCard Program, is defined by the following standards:
 - i. **Waste** – is the failure to conserve resources, such as repeatedly making purchases at a price that is not fair and reasonable for the District government, or repeatedly making purchases that are excessive for the agency.
 - ii. **Fraud** – making a purchase with the PCard that is not for an authorized government purpose.
 - iii. **Abuse** – making a purchase that is above the encumbrance amount of the PCard, failing to physically safeguard the PCard from potential theft or abuse, failing to produce receipts or invoices for PCard transactions, failing to ensure that no law, regulation, policy, or funding source prohibits the procurement of a specific good or service before its purchase, circumventing the PCard's SPL, or allowing unauthorized users to make purchases with the PCard.

D. PCard Program Participation Procedures

- a. **Agency Deployment Requirements.** The following actions must be taken prior to deploying PCards to a participating agency:
 - i. The PMO will schedule a meeting to present a program briefing and deployment plan to the AD or ADD and PCard Program participants;

- ii. All PCard Program participants shall complete “Using and Managing the PCard” training prior to assuming any role in the PCard Program. Users can register for this class in PeopleSoft;
 - iii. The AD or ADD shall submit an email to the PMO appointing the APC, and Alt. APC if desired, for the agency;
 - iv. The PMO will work with the APC to setup user profile(s) or account(s) for the CH(s), AO(s), and DBO;
 - v. Once the roles of AO(s), CH(s) and DBO are assigned, the APC shall submit the proper documentation to set up users in PaymentNet;
 - vi. The APC shall coordinate with DBO to establish funding;
 - vii. The APC shall submit to the PMO a **Designation of Members of the ART Form (Appendix R)**;
 - viii. Once the PMO receives the required appointment documentation and verifies the funding certification, the PMO will set up the agency in PaymentNet; and
 - ix. The Bank Partner will mail the card(s) directly to the CH’s business address.
- b. Personnel Changes.** All changes to a program participant’s PCard or PaymentNet profile shall be documented as follows:
- i. When an AO, DBO, Alt. APC, or APC separates from the agency, the APC shall submit in PASS a **Removal from PaymentNet Form (Appendix S)** and the PMO will disable all access for the user.
 - ii. When a CH separates from the agency, the APC shall submit in PASS a **Request for Rescission of Delegation of Contracting Authority (Appendix T)** and the PMO will disable all access for the CH and close out the account permanently. The CH must destroy the Pcard.
 - iii. When a CH, AO, DBO, Alt. APC or APC requests a name change, the APC shall submit in PASS a **Request to Change Name in PaymentNet and/or Credit Card Form (Appendix AA)**. If the name will change on the PCard, a new **Delegation of Contracting Authority-Purchase Card (Appendix N)** must accompany the request.
 - iv. When contact information, work address, or phone number for a program participant changes, the APC shall email the PMO directly with the requested changes.
- c. Fiscal Year End Cut Off.** All PCards will be deactivated on September 30 of each year to allow year-end reconciliation. PCards will be reactivated **only** after the PMO receives and verifies certification of funding for the new fiscal year, and the CH(s) and AO(s) have completed their reconciliations through the close of the August cycle of the current year.

E. Roles and Responsibilities of Program Participants

The success of the PCard Program depends on the coordination and cooperation of District government employees in their assigned roles with responsibilities as follows:

a. **Agency Director.** The AD shall:

- i. appoint PCard Program participants for the participating agency by submitting an email to the PMO providing name(s) and concurrence of appointments;
- ii. assure the proper management and oversight of agency PCard activities;
- iii. ensure compliance with procurement rules and regulations, and the provisions of this policy;
- iv. approve funding for PCard use;
- v. review information and reports concerning the use of PCards within the agency;
- vi. notify the PMO of issues of waste, fraud, and abuse;
- vii. cooperate with the PMO and audit and investigative authorities with respect to identifying and mitigating suspected, alleged, or confirmed waste, fraud, or abuse; and
- viii. take appropriate disciplinary action against employees found to have engaged in PCard waste, fraud, or abuse.

b. **Agency Program Coordinator (APC).** The APC/Alt. APC shall:

- i. oversee the PCard Program within the agency and coordinating PCard activities with PCard Program participants and the PMO;
- ii. Use PASS to submit requests to the PMO following the **APC Step by Step Guide–Submit Requests in PASS (Appendix A)** to:
 - create new PCard accounts by submitting:
 1. **New Cardholder Request Form (Appendix M);**
 2. **Purchase Card Training Affidavit & User’s Agreement-CHs and AOs (Appendix J); and**
 3. **New Cardholder Delegation of Contracting Authority-Purchase Card (Appendix N).**
 - cancel PCard accounts by submitting:
 1. **Request for Rescission of Delegation of Contracting Authority (Appendix T).**
 - submit requests for waivers to purchase prohibited items by submitting either:
 1. **Request to Purchase a Prohibited Item (Appendix E); or**
 2. **Any other form provided by the PMO.**

- request spending limit increases by submitting:
 1. **Delegation of Contracting Authority – Increase PCard Limits (Appendix C), and**
 2. **Request for Temporary Increase in Spending Limits (Appendix D).**

- create new user accounts in PaymentNet for APCs/Alt. APCs, AOs, DBOs and auditors by submitting:
 1. **New APC/Alt. APC Request Form (Appendix L), and**
 2. **Purchase Card Training Affidavit & User’s Agreement-APC and DBO (Appendix K), or**

 3. **New Approving Official Request Form (Appendix O), and**
 4. **Purchase Card Training Affidavit & User’s Agreement-CH and AO (Appendix J), or**

 5. **New Designated Billing Official Request (Appendix P), and**
 6. **Purchase Card Training Affidavit & User’s Agreement-APC and DBO (Appendix K), or**

 7. **New Auditor Request (Appendix Q), and**
 8. **Purchase Card Training Affidavit & User’s Agreement-CH and AO Form (Appendix J)**

- remove user accounts in PaymentNet for APCs/Alt. APCs, AOs, DBOs and Auditors by submitting:
 1. **Removal from PaymentNet Form (Appendix S)**

- request name change in PaymentNet or on PCard by submitting:
 1. **Request to Change Name in PaymentNet and/or Credit Card (Appendix AA).**

- iii. complete “Using and Managing the PCard” training;
- iv. prepare ART reports for ART meetings;
- v. convene monthly ART meetings;
- vi. submit reports and **ART Sign-In Sheet (Appendix U)** in PASS by the 15th day of each month;
- vii. enforce compliance with reconciliation process deadlines, as established every fiscal year by the PMO;
- viii. coordinate funding with DBO for PCards;

- ix. serve as the agency liaison with the PMO and Bank Partner;
 - x. assure that AOs and CHs maintain accurate accounting and balances of PCard purchases so as to not to overspend budget limits;
 - xi. maintain user accounts, including mailing information, telephone numbers, email addresses, spending limits, and account status;
 - xii. enforce CH and other participants' compliance with the requirements of this policy, other applicable regulations and directives, and *Title 27 DCMR Contracts & Procurement*; and
 - xiii. coordinate the initiation of and response to inquiries concerning suspected, alleged or confirmed instances of PCard waste, fraud, and abuse, and cooperating with the PMO and audit and investigative authorities.
- c. **Approving Official (AO).** Each AO shall approve no more than 5 CHs. If an AO is unable to fulfill their approval responsibilities, the APC shall serve as the temporary AO. The AO shall:
- i. complete "Using and Managing the PCard" training;
 - ii. submit to APC required forms to establish a user account including:
 - **New Approving Official Request Form (Appendix O), and**
 - **PCard Training Affidavit & User's Agreement CH and AO (Appendix J);**
 - iii. assure CH compliance with this policy, and other applicable regulations and directives, and *Title 27 DCMR Contracts and Procurement*;
 - iv. assure responsible sourcing and vendor rotation on PCard purchases and assure avoidance of split purchasing;
 - v. assure that CHs do not overspend budget capacity, including coordinating with the APC to assure sufficient budget capacity to cover PCard purchases;
 - vi. review CH transactions in PaymentNet, and approve or reject purchases in accordance with reconciliation process deadlines and receipt upload requirements;
 - vii. attend monthly ART meetings and ensure efficient and timely reconciliation deadlines;
 - viii. assist in resolution of disputes that cannot be resolved between the CH and Bank Partner;
 - ix. recommend appropriate disciplinary action against employees found to have engaged in PCard waste, fraud, or abuse;
 - x. use PMO sponsored and PaymentNet resources; and
 - xi. initiate and respond to inquiries concerning suspected, alleged, or confirmed instances of waste, fraud, or abuse within the agency, and cooperating with the APC, PMO, audit and investigative authorities.

d. Cardholder (CH). The CH shall:

- i. complete “Using and Managing the PCard” training;
- ii. submit to APC required forms to establish a credit card account including:
 - **New Cardholder Request Form (Appendix M),**
 - **New Cardholder Delegation of Contracting Authority-Purchase Card (Appendix N); and**
 - **Purchase Card Training Affidavit & User’s Agreement CHs and AOs (Appendix J);**
- iii. activate their PCard;
- iv. ensure the use of SBE or CBE vendors on the DCSS first;
- v. ensure the use of SBEs or CBEs not on the DCSS;
- vi. ensure the price paid for goods and services is fair and reasonable;
- vii. rotate the use of vendors;
- viii. avoid the unauthorized practice of splitting purchases;
- ix. review or dispute transactions in PaymentNet and forward all required documentation to the AO within the established reconciliation deadlines;
- x. keep complete and accurate records of PCard purchases, including maintaining original or PDF copies of receipts with bank statements;
- xi. maintain and submit travel authorization forms to the AO in a timely manner;
- xii. maintain balances of PCard purchases to avoid overspending delegated limits and available budget;
- xiii. request and coordinate modifications of encumbrances for PCard accounts with the APC in order to assure proper alignment between spending and PCard account capacity;
- xiv. buy authorized goods and services from vendors using the PCard in accordance with the Delegation of Contracting Authority and this policy;
- xv. alert the APC and PMO of lost or stolen cards;
- xvi. in cooperation with the Agency Property Officer, comply with the OCFO requirements for PCard purchases of goods, supplies, and equipment that meet the definition of “capitalized and non-capitalized fixed assets”;
- xvii. alert the APC and PMO of possible fraudulent transactions;
- xviii. purchase environmentally preferable products when practical;

- xix. use PMO sponsored and PaymentNet resources; and
 - xx. cooperate with the APC, PMO, audit, and investigative authorities in the identification and mitigation of suspected, alleged, or confirmed instances of waste, fraud, or abuse.
- e. **Auditor.** The Auditor has access to reports in PaymentNet. The Auditor shall:
- i. complete “Using and Managing the PCard” training; and
 - ii. submit to the APC the **New Auditor Request Form (Appendix Q)** to establish a user account.
- f. **Designated Billing Official (DBO).** The DBO shall:
- i. complete “Using and Managing the PCard” training;
 - ii. submit to the APC the required forms to establish a user account:
 - **New DBO Request Form (Appendix P), and**
 - **Purchase Card Training Affidavit & User’s Agreement APCs and DBOs (Appendix K)**
 - iii. establish and monitor PCard funding;
 - iv. use PMO sponsored and PaymentNet resources;
 - v. certify official travel authorization forms for PCard accounts;
 - vi. attend monthly ART meetings;
 - vii. cooperate with the APC, PMO, audit, and investigative authorities in the identification and mitigation of suspected, alleged, or confirmed instances of waste, fraud, or abuse; and
 - viii. recommend appropriate disciplinary action against employees found to have engaged in PCard waste, fraud, or abuse.
- g. **Office of Procurement Integrity and Compliance (OPIC).** OPIC shall:
- i. review PaymentNet reports to identify potential cases of waste, fraud, abuse, or mismanagement;
 - ii. conduct agency PCard Program reviews and audits as needed; and
 - iii. monitor procedural compliance with rules and procedures governing participation in the PCard Program.
- h. **Agency Review Team (ART).** The ART shall meet monthly and:
- i. oversee all agency PCard activities;

- ii. review reports of PCard activity as provided by the APC;
 - iii. ensure complete and accurate documentation for all PCard transactions, including CH receipts (original or PDF), standardized PaymentNet reports such as Unusual Activity Summary, Transaction Dispute Status Report, Declines Report, or any other reports required by the PMO;
 - iv. investigate questionable purchases;
 - v. enforce the PMO's program sanctions;
 - vi. recommend to the PMO and AD disciplinary action against an agency participant for violations of the PCard Policy, in accordance with District personnel rules and regulations;
 - vii. ensure that the APC notifies the PMO of any changes in agency participant status (e.g., CHs, APCs, AO, DBO);
 - viii. cooperate with the PMO, and audit and investigative authorities to identify and mitigate waste, fraud, and abuse in the PCard Program;
 - ix. certify (attesting to the accuracy and completeness of data in the report) and submit reporting documents as required by the PMO; and
 - x. recommend appropriate disciplinary action against employees found to have engaged in PCard waste, fraud, or abuse.
- i. **Bank Partner.** The Bank Partner shall:
- i. fulfill the requirements of the contractual agreement between the District government and Bank Partner,
 - ii. provide 30-day revolving credit financing of PCard purchases for the benefit of the District government;
 - iii. provide program participant manuals, technical materials, information, and access to training on the use of PaymentNet;
 - iv. provide technical support to the PMO, and other program participants in marketing, delinquency management, account administration, and detection and prevention of waste, fraud, and abuse;
 - v. sustain an effective business relationship with the PMO;
 - vi. bill and make available CH and central billing account statements through PaymentNet;
 - vii. resolve disputes between CHs and vendors;
 - viii. create and issue PCard to CHs;
 - ix. provide accurate and timely data and reports as requested by the PMO and other

program participants; and

x. coordinate and cooperate with the PMO and investigative authorities on inquiries concerning instances of waste, fraud, or abuse.

j. **Program Management Office (PMO).** The PMO shall:

i. maintain PCard Program policy and procedural guidance for program participants;

ii. serve as the primary contact between the District government and the Bank Partner;

iii. train all PCard Program participants;

iv. provide consultative and technical support to participating agencies;

v. distribute to all APCs the **ART Sign-In Submission Schedule (Appendix V)** for each fiscal year

vi. cancel/suspend CH privileges when CHs or AOs fail to comply with the PCard Policy;

vii. sustain effective relationships with PCard Program participants and stakeholders;

viii. upon request, produce to appropriate stakeholders, PaymentNet reports and any other reports as may be requested or needed for effective program oversight or compliance with reporting requirements;

ix. create and verify Payment Distribution Reports and send them to OFRM; and cooperate with audit and investigative authorities to identify and mitigate suspected, alleged, or confirmed instances of waste, fraud, or abuse related to the PCard Program.

k. **Office of Finance and Resource Management (OFRM).** OFRM is responsible for paying all PCard invoices to Bank Partner within five days of receipt of each Payment Distribution Report.

F. Cardholder Usage

a. **Cardholder Standard of Usage.** Only the CH, whose name is embossed on the PCard, is authorized to present the PCard (or card account number) to purchase eligible goods and services.

A CH shall exercise the same care in incurring expenses that a prudent and reasonable person would exercise in using his or her personal credit card. Excess costs and charges, circuitous routes, delays, luxury items or accommodations, and goods and services unnecessary or unjustified in the performance of official government business are not acceptable.

Employees will be responsible for excess or unauthorized purchases and any additional expenses incurred for personal preference or convenience. CHs and any other PCard Program participants who violate this standard, or any provisions of this policy, may be subject to removal from the PCard Program and to disciplinary action in accordance with the **Sanctions and Disciplinary Guidelines for Cardholders (Appendix B)**.

- b. Unauthorized Use of Card.** A CH who makes unauthorized purchases will be required to reimburse the District government for the total dollar amount of the unauthorized purchase when the debit has been acknowledged by the CH in writing or reduced to a judgment in accordance with 6 DPM 2903. Pursuant to D.C. Code § 1-629.03, if the CH does not acknowledge the unauthorized purchase in writing or it is not reduced to a judgment, the name of the CH, the amount of the unauthorized purchase, and supporting documentation shall be forwarded to the Office of the Attorney General for appropriate action. The CH may also have his or her PCard privileges cancelled and may be subject to disciplinary action in accordance with the **Sanctions and Disciplinary Guidelines for Cardholders (Appendix B)**.
- c. Limitation of Liability.** The District government accepts liability only for proper charges made by an authorized CH participating in the PCard Program. The CH may be liable for any charges incurred in violation of PCard Policy.
- d. Electronic Usage.** A CH may make purchases using electronic methods such as online payments. Payments using third party payment processors such as PayPal, Intuit, Square, or other payment intermediaries are allowed but discouraged. When purchases are made electronically, the CH shall:
- i. make a payment as a guest, and shall not set up an account with the payment processor;
 - ii. notify the vendor that the purchase is for official government use and that the District government is tax exempt with those states that have reciprocity agreements with the District of Columbia;
 - iii. require the vendor to provide a receipt to the District government on the vendor's letterhead. A printout from PayPal or the third-party payment processor is not considered a receipt; and
 - iv. verify that the goods or services were received.
- e. Card and Card Account Security.** The CH shall safeguard the PCard and card account number. The CH must not allow anyone to use his or her PCard or account number. If the CH fails to safeguard the PCard or card account number, the CH may have his or her PCard privileges cancelled and may be subject to disciplinary action in accordance with the **Sanctions and Disciplinary Guidelines for Cardholders (Appendix B)**.
- f. Confidentiality of Personal Data.** The District government provides to the Bank Partner the home address, date of birth, and the last four of the social security number of the CH for the purposes of verifying that the CH is not on a government sanction list. The Office of Foreign Assets Control rules require that U.S. persons (all persons and entities within the U.S., all U.S. incorporated entities and their foreign branches) are prohibited from transacting with persons on a government sanction list. As a U.S. entity and a regulated financial institution, the Bank Partner is to ensure that individuals who are listed on a government sanctions list do not use their products. By providing a CH's home address and last four of their social security number the Bank Partner performs sanction screening of all commercial card applicants to ensure compliance with these regulations. The Bank Partner is prohibited from providing personal information about District government CHs to credit bureaus and credit reporting organizations. Under the PCard Program, the financial relationship is between the District government and the

Bank Partner. CHs should not be concerned with the effect of PCard use on their personal credit accounts and history.

- g. Lost, Stolen, Damaged, or Destroyed Cards.** In the event a CH loses, damages, or destroys a PCard, or a PCard is stolen, the CH shall:
- i. Notify the Bank Partner by phone as soon as possible.
 - ii. Notify APC and PMO by e-mail with the following information:
 - brief description of incident, including date and location of the loss, theft, damage, or destruction;
 - the date the CH reported the loss, theft, damage, or destruction to the Bank Partner;
 - list of purchases made on the day the PCard was lost, stolen, damaged, or destroyed; and
 - if the card was stolen, the date reported to the police with a copy of the police report attached.
 - iii. If the reported lost PCard is found, the CH shall destroy the card as that PCard will have been cancelled by the Bank Partner.
- h. Replacement of Expired Cards/Distribution of Replacement Cards.** The Bank Partner will mail PCards directly to the CH's business address on file. New PCard will be issued 30 days prior to expiration of the PCard; replacement cards are generally issued within three to five business days from the reported loss, theft, damage, or destruction.
- i. Request for Increase in PCard Limits.** ADs or ADDs may request in writing to the CPO an increase in PCard single purchase and monthly cycle limits, based on the agency's budget capacity and programmatic needs. The process is as follows:
- i. In PASS, the APC submits to the PMO a **Delegation of Contracting Authority – Increase PCard Limits (Appendix C)** signed by the CH and a **Request for Temporary Increase in Spending Limits (Appendix D)** signed by the AD or ADD and AFO. The duration of the requested increase should be tied to a specific event or need and should be as short as possible. Temporary increases can be granted for no more than 90 days.
 - ii. The CPO, or designee, will determine if the AD's request is justified. If the request for increased limits is denied, a written explanation will be sent to the APC in PASS. If approved, the CPO will sign the submitted **Delegation of Contracting Authority – Increase PCard Limits (Appendix D)** and the PMO will increase the limits in PaymentNet accordingly. Copies of the signed delegation will be attached to the Request for Temporary Increase in Spending Limits form in PASS.

G. Transaction Usage

a. **Mandatory Set Asides for Procurements of \$250,000 or Less for Small Business Enterprises (SBEs) or Certified Business Enterprises (CBEs).**

i. **Use of DCSS Vendors First.** The CH shall first reach out to an SBE on the DCSS. The CH shall request a quote from the SBE and receive a written quote back from the vendor via email. The “DCSS List of Awarded Contracts” can be found at <https://ocp.dc.gov/>

- Click on “Opportunities”;
- Click on DC Supply Schedule;
- Scroll to and click “DC Supply Schedule-Awarded Contracts”;
- Find the Schedule Category that matches your need; and
- Call the vendor for a written quote.

If an agency determines in writing that there are not at least two (2) qualified SBEs on the DCSS that can provide the goods or services, the agency may use any qualified CBE on the DCSS.

ii. **If a good or service is not available from a DCSS vendor.** If the good or service is not available through a DCSS vendor, the CH shall reach out to qualified SBEs. If the agency determines in writing that there are not at least two (2) qualified SBEs that can provide the goods or services, the agency may use any qualified CBE.

iii. **If a good or service is not available from an SBE or CBE.** If the good or service is not available through an SBE or CBE due to lack of inventory, inability to deliver in a timely manner, or another reason unrelated to price, an agency must document that in the PaymentNet system, and then purchase the item in the open market.

iv. **If a good or service is available from an SBE or CBE but more expensive than in the open market.** If the price of a good or service from an SBE or CBE is more than 12% higher than that in the open market, an agency may either proceed with purchase or document the higher cost in the PaymentNet system, and then purchase the item in the open market.

b. **High-Risk Merchant Category Codes (MCC).** Certain high risk MCCs are blocked by the Bank Partner as a safeguard to limit the possibility of prohibited items being purchased. When the CH executes a transaction with a vendor categorized by one of the MCCs below, the transaction will be declined.

If an MCC is blocked for an allowable purchase, the CH or APC must contact the PMO via email and explain what is being purchased and request that the block be lifted in order to complete the transaction. A block may be lifted if the purchase is an allowable purchase. If the purchase is for a prohibited item, a waiver request must be submitted.

- a. 4457 – Boat Rentals & Leases
- b. 4829 – Wire Transfer – Money Order
- c. 5094 – Precious Stones & Metals
- d. 5271 – Mobile Home Dealers
- e. 5299 – Gas
- f. 5300 – Wholesale Clubs

g.	5309 – Duty Free Stores
h.	5411 – Grocery Stores
i.	5422 – Freezer/Meat Lockers
j.	5441 – Candy/Nut Confection Store
k.	5451 – Dairy Product Stores
l.	5462 – Bakeries
m.	5499 – Misc. Food Stores
n.	5541 – Service Stations
o.	5542 – Automated Gas Dispenser
p.	5551 – Boat Dealers
q.	5561 – Trailer Camper Dealers
r.	5571 – Motorcycle Dealers
s.	5592 – Moto Home Dealers
t.	5598 – Snowmobile Dealers
u.	5599 – Misc. Auto Dealers
v.	5681 – Furriers and Fur Shops
w.	5811 – Caterers
x.	5812 – Restaurants
y.	5813 – Bars/Taverns/Lounges/Discos
z.	5814 – Fast Food Restaurants
aa.	5912 – Drug Stores & Pharmacies
bb.	5921 – Pkg. Stores/Beer/Wine/Liquor
cc.	5932 – Antique Shops
dd.	5933 – Pawn Shops
ee.	5937 – Antique Reproductions
ff.	5544 – Jewelry Stores
gg.	5962 – Telemarketing Travel Related
hh.	5963 – Direct Sell/Door to Door
ii.	5966 – Outbound Telemarketing
jj.	5967 – Inbound Teleservices
kk.	5983 – Fuel Dealers – Oil, Wood, Coal
ll.	5992 – Florists
mm.	5993 – Cigar Stores/Stands
nn.	6010 – Member – Manual Cash Disbursement
oo.	6011 – Member – Automated Cash Disbursement
pp.	6022 – Financial Institutions
qq.	6050 – Quasi Cash – Member
rr.	6211 – Securities Brokers/Dealers
ss.	6534 – Money Transfer/Sending
tt.	6760 – Savings Bonds
uu.	7012 – Timeshares
vv.	7273 – Dating & Escort Services
ww.	7297 – Massage Parlors
xx.	7298 – Health and Beauty Spas
yy.	7631 – Watch/Clock/Jewel Repair
zz.	7800 – Lottery
aaa.	7801 – Internet Gambling
bbb.	7802 – Horse/Dog Racing
ccc.	7832 – Motion Picture Theaters
ddd.	7932 – Billiard/Pool Establishment

eee.	7933 – Bowling Alleys
fff.	7992 – Golf Courses
ggg.	7995 – Gambling Attractions
hhh.	7996 – Amusement Parks
iii.	7997 – Member Clubs/Sport/Rec/Golf
jjj.	9211 – Court Costs/Alimony
kkk.	9222 – Fines
lll.	9223 – Bail and Bond Payments
mmm.	9311 – Tax Payments
nnn.	9754 – Gambling/Horse Racing/Dog Racing/Lotteries

In cases where the MCC is incorrectly ascribed to a vendor, the vendor must contact the vendor's bank to correct any MCC coding errors.

c. **Prohibited Items.** PCards **shall not** be used to pay for or purchase any of the following prohibited items:

- items for personal use;
- computers and laptops;
- clothing/toiletries;
- local transportation costs, **except for Metro fare cards**;
- local travel; to include taxi cabs, Uber or Lyft
- local motor vehicle fuel;
- food or foodstuffs;
- “donations” to non-profits;
- gift cards;
- sponsorships;
- water/ice;
- flowers/wreaths/ribbons;
- jewelry;
- transactions with another DC government agency or department;
- utility payments, except for cable expenses which are allowed if the total charge for the fiscal year is less than \$10,000;
- cash advances or ATM withdrawals;
- alcoholic beverages;
- entertainment or entertainment related goods or services;
- services valued over \$2,500;
- temp employee services;
- recurring charges;
- processing fees or credit card fees unless they are included in the invoiced amount and are reasonable;
- travel expenses for Non-District employees;
- goods valued over \$5,000;
- invoices for goods or services provided in a previous fiscal year;
- construction, alteration, or repair of public buildings or public works valued over \$2,000;
- criminal or illegal activity; or

- any other prohibited use as designated by the AD and reflected within the CHs profile.
- d. **Waiver to Purchase a Prohibited Item.** In the event that a CH needs to purchase a prohibited item, the APC must submit a request in PASS to the PMO with a **Request to Purchase a Prohibited Item (Appendix E), or other request form provided by the PMO**, signed by the AD or ADD and AFO explaining why the prohibited item must be purchased with a PCard. If the request is for food or entertainment, the agency must follow the guidance provided under **Memo to Agency Directors - Waiver Process for the Purchase of Prohibited Items – Food and Entertainment (Appendix BB)**. The CPO, or designee, will determine if the AD’s request is justified. If the request to purchase a prohibited item is denied, a written explanation will be sent to the APC in PASS. If approved, the CPO will sign the submitted Request to Purchase a Prohibited Item or other request form, and the PMO will temporarily add the capability to the CH profile in PaymentNet. Copies of the approved waiver will be attached to the Request form in PASS.
- e. **Official Travel/Training Expenses.** CHs making travel/training arrangements for themselves or on behalf of an employee in their agency must obtain the following completed and fully approved documentation before completing the transaction on their PCard:
- i. **Travel/Training Justification Memo (Appendix F)** explaining the purpose of the travel/training, description of the travel/training, and justification for the travel/training;
 - ii. **Request for Training and Travel Authorization (Appendix G);** and
 - iii. **Travel Exemption Form (Appendix H)** when travel expenses are greater than the *per diem* allowance set forth by the GSA www.gsa.gov.
- f. **Permissible Official Travel Expenses on Travel Enabled PCards.** Permissible employee travel expenses are those authorized for official government travel (defined as travel beyond 50 miles from the John A. Wilson Building). The travel enabled PCard shall only be used for authorized:
- i. travel services, including baggage fees, at the rates authorized by 6B DCMR 40. If the employee is purchasing a more expensive travel ticket, the employee must purchase the ticket with his or her own funds and thereafter request reimbursement from the agency;
 - ii. lodging expenses at the rates authorized by 6B DCMR 40. If the employee is purchasing more expensive lodging, the employee must purchase the lodging with his or her own funds and thereafter request reimbursement from the agency. Sales and use taxes on lodging are not permissible if the jurisdiction in which the lodging is located provides a tax exemption for purchases by the District of Columbia government or its employees, however other types of taxes may be permissible. Employees shall be responsible for filing the appropriate paperwork, if any, to obtain the tax exemption;
 - iii. automobile rental, including fuel, parking, and toll expenses for the automobile rental;
 - iv. out-of-town mass transit and taxi fares; and
 - v. conference and training fees.

- g. **Prohibited Employee Travel Expenses.** Travel enabled PCards shall not be used for any goods and services that are not covered under the above listed **Permissible Official Travel Expenses on Travel Enabled PCards**. Meals and incidental expenses cannot be placed on travel enabled PCards. Instead, employees must request reimbursement in accordance with the provisions of 6B DCMR 40.
- h. **Making Travel Arrangements on Behalf of a Non-Cardholder Traveling Employee.** If the CH is making travel arrangements on behalf of another employee within his or her agency, the CH shall request a Credit Card Authorization Form from the lodging vendor and submit it accordingly.
- i. **Sustainable Purchasing Program.** CHs shall comply with OCP's Sustainable Purchasing Program (<https://ocp.dc.gov/> under Quick Links) to the maximum extent practical.
- j. **Tax Exemption Notification to Vendor.** The CH shall inform each vendor that the purchase is for official District government purposes and that the District government is exempt from the following taxes:
 - i. Federal Excise Tax;
 - ii. District of Columbia Sales and Use Tax; and
 - iii. Sales Tax in jurisdictions maintaining a reciprocity agreement with the District: Alaska, Florida, Guam, Illinois, Indiana, Iowa, Maryland, Michigan, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico and the U.S. Virgin Islands.

The CH shall present a copy of **Government Exemption Certificate (Appendix I)** to vendors on demand. If the above exempt taxes have been charged to the District government, the CH or the CH's agency may be liable to reimburse the District government for taxes erroneously paid.

H. Acquisition and Delivery Procedures

- a. **Buying Procedures.** A CH can make purchases in person, by mail, telephone, via fax and over the Internet. When ordering via the Internet, the CH shall obtain a printout of the internet receipt as a record of purchase. Regardless of the ordering method, as the CH places the order, he or she should identify herself or himself as a District government employee and confirm that:
 - i. the vendor will accept a District government Pcard;
 - ii. the purchase is being made for official government purposes;
 - iii. the District government is exempt from certain taxes and provide the **Government Exemption Certificate (Appendix I)**;
 - iv. the vendor agrees to provide a receipt for the purchase of the goods or services; and when purchasing via PayPal or a third-party payment processor, the vendor agrees to provide a receipt on their letterhead for the purchase of the goods or services. A printout screenshot from PayPal is not acceptable;
 - v. the vendor will include any processing fee or credit card fee in the invoice amount; not after the purchase; and
 - vi. the address where the items are to be picked up or delivered is correct.
- b. **Delivery Procedures.** A CH can accept delivery of goods and services ordered using the PCard:

- i. **Point-of-Sale (In-Store).** The CH may accept delivery at the Point-of Sale (at the store) if the items are in stock. The CH must obtain a receipt.
- ii. **Pickup.** The CH or another agency employee may pick up an order at the vendor's facility. If someone other than the CH picks up the order, he or she should sign as having received the order, and shall provide the original receipts, packing slips and any other proof of the transaction to the CH.
- iii. **Cardholder's Delivery Destination.** The CH or agency employee may accept delivery via US Postal Service, Fed Ex, UPS, or any other commercial delivery service.

If the delivery destination is different from that of the CH's business address, an official in the destination office must confirm receipt and acceptance (e.g., that the item ordered is in good condition) of the goods by signing and dating the shipping document and forwarding it to the CH.

I. Reconciliation of PCard Activity

- a. **CH Reconciliation Responsibilities.** Each CH shall follow the steps below in reconciling his or her monthly CH account activity:
 - i. **Timeframe.** By no later than the 5th of each month (or the next business day if the 5th falls on a weekend or holiday), the CH shall log into PaymentNet and verify that each transaction charge is correct and matches the details of the original receipt. If Level 3 item detail is not provided, the CH can detail items purchased and associated costs. In PaymentNet, the CH shall:
 - select the appropriate attributes for each transaction;
 - select the appropriate SBE/CBE information from the drop-down menu;
 - upload receipts for each transaction in PDF format in the PaymentNet system;
 - enter relevant information in the notes section of the Transaction Detail Screen;
 - verify that any refunds or cancellations are reflected;
 - mark each item as "Reviewed";
 - select the name of his/her AO; and
 - click "Save".
 - ii. **Disputed and Fraudulent Transactions.**
 - **Fraudulent Transactions.** If there are transactions that the CH did not initiate in the PaymentNet Transaction list, the CH shall report the transaction(s) as fraud to the APC, PMO, and Bank Partner.

- **Disputed Transactions.** If there are transactions initiated by the CH that cannot be reconciled because the charge amount is incorrect, the CH shall first contact the vendor and request that a correction be made. If the vendor refuses or cannot make the correction or does not respond within 24 hours from the initial contact, the CH should select the “Dispute” button on the transaction detail screen in PaymentNet and select the reason for the dispute from the drop-down menu. The CH shall check the status of the dispute in PaymentNet and work closely with the Bank Partner to resolve the issue. The Bank Partner will request written documentation regarding the dispute.
- b. **AO Reconciliation Responsibilities.** Each AO shall follow the steps below when reviewing and approving their CHs’ monthly transactions.
- i. **Timeframe.** By no-later than the 10th of each month (or the next business day if the 10th falls on a weekend or a holiday), the AO shall log into PaymentNet and review and approve transactions from CHs under their purview. In PaymentNet the AO shall:
 - review each transaction to verify that the goods or services were received;
 - ensure the attributes entered is correct;
 - ensure the SBE/CBE information is completed;
 - ensure the attached receipt matches the transaction in PaymentNet; if the receipt does not match the transaction or a receipt is missing, the AO shall reject the transaction with notes to the CH;
 - confirm that the nature of the purchase was within programmatic guidelines;
 - verify that any refunds or cancellations are reflected;
 - mark each item as “Approved”; and
 - click “Save”.
 - ii. **Disputed and Fraudulent Transactions.** If the AO disputes any charges, he or she should first discuss any such discrepancies with the CH. If the issue cannot be resolved through the CH or vendor, the AO should select the “Dispute” button on the transaction detail screen in PaymentNet to alert the Bank Partner to take the necessary action to resolve the discrepancies. The AO shall check the status of the dispute in PaymentNet and work closely with the Bank Partner to resolve the issue.
- c. **APC Reconciliation Responsibilities.**
- i. The APC shall schedule and convene monthly ART meetings and provide all attendees with copies of the following PaymentNet reports and documentation during or prior to each meeting:
 - Transaction Detail-MS Excel Report
 - Declines Report

- Transaction Disputes by Hierarchy Report
 - Unusual Activity Analysis
 - Transaction Pending Review/Approval Report
 - Suspension/Cancellation Report; and
 - Any other reports required by the PMO.
- ii. The APC shall distribute the ART Sign-In Sheet and have original or PDF receipts and travel-related documentation available if needed.
 - iii. The APC shall ensure that the ART Sign-In Sheet is submitted to the PMO via the PASS on a schedule established by the PMO. The PMO will not accept an ART Sign-In sheet unless all required members of the ART have signed it and each member's role is identified.
 - iv. When instances of fraud, waste, or abuse, or a failure to follow programmatic guidelines or procedures are identified, the APC shall document such instances and forward relevant documentation to the PMO.
- d. **ART Reconciliation Process.** The ART shall convene every month after the 10th of the month but before the 20th of the month to review and discuss the PaymentNet reports provided by the APC. ART members shall investigate suspicious activity, enforce PMO program sanctions when applicable, and recommend disciplinary action against PCard Program participants when appropriate.
- e. **Required PCard Reconciliation Documentation:** The APC shall establish and secure a file for all PCard reconciliation documentation, including:
- i. **Original or PDF Copies of Original Vendor Receipts.** These include charge slips, credit slips, cash register receipts or web confirmations/receipts signed by the CH.
 - ii. **Supporting documentation.** These include packing slips, quotes from non-CBE/SBE vendors, any approved waivers, and travel authorization forms.
 - iii. **Missing Documentation.** If there is no documentation produced from a transaction, the CH must include an explanation in the notes section in the PaymentNet system and use the **Memo for Missing Receipts (Appendix Z)** as a receipt. The CH shall explain the lack of documentation and upload these comments into the PaymentNet System. These comments will serve as documentation for payment and audit purposes.
 - iv. All of this documentation must be maintained for at least three years.

J. Compliance Requirements

- a. **PCard Waste, Fraud, and Abuse.** The use of the PCard, and its issuance to a CH, is a privilege and not a right of employment with the District government. Waste, fraud, and abuse in the use of the PCard shall be grounds for suspension or cancellation of a CH's Pcard privileges, or suspension of agency participation from the PCard Program. In addition, any CH or AO is subject to disciplinary action for waste, fraud, and abuse in accordance with the **Sanctions and Disciplinary Guidelines for Cardholders (Appendix B)** and **Sanctions and Disciplinary Guidelines for Approving Officials (Appendix W)**.

- b. **Inquiries.** At any time the PMO, ART or OPIC may request a written explanation from a CH for questionable purchases. The CH must respond in writing within 5 business days. If the CH fails to respond as required, the PMO shall suspend CH privileges until the matter is resolved and may refer the inquiry to the DC Office of the Inspector General (OIG).
- c. **Whistleblower Provisions.** Any District employee who suspects waste, fraud, or abuse by PCard Program participants should contact:
 - i. The OPIC at OPIC.Hotline@dc.gov; or
 - ii. The OIG at (202) 724-TIPS (8477) or (800) 521-1639 or send an email to: hotline.inspectorgeneral@dc.gov.

By law, government employees are protected from reprisals or retaliation by their employers for reporting to the OIG.

K. Suspension of PCard Privileges

The PMO may suspend Agencies, APCs, AOs, DBOs, and CHs from the PCard Program.

a. Causes for Suspension.

- i. **CH or AO.** The PMO may suspend a CH or AO for:
 - failure to comply with established reconciliation timeframes; or
 - any of the reasons set forth in the **Behavior Standards for AOs** and the **Behavior Standards for CHs. (Appendices X and Y)**
- ii. **Agency.** The PMO may suspend an agency if the:
 - agency's ART fails to meet in accordance with this Policy or to provide the documentation required;
 - agency's ART fails to identify and address incidents of waste, fraud, abuse, or mismanagement; or
 - agency has multiple suspensions of agency PCard Program participants.
- iii. **APC.** The PMO may suspend an APC for failure to comply with or fulfill his or her responsibilities under this Policy.
- iv. **DBO.** The PMO may suspend a DBO for failure to comply with or fulfill his or her responsibilities under this Policy.

b. Suspension Process

- i. Any PCard Program participant may recommend suspending the privileges of another PCard Program participant for violation of the PCard Policy. An email should be sent to the PMO describing the nature of the incident/infraction and the supporting evidence. The PMO will review information provided, respond to the recommending participant, and take any necessary action.
- ii. The PMO shall notify the AD and all affected stakeholders of suspensions. The suspension notification will include the period of suspension and any conditions of reinstatement required.
- iii. If a CH is suspended, the PMO shall suspend the PCard account.
- iv. If an AO is suspended, all PCard accounts under the purview of that AO will be suspended until a replacement AO is designated.
- v. If a DBO is suspended, the AFO should designate a replacement DBO.
- vi. If an APC is suspended, the entire agency will remain suspended until the AD or ADD identifies another APC or the agency has an Alt. APC.

c. Reinstatement Process

- i. A suspended participant may have privileges of participation reinstated if the AD, AFO or APC provides a written request to the PMO and demonstrates the remediation of the infractions or causes for suspension, and measures to prevent violations in the future.
 - ii. For CHs and AOs: Reinstatement must also be allowable under the **Sanctions and Disciplinary Guidelines for Cardholders (Appendix B)** or **Sanctions and Disciplinary Guidelines for Approving Officials (Appendix W)**.
 - iii. If the PMO determines that reinstatement is justified, the PMO shall reactivate the PCard account(s) in PaymentNet and email the affected stakeholders notifying them that the suspension has been lifted.
- d. **Appeal Process.** An agency may appeal a suspension of a PCard Program participant to the PMO if the agency provides satisfactory evidence that the suspended participant did not fail to comply with or fulfill their responsibilities under this Policy.

L. Cancellation of PCard Accounts

- a. The PMO will cancel CH account in PaymentNet if the CH:
 - i. separates from the agency;
 - ii. has left District government service; or
 - iii. no longer needs access to a PCard.

- b. Upon request by the APC, OCP will rescind all associated delegations of authority when a PCard is cancelled or closed out. **Request for Rescission of Delegation of Contracting Authority (Appendix T).**

M. Emergency Operations

The PCard shall be the preferred method of payment for making purchases of supplies, materials, equipment, or services during the activation of the Emergency Operations Center (EOC) or during an emergency declared by the Mayor under D.C. Official Code § 7-2304.

a. Compliance with Applicable Laws, Regulations, and Directives

- i. **EOC.** Use of the PCard for emergency operations during the activation of the EOC is subject to the provisions of the PPRA, the CBE Act, Title 27 of the DCMR *Contracts & Procurement*, and all policy and procedures issued by the CPO and OCFO related to the PCard Program.
- ii. **Declared Emergency.** Use of the PCard for emergency operations during a declared emergency is subject to the provisions of section 5 of the District of Columbia Public Emergency Act of 1980, D.C. Official Code § 7-2304 and any Mayor's Order(s) and legislation applicable to the declared emergency.


b. Designation of Emergency Purchase Cardholders.

- i. The CPO or designee shall appoint emergency Purchase Cardholders (ECH).
- ii. All ECHs shall be employees of the OCP.
- iii. The PMO shall provide reconciliation training to the ECHs in PaymentNet.
- iv. ECHs shall submit to the PMO the following forms to establish accounts:
 - **New CH Request Form (Appendix M);**
 - **New ECH Delegation of Contracting Authority for Use of the PCard Form (Appendix CC); and**
 - **Purchase Card Training Affidavit & User's Agreement-CHs and AOs (Appendix J).**

c. Activation of Emergency PCards. Emergency PCards shall be activated upon an activation of the EOC or upon a Declared State of Emergency by the Mayor of the District of Columbia.

- i. **Funding of Emergency PCards.** The Office of Budget and Performance Management shall establish funding for Emergency PCards upon declared emergency. The Homeland Security and Emergency Management Agency and OCP shall establish funding for Emergency PCards upon the activation of the EOC.
- ii. **Reconciliation of Emergency PCards.** ECHs shall reconcile Emergency PCard transactions in PaymentNet no later than sixty (60) days from close of each billing cycle.

6. **RESCINDED POLICIES:** This directive rescinds OCP Policy and Procedure Directive 9000.02.
7. **EFFECTIVE DATE:** This directive shall become effective on the date below.
8. **EXPIRATION DATE:** This directive shall continue in effect until rescinded.


Nancy Hapeman
Nancy Hapeman
Interim Chief Procurement Officer
Office of Contracting and Procurement

9/29/2023
Date

APPENDIX A



Agency Program Coordinator (APC)

Step by Step Guide

for

OCP PCard Request Form

07/2023

The purpose of this guide is to assist Agency Program Coordinators (APCs) with the submission of PCard related requests or required submissions via PASS (Procurement Automated Support System). These may include:

1. Requests for temporary increases;
2. Waiver requests for the purchase of prohibited items;
3. New Approving Official (AO), Designated Billing Official (DBO), APC/Alt. APC requests;
4. Establishment of new accounts;
5. Submissions of ART (Agency Review Team) Reports;
6. Rescission of Contracting Authority;
7. Update of user accounts;
8. Any other PCard related request.

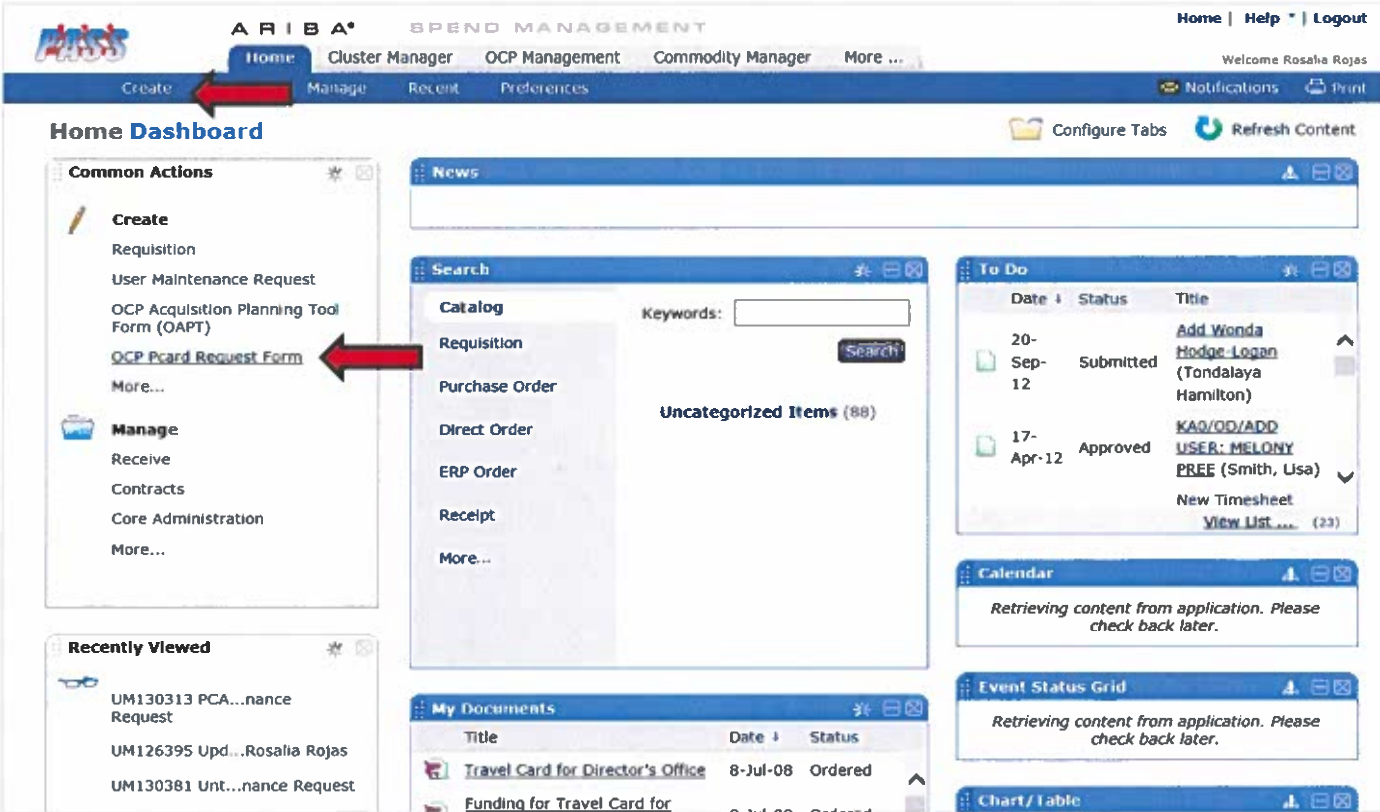
The next few pages show you two examples of submitting information; all other requests follow the same format. Any questions, please contact Rosalia Rojas, Program Manager Coordinator.

Section I. Request for a Temporary Increase

1. Log in to PASS



2. Everyone’s Dashboard looks different, but on the left hand side of the screen, under Common Actions, or under Create; click on or select **OCP PCard Request Form**.



APC Step by Step Guide for APCs

3. Enter a title for your request and select the action to be taken. This will vary depending on your submission. For Example: **OCP – Increase Limit Request**

The screenshot shows the ARIBA Spend Management interface. The top navigation bar includes 'Home', 'Cluster Manager', 'OCP Management', and 'Procurement'. The user is logged in as 'Rosalia Rojas'. The main form is titled 'New Company eForm' and 'PCard137: Untitled OCP Pcard Request Form'. On the left, a sidebar shows steps: 1. Title, 2. Complete Form, and 3. Summary. The 'Title' field is filled with 'OCP-Increase Limit Request'. The 'Action' field has radio buttons for 'Add/Remove/Update Program Participant', 'ART Submission', 'Increase Limit Request' (which is selected), and 'Food Waiver Request'. Navigation buttons 'Prev', 'Next', and 'Exit' are visible at the top and bottom right.

4. Click next.

This screenshot shows the same ARIBA Spend Management interface after clicking 'Next'. The form title is now 'PCard137: OCP-Increase Limit Request'. The 'Title' field still contains 'OCP-Increase Limit Request' and the 'Action' is 'Increase Limit Request'. The 'Next' button in the bottom right navigation area is highlighted in yellow, indicating it is the active step. The sidebar on the left remains the same.

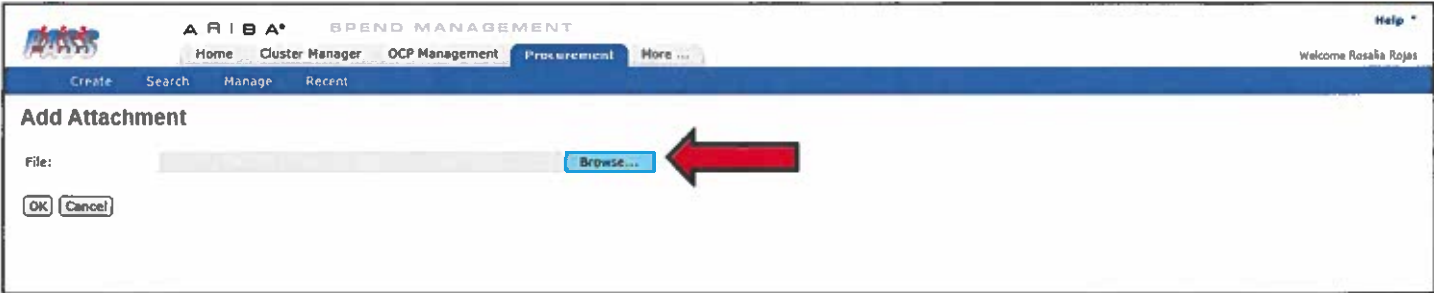
5. **Complete the Form.** As an APC you will be the requestor. Enter your phone number. Click next.

The screenshot shows the ARIBA Spend Management interface for a 'New Company eForm'. The breadcrumb trail is Home > Cluster Manager > OCP Management > Procurement > More... The user is logged in as Rosalia Rojas. The form title is 'PCard12526: OCP Increase Request'. A sidebar on the left shows steps: 1 Title, 2 Complete Form (selected), and 3 Summary. The main content area is titled 'COMPLETE FORM - OCP PCARD REQUEST FORM' and contains the following information: Agency: POO (OFFICE OF CONTRACTING AND PROCUREMENT), Requester Name: Rosalia Rojas (rosalia.rojas@dc.gov), and Phone: [input field]. Navigation buttons at the bottom right are 'Prev', 'Next', and 'Exit'.

6. You are now able to **attach** your supporting documentation. In this case you need to attach the **Request for Temporary Increase Justification Memo** and the **Temporary Delegation**. Click **Add Attachment**.

The screenshot shows the ARIBA Spend Management interface for the 'ATTACHMENTS - ENTIRE OCP PCARD REQUEST FORM' step. The breadcrumb trail is Home > Cluster Manager > OCP Management > Procurement > More... The user is logged in as Rosalia Rojas. The form title is 'PCard12526: OCP Increase Request'. A sidebar on the left shows steps: 1 Title, 2 Complete Form, and 3 Summary (selected). The main content area is titled 'ATTACHMENTS - ENTIRE OCP PCARD REQUEST FORM' and contains the following information: Title: OCP Increase Request, Action: Increase Limit Request, My Labels: Apply Label..., Agency: POO (OFFICE OF CONTRACTING AND PROCUREMENT), Requester Name: Rosalia Rojas (rosalia.rojas@dc.gov), and Phone: 202-724-4683. There is a 'Comments' section with a text area and an 'Add Attachment' button. Navigation buttons at the bottom right are 'Prev', 'Submit', and 'Exit'.

7. Browse your files and add attachment.



8. Select your file and click Ok.



9. Once your file(s) are uploaded, **Click Submit.**

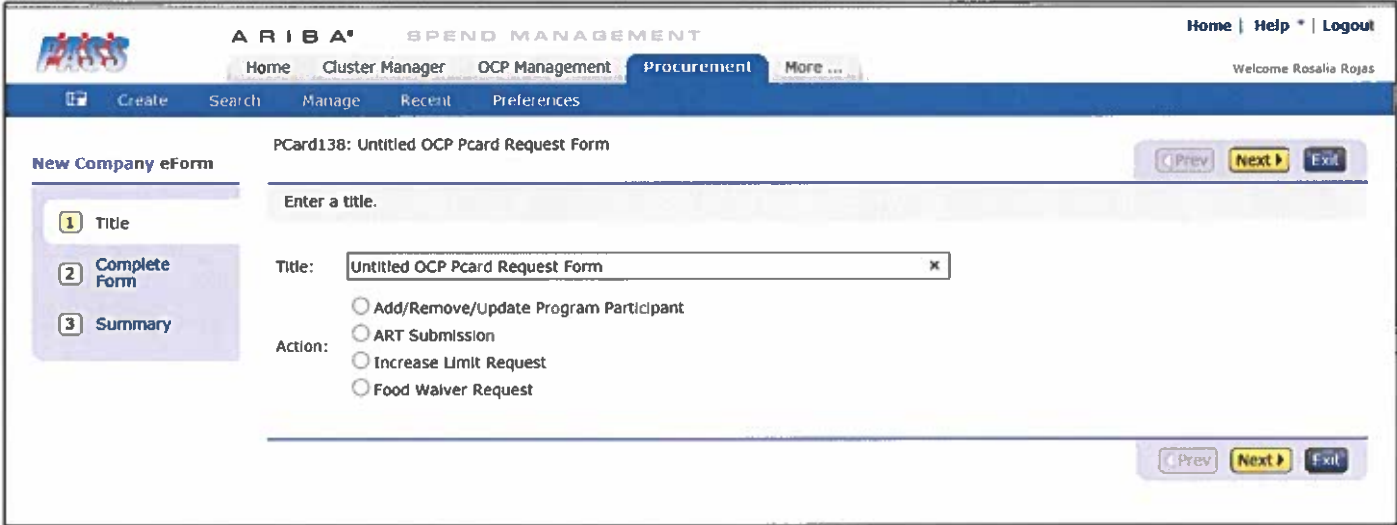
The screenshot shows a web form for submitting an OCP PCard Request Form. The form includes a 'Summary' tab and an 'Approval Flow' section. The 'Title' field is set to 'OCP PCard Request Form'. The 'Action' is 'Increase Limit Request'. The 'Agency' is 'POO (OFFICE OF CONTRACTING AND PROCUREMENT)'. The 'Requester Name' is 'Rosalia Rojas (rosalia.rojas@dc.gov)'. The 'Phone' is '202-724-4683'. There is a 'Comments' section with a text area. Below that is an 'Attachments' section with a table listing the uploaded file 'Doc1.docx' (194.9 KB) by 'Rosalia Rojas'. A red arrow points to the 'Submit' button at the bottom right of the form.

10. You have submitted your request and you will receive feedback or approval via PASS. This is your tracking number. You can search for this request by clicking **Search** at the top of your screen once you log in to PASS.

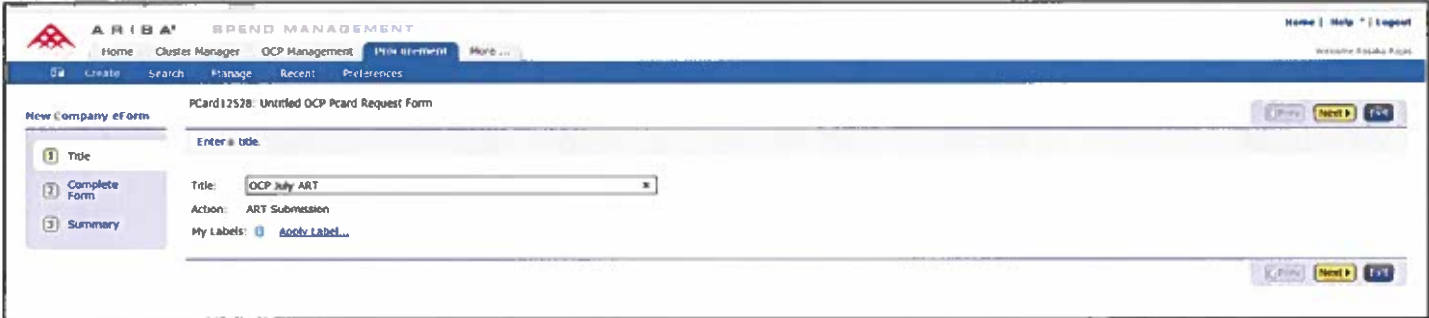
The screenshot shows the PASS system dashboard. The top navigation bar includes 'Home | Help * | Logout' and 'Welcome Rosalia Rojas'. The main navigation menu has 'Home', 'Cluster Manager', 'OCP Management', 'Procurement', and 'More ...'. The 'Procurement' tab is active. The main content area displays a message: 'Company Form Submitted. Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress through the approval process.' Below this, a red arrow points to the tracking number 'PCard137 - OCP PCard Request' in the list. A list of actions is provided: 'Print a copy of this request', 'View the status of your request', 'Create the same type of request', and 'Return to the Ariba Buyer Home Page'.

Section II. Submitting ART Reports

- 1. Follow Steps 1 and 2 of Section I.
- 2. Enter a title for your request and Select the action to be taken. Depending on what you are requesting or submitting, this will vary. For Example: **OCP – ART Report**.



- 3. Click on the **action** you are requesting and click **next**.



APC Step by Step Guide for APCs

4. Complete the Form. As an APC you will be the requestor. All fields are required. You will notice the difference in requirements for the ART submission. You will need to enter the number of attendees to the ART meeting, the ART cycle period and the date the meeting was held. **Click Next.**

The screenshot shows the 'COMPLETE FORM' page for an 'OCP PCard Request Form' in the Ariba Spend Management system. The page title is 'PCard12528: OCP July ART'. The breadcrumb trail is: Home > Cluster Manager > OCP Management > Procurement > More... The left sidebar shows a 'New Company eForm' section with three steps: 1. Title, 2. Complete Form (selected), and 3. Summary. The main content area is titled 'COMPLETE FORM OCP PCARD REQUEST FORM' and contains the following fields and sections:

- Agency: #00 (OFFICE OF CONTRACTING AND PROCUREMENT)
- Requester Name: Rosalia Rojas (rosalia.rojas@dc.gov)
- Phone: [Empty field]
- Number Of Members Present: [Empty field]
- ART Cycle Period: [Empty field]
- ART Meeting Date: [Empty field]
- Certification: By submitting this PCard Request form via PASS System, I certify that:
 - a. The ART meeting was held,
 - b. All ART Members were present,
 - c. All reports were ran and discussed, and
 - d. I am attaching supporting documentation

At the bottom right, there are three buttons: 'Go Back', 'Next', and 'End'. A red arrow points to the 'Next' button.

5. You are now able to attach your supporting documentation. In this case you need to attach the ART Sign In Sheet. Click on Add Attachment and Click Submit.

PCard139: OCP - ART Report

Review your request, make changes as necessary, and then submit it for approval.

Summary Approval Flow

Title:

Action: ART Submission

COMPLETE FORM - OCP PCARD REQUEST FORM

Agency: PO0 (OFFICE OF CONTRACTING AND PROCUREMENT)

Requester Name: Rosalia Rojas (rosalia.rojas@dc.gov)

Phone:

Email Address:

Number Of Members Present:

ART Cycle Period:

ART Meeting Date:

Certification: By submitting this PCard Request form via PASS System, I certify that

- a. The ART meeting was held,
- b. All ART Members were present,
- c. All reports were ran and discussed, and
- d. I am attaching supporting documentation

COMMENTS - ENTIRE OCP PCARD REQUEST FORM

Comments:

ATTACHMENTS - ENTIRE OCP PCARD REQUEST FORM

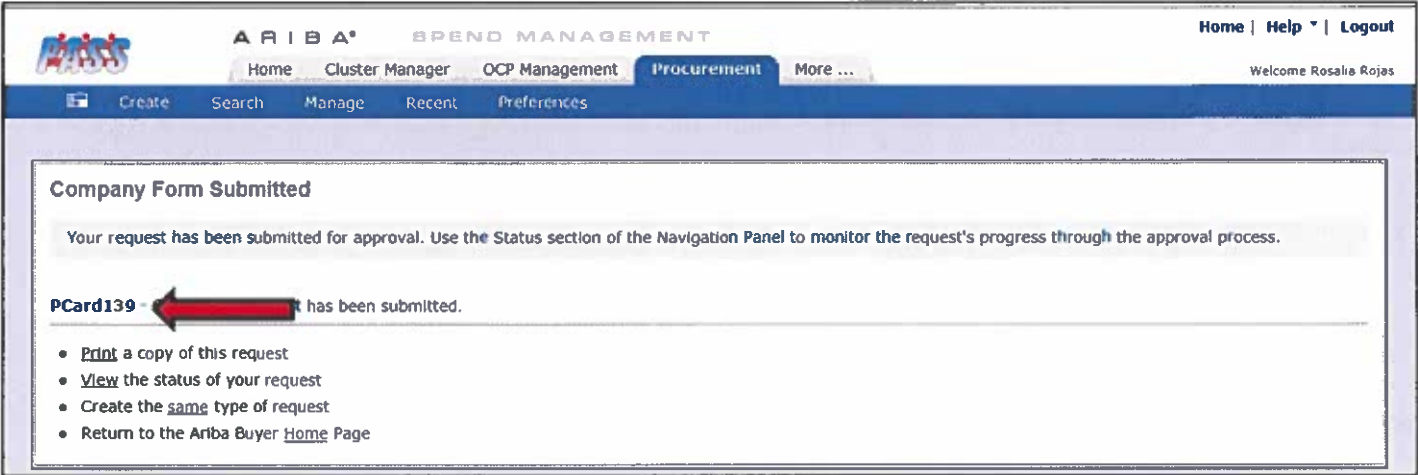
File Name	Size	Creator	
U. Sample_ART_Sign-In_Sheet.doc Download	28.5 KB	Rosalia Rojas	Delete

[Add Attachment](#)

[Submit](#) [Exit](#)

APC Step by Step Guide for APCs

10. You have submitted your request and you will receive feedback or approval via PASS. This is your tracking number. You can search for this request by clicking **Search** at the top of your screen once you log in to PASS.



APPENDIX B



**OFFICE OF CONTRACTING AND PROCUREMENT
SANCTIONS AND DISCIPLINARY GUIDELINES FOR CARDHOLDERS**

OCP Purchase Card Program Sanction	And / Or	DCHR Disciplinary Tier	Performance Evaluation System (PES) (DPM* Chapter 14, Part II)	Performance Management Program (PMP) (DPM Chapter 14, Part I)	
			Career Service† (DS, RW, LW, SW) (DPM Chapters 8 and 16)	Management Supervisory Service (MSS) (DPM Chapter 38)	Excepted Service (DPM Chapter 9)
Purchase Card Program Privileges Suspended & Purchase Card Confiscated for 10 Days or More plus Mandatory Retaining	And/ Or	"Least Offensive Behavior" (Tier 1)	<ul style="list-style-type: none"> Verbal Warning Admonition (Letter of Direction) 	<ul style="list-style-type: none"> Letter of Warning 	<ul style="list-style-type: none"> Letter of Warning
Purchase Card Program Privileges Suspended & Purchase Card Confiscated Permanently	And/ Or	"Moderately Offensive Behavior" (Tier 2)	<ul style="list-style-type: none"> Corrective Action with 10 Days Written Notice: <ol style="list-style-type: none"> Suspension of less than 10 days without pay; or Official Reprimand Letter of Warning for an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. (Letter of Warning Instructions) 	<ul style="list-style-type: none"> Suspension without pay. Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions) 	<ul style="list-style-type: none"> Suspension without pay. Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions) <p><i>(A PIP is optional for Excepted Service employees appointed under the authority of the DC Official Code §§ 1-609.03 and 1- 609.04.)</i></p>
		"Most Offensive Behavior" (Tier 3)	<ul style="list-style-type: none"> Adverse Action with 15 Days Written Notice: <ol style="list-style-type: none"> Suspension of 10 days or more without pay; or Demotion; or Removal Assignment of an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. Summary (Immediate) Action: <ol style="list-style-type: none"> Summary Suspension of less than 10 days without pay; or Summary Suspension of 10 days or more without pay; or Summary Removal 	<ul style="list-style-type: none"> Termination with 15 days written notice 	<ul style="list-style-type: none"> Termination with 15 days written notice

* DPM – District Personnel Manual

† In accordance with §§ 1.6 of Part II of Chapter 14 and 1600.1 of Chapter 16 of the District Personnel Manual, these guidelines only apply to Career Service employees who have completed a probationary period. Furthermore, in accordance with § 1601.2, any procedural system for the review of adverse actions negotiated between the District of Columbia and a labor organization shall take precedence over the provisions of this chapter for employees in a collective bargaining unit represented by a labor organization, to the extent that there is a difference.

APPENDIX C

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



DELEGATION OF CONTRACTING AUTHORITY –INCREASE PURCHASE CARD LIMITS

TO: Name
Agency Name

FROM: Name of CPO
Chief Procurement Officer

SUBJECT: Delegation of Contracting Authority to Increase Purchase Card Limits

DATE:

As Chief Procurement Officer, I hereby delegate contracting authority granted to me by **Muriel Bowser, Mayor**, in accordance with D.C. Law 18-371, as amended, to **Name, Title** for the purpose of utilizing the District Government Purchase (Credit) Card.

This authority is limited to use of the District Government Purchase Card for the procurement of supplies, materials, equipment or services under 27 DCMR, and is limited to the execution of purchases on behalf of **Agency Name** at the following levels:

Single Purchase Limit for Services:	\$ 2,500.00
Single Purchase Limit for Goods:	\$ _____
Monthly Cycle Limit:	\$ _____

You are required to adhere to all applicable policies and procedures as well as the Procurement Practices Reform Act, as amended, and 27 DCMR *Contracts and Procurement*. Transaction information will be made public through the District's website.

The authority delegated herein is temporary and will remain in effect from **date of signature by CPO through Insert End Date Here**, or until I rescind this delegation, whichever occurs first.

Acknowledged and Agreed:

Name: _____

Date:

Title: _____

APPENDIX D

D. Request for Temporary Increase Memo from Agency Director

ON AGENCY LETTERHEAD

MEMORANDUM

TO: CPO Name
Chief Procurement Officer
Office of Contracting and Procurement

FROM: Agency Director Name
Title

DATE: _____

SUBJECT: Request for Increase in Spending Limits on Agency Purchase Card

I request an increase in the single and cycle spending limits on the **AGENCY NAME**'s purchase card for **NAME OF CARDHOLDER, TITLE OF CARDHOLDER** ending in **xyzz**.

EXPLAIN WHY THIS INCREASE IS NEEDED. BE SPECIFIC. Attach an itemized list of intended purchases or copy of invoice.

State the reason for the request and impact on agency operations if limits are not increased.

I certify funds are available for the request as stated above.

AFO Name and Signature

Date

APPENDIX E

MEMORANDUM

TO: CPO Name
Chief Procurement Officer
Office of Contracting and Procurement

FROM: Your Agency Director's Name and Signature

DATE: _____

SUBJECT: Request to Purchase a Prohibited Item on the Agency Purchase Card-
Food/Entertainment

State Request/Need: Please provide a detailed explanation of your request/need. Include agency name, program, event date, approximate cost, cardholder name and any **other supporting documentation**. State that this is a necessary expense for the agency/program and why the expense is justified under the exceptions recognized by the District in accordance with the guidance provided by the Chief Procurement Officer.

1. Name, date, and duration of event and cost. – attach quote.
2. What is the purpose of the event?
3. What activities are conducted at the event (training, seminars, awards)?
4. Who will attend the event and number of attendees (only DC government employees or others)?
5. Is attendance mandatory for the DC government employees?
6. Will food be served during mandatory training sessions (i.e., a presentation during lunch time)?
7. What is the source of the funds to pay (agency operations budget, capital budget, federal funds, outside grant, etc.)?
8. Is there specific statutory and/or appropriations authority for this expenditure? *(Note that if there is specific statutory and/or appropriations authority, a specific citation to that authority is required and excerpts of or an electronic link to that authority may be included. If there is no specific statutory or appropriations authority, please cite which recognized exception the requested purchase meets (see OCP guidance memo for reference as needed)).*
9. Name of Cardholder who will make the purchase.

The expenditure is necessary to carry out the objectives of the agency's appropriations.

I certify funds are available for the request as stated above.

AFO Name and Signature

Date

Chief Procurement Officer Concurrence

Nancy K. Hapeman
Interim Chief Procurement Officer

Approval Date

APPENDIX F

F. Travel and Training Justification Memo

ON YOUR AGENCY LETTERHEAD

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: TRAVEL/TRAINING JUSTICIATION

PLEASE NOTE: This should include the description/purpose/justification of the travel.

APPENDIX G



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
TR-1 REQUEST FOR TRAINING AND TRAVEL AUTHORIZATION FORM**



I. Training/Travel Request Summary		
1. Name of Traveler John Smith	2. Employee ID 12345	3. Agency/Department (Include Agency Code) Agency (GW0)
4. Position Title Director	5. Training or Conference Dates From: 00/00/2016 To: 00/00/2016	
6. Description of Travel/Training Training or Conference	7. Travel Destination City, State	8. Total Cost (Travel, Training, or Conference) \$0.00
9. Training, Conference or Seminar Event Location Address		10. Training or Conference Vendor Name and Address (as it must appear on check)
11. If Travel is Sponsored (List Sponsor)		12. Donation Application Request No. 13. Sponsor's Donation Amount

II. Transportation						
14. Mode of Transportation Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>				15. Method of Payment <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>		
Transportation to Destination	16. Point of Departure	17. Travel Date	18. Carrier Name	19. Flight or Train ID#	20. Departure Time	21. Arrival Time
Transportation to Return	22. Point of Departure	23. Travel Date	24. Carrier Name	25. Flight or Train ID#	26. Departure Time	27. Arrival Time

III. Lodging	
28. Hotel Name and Address	29. Hotel Phone
30. Lodging Dates From _____ To _____	
31. Length of Stay (Nights)	
Special Notes	

IV. Total Cost								
Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (Government Rate)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Diem (First and Last Day of)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car Rental (Only If Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL							\$0.00	\$0.00

V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)									
Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2

VI. Traveler Signature	
<p>I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by Title 1, Chapter 8 of the D.C. Municipal Regulations, District of Columbia Employees Travel and Related Expenses or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.</p>	
Signature	Date

VII. Authorizations				
Administration	Name (Printed)	Title	Signature	Date
AFO or Budget	Name (Printed)	Title	Signature	Date
Agency Director	Name (Printed)	Title	Signature	Date
City Administrator (if applicable)	Name (Printed)	Title	Signature	Date
Office of the Chief of Staff (International)	Name (Printed)	Title	Signature	Date

APPENDIX H



**TR-2 Travel Exemption Request Form
Government of the District of Columbia**



PLEASE NOTE: This form must be completed when the travel-related lodging is greater than the per diem allowance set forth by the Federal Government's General Services Administration, when an employee is unable to obtain lower rates for early conference/training registration, or another item that requires exemption (if requested by the OCFO). This form must be attached with the requested advance/reimbursement.

AGENCY'S FISCAL OFFICER OR INDEPENDENT CFO

Name	_____
Title	_____
Agency/Department	_____
Address	_____
Phone Number	_____

EMPLOYEE/TRAVEL INFORMATION

Last Name, First Name, Middle Initial		_____
Phone Number	_____	Agency/Department & Agency Code
Trip Destination and Dates of Travel		_____ to _____

EXEMPTION REQUEST AND APPROVAL

The enclosed travel reimbursement and/or advance for the aforementioned employee has the following (please check all that apply):

<input type="checkbox"/>	Travel-related lodging expenses that are greater than the per diem allowance set forth by the Federal Government's General Services Administration (Please explain in lines below):
<input type="checkbox"/>	Employee is unable to obtain lower rates for early conference/training registration (Please explain in lines below):
<input type="checkbox"/>	Other items that require exemption (Please explain in lines below):

I am authorizing the approval of this travel reimbursement and/or advance with the requested lodging costs, registration fees, or other item that requires an exemption.

Supervisor's Name and Title

Signature

Agency Head's Name and Title

Signature

Date

APPENDIX I



DISTRICT OF COLUMBIA GOVERNMENT
1350 PENNSYLVANIA AVENUE NW
WASHINGTON DC 20004

Below are instructions for individuals with limited English Proficiency who need assistance. All others please turn to the next page for important information from the Office of Tax and Revenue.



Language
Assistance

Si necesita ayuda en Español, por favor llame al **(202) 727-4829** para proporcionarle un intérprete **de manera gratuita**.

Nếu quý vị cần giúp đỡ về tiếng Việt, xin gọi **(202) 727-4829** để chúng tôi thu xếp có thông dịch viên đến giúp quý vị **miễn phí**.

Si vous avez besoin d'aide en Français appelez-le **(202) 727-4829** et l'assistance d'un interprète vous sera **fournie gratuitement**.

በኢማርት ኦርዳኖ ከፈለጉ በ **(202) 727-4829** ይደውሉ። የነፃ አስተርጓሚ ይመደብልዎታል።

한국어로 언어 지원이 필요하신 경우 **(202) 727-4829** 로 연락을 주시면 **무료로** 통역이 제공됩니다.

如果您需要用(中文)接受幫助，請電洽 **(202) 727-4829** 將**免費**向您提供口譯員服務。

Office of the Chief Financial Officer
Office of Tax & Revenue
Customer Service Administration
1101 4th Street, SW Suite W210
Washington, DC 20024

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF TAX AND REVENUE

CERTIFICATE OF EXEMPTION

ISSUED PURSUANT TO DISTRICT OF COLUMBIA SALES AND USE TAX ACCOUNTS

THIS CERTIFIES THAT

DISTRICT OF COLUMBIA GOVERNMENT
1350 PENNSYLVANIA AVENUE NW
WASHINGTON DC 20004

Is entitled to the exemption described below from Sales & Use Tax under the authority
of the District of Columbia Sales & Use Tax Acts.

THIS CERTIFICATE IS NON TRANSFERABLE

CERTIFICATE NUMBER

L0003367198

EFFECTIVE EXPIRATION

29-Jul-2019

GOVERNMENT EXEMPTION CERTIFICATE

(Including entities specifically exempt by an Act of Congress and by International Treaties)

The above referenced organization may only use this exemption certificate for purchases of taxable property and services for use and consumption in maintaining, operating, and conducting their activities. Officials, members, and employees of this organization may not use this exemption certificate for their personal use.

Instrumentalities of the Federal or District of Columbia Government making payments to vendors with an authorized government purchase order or government check are not required to have an exemption certificate.

Organization Type: Instrumentality of the Federal Government

APPENDIX J



**DISTRICT OF COLUMBIA GOVERNMENT
PURCHASE CARD TRAINING AFFIDAVIT & USER'S AGREEMENT
CARDHOLDER AND APPROVING OFFICIAL**

I, _____, certify that I have completed “Using the PCard Training” and understand the proper use of the District government purchase card. I also certify that I have read, understand, and agree to adhere to the requirements of **OCP Purchase Card Program Policies and Procedures** governing participation in the District of Columbia Government Purchase Card Program.

Furthermore, I understand that the District government purchase card is the property of the Government of the District of Columbia and must be surrendered upon separation from District government employment, or as deemed appropriate by the Chief Procurement Officer or other authorized designees.

I understand that I can be held personally and financially responsible for any unauthorized purchases or use of the District government purchase card, or approvals of purchases; including allowing vendors to charge Federal Excise Tax, District of Columbia Sale and Use Tax or Sales tax for card purchases when those are exempt. States that offer reciprocity are: Alaska, Florida, Guam, Illinois, Indiana, Iowa, Maryland, Michigan, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico and the U.S. Virgin Islands.

Furthermore, I understand that violations of any of the provisions of the above referenced directive, to include timely monthly reconciliation will result in suspension and cancellation of my purchase card privileges, or may be the basis for disciplinary action and criminal prosecution.

Participant Name:	
Agency Name:	
Training Completion Date:	

Name	Date
DC Purchase Card Program Participant	

Rosalia Rojas	
Purchase Card PMO	Date

APPENDIX K



**DISTRICT OF COLUMBIA GOVERNMENT
PURCHASE CARD TRAINING AFFIDAVIT & USER'S AGREEMENT
AGENCY PROGRAM COORDINATOR/ALT. AGENCY PROGRAM COORDINATOR
DESIGNATED BILLING OFFICIAL**

I, _____, certify that I have completed “**Managing the PCard Training**” and understand the oversight and use of the District government purchase card. I also certify that I have read, understand, and agree to adhere to the requirements of **OCP Purchase Card Program Policies and Procedures** governing participation in the District of Columbia Government Purchase Card Program.

Furthermore, I understand that the District government purchase card program is the property of the Government of the District of Columbia and access to the system must be surrendered upon change of duties and/or separation from District government employment, or as deemed appropriate by the Agency Director, APC, Chief Procurement Officer or other authorized designees.

I understand that CHs and AOs can be held personally and financially responsible for any unauthorized use of the District government purchase card, unauthorized approvals of purchases, or unauthorized oversight, including permitting vendors to charge Federal Excise Tax, District of Columbia Sale and Use Tax or Sales tax for card purchases when those are exempt. States that offer reciprocity are: Alaska, Florida, Guam, Illinois, Indiana, Iowa, Maryland, Michigan, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico and the U.S. Virgin Islands.

Furthermore, I understand that violations of any of the provisions of the above referenced directive may result in suspension and cancellation of purchase card privileges, or may be the basis for disciplinary action and criminal prosecution.

Participant Name:	
Agency Name:	
Training Completion Date:	

Signature
DC Purchase Card Program Participant

Date

Rosalia Rojas
Purchase Card PMO

Date

APPENDIX L



NEW AGENCY PROGRAM COORDINATOR (APC)/ALT. APC

TO: Program Management Office
Office of Contracting and Procurement

FROM: APC Name
(Agency, Agency Program Coordinator)

SUBJECT: AGENCY – NEW APC/ALT. APC Request Form

DATE:

Name	
Work Phone #	
Work Cell Phone #	
Email Address	
Training Completion Date	
DIFS Training	

To be completed by PMO.

PaymentNet Username: _____

PaymentNet Password: _____

Date: _____

APPENDIX M



NEW CARDHOLDER REQUEST

TO: Program Management Office
Office of Contracting and Procurement

FROM: APC Name
(Agency, Agency Program Coordinator)

SUBJECT: NEW CARDHOLDER REQUEST FORM

DATE: _____

Full Legal Name	
Employee ID #-8 digits	
Work Phone #	
Work Cell Phone #	
Email Address	
Complete Work Mailing Address	
Complete Home Address	
Last four of Soc Sec #	
Date of Birth	
Card Capabilities	Both-Purchase Only-Travel Only
Hierarchy ID	
PCard Training Completion Date	
DIFS Training Completion Date	

To be completed by PMO.
PaymentNet Username: _____
PaymentNet Password: _____
Date: _____

APPENDIX N

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT



DELEGATION OF CONTRACTING AUTHORITY – PURCHASE CARD

TO: **Cardholder Name**
Agency Name

FROM: **CPO Name**
Chief Procurement Officer

SUBJECT: **Delegation of Contracting Authority for Use of the Purchase Card**

DATE:

As Chief Procurement Officer, I hereby delegate contracting authority granted to me by **Muriel Bowser, Mayor**, in accordance with D.C. Law 18-371, as amended, to **Cardholder Name, Title** for the purpose of utilizing the District Government Purchase (Credit) Card.

This authority is limited to use of the District Government Purchase Card for the procurement of supplies, materials, equipment or services under 27 DCMR, and is limited to the execution of purchases on behalf of **Agency Name** at the following levels:

Single Purchase Limit for Services:	\$2,500
Single Purchase Limit for Goods:	\$5,000
Monthly Cycle Limit:	\$20,000

You are required to adhere to all applicable policies and procedures, as well as the Procurement Practices Reform Act, as amended and 27 DCMR *Contracts and Procurement*. Transaction information will be made public through the District's website.

The authority delegated herein will remain in effect until you no longer hold the above stated position within the Government of the District of Columbia, or until I rescind this delegation, whichever occurs first.

Acknowledged and Agreed:

Sign Here

Name: _____

Date:

Title: _____

APPENDIX O



NEW APPROVING OFFICIAL REQUEST

TO: Program Management Office
Office of Contracting and Procurement

FROM: APC Name
(Agency, Agency Program Coordinator)

SUBJECT: AGENCY - NEW APPROVING OFFICIAL Request Form

DATE:

Name	
Work Phone #	
Work Cell Phone #	
Email Address	
Hierarchy ID AO Will Approve	
Training Completion Date	
DIFS Training Date	

To be completed by PMO.

PaymentNet Username: _____

PaymentNet Password: _____

Date: _____

APPENDIX P



NEW DESIGNATED BILLING OFFICIAL REQUEST

TO: **Program Management Office**
Office of Contracting and Procurement

FROM: APC Name
(Agency, Agency Program Coordinator)

SUBJECT: AGENCY – NEW DBO Request Form

DATE: _____

Name	
Work Phone #	
Email Address	
Hierarchy ID	
Training Completion Date	
DIFS Training Date	

To be completed by PMO.

PaymentNet Username: _____

PaymentNet Password: _____

Date: _____

APPENDIX Q



NEW AUDITOR REQUEST

TO: **Program Management Office**
Office of Contracting and Procurement

FROM: APC Name
(Agency, Agency Program Coordinator)

SUBJECT: **AGENCY – NEW Auditor Request Form**

DATE:

Name	
Work Phone #	
Hierarchy ID	
Training Completion Date	

To be completed by PMO.

PaymentNet Username: _____

PaymentNet Password: _____

Date: _____

APPENDIX R

Designations of Members
for Agency Review Team Form

Agency Name: AGENCY NAME					
ART TEAM ROLES		NAME	TITLE	PHONE NUMBER	EMAIL
Director/Director Designee					
Agency Program Coordinator (APC)					
Alt. Agency Program Coordinator (Alt. APC)					
Approving Official(s)					
Designated Billing Official (DBO)					
Current cardholders:					

APPENDIX S



REMOVAL FROM PAYMENTNET FORM

TO: Program Management Office
Office of Contracting and Procurement

FROM: APC Name
(Agency, Agency Program Coordinator)

SUBJECT: AGENCY – Request to Remove Form

DATE:

Name	
Role	
Reason for Removal	
Who will be the new AO	

APPENDIX T

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



T. Rescission of Contracting Authority

REQUEST FOR RESCISSION OF DELEGATION OF CONTRACTING AUTHORITY

TO: Rosalia Rojas
Program Manager
Purchase Card Program

FROM: Insert name
Title of Agency Program Coordinator

SUBJECT: Request for Rescission of Delegation of Contracting Authority for Use of the PCard

DATE:

The Chief Procurement Officer of the District of Columbia, granted contracting authority to **insert Cardholder name, title, agency** for the privilege of utilizing the District Government Purchase Card.

In accordance with OCP Policy Procedure Directive No. OCPD 9000.03, this memorandum hereby requests the rescission of such delegation of contracting authority for the reasons indicated below (please mark all applicable reasons and attach relevant documentation):

- | | |
|---|---|
| <input type="checkbox"/> Employee Suspended from DC Purchase Card Program | <input type="checkbox"/> Waste |
| <input type="checkbox"/> Fraud | <input type="checkbox"/> Abuse |
| <input type="checkbox"/> Employee's Card Cancelled | <input type="checkbox"/> Employee left agency service |

If you have any questions concerning this matter, please feel free to contact me at **insert APC telephone, email information.**

APPENDIX U



Agency Review Team Sign-In Sheet

Following the completion of your monthly Agency Review Team meeting please have all attendees sign in the designated area below. Attendees should include the Agency Program Coordinator, Agency Head or Designee, Designated Billing Official, and Lead Approving Official. Once completed upload in PASS.

Agency: _____

Billing Cycle: _____

A signature indicates that the ART member has received and reviewed a copy of all required PaymentNet Reports from their Agency Program Coordinator including the Transaction Detail Report with Account Codes and Notes, the Pending Review Approval Report, Declines Report, Transaction Disputes By Status, Unusual Activity Report, Suspension/Cancellation Report and the T&E (Travel and Entertainment) Activity by Cardholder Report (when applicable).

NAME	USER ROLE (LIST ROLES)	DATE

Note: If your agency had no transactions for the previous billing cycle submit a request in PASS.

APPENDIX V



ART Sign-In Submission Schedule FY _____

Monthly Cycle Period is from the **beginning** of the month through the **end** of the month, unless the last day of the month falls on a weekend or Holiday please see schedule below!

(Example: May 1, 2020 to May 29, 2020 is May's Billing Cycle)

Reconciliation Review and Approval is ten days after the Reporting Period/ Billing Cycle End Date! *(Example: CH must review all transactions and the AO must approve all transactions by May 10, 2020 for April's Billing Cycle.)*

ART Review Team meets between the Reconciliation Deadline and the 21st of the following month. *(Example April ART Team meets between May 11, 2020 and May 21, 2020.)*

Reporting Month	Reporting Period/ Cycle Date	Due to PMO
October	09/21/XY to 10/20/XY	November 21, XXXX
November	10/21/XY to 11/20/XY	December 23, XXXX
December	11/21/XY to 12/20/XY	January 21, XXXX
January	12/21/XY to 01/20/XY	February 21, XXXX
February	01/21/XY to 02/20/XY	March 21, XXXX
March	02/21/XY to 03/20/XY	April 21, XXXX
April	03/21/XY to 04/20/XY	May 21, XXXX
May	04/21/XY to 05/20/XY	June 23, XXXX
June	05/21/XY to 06/20/XY	July 21, XXXX
July	06/21/XY to 07/20/XY	August 21, XXXX
August	07/21/XY to 08/20/XY	September 22, XXXX
September	08/21/XY to 09/20/XY	October 21, XXXX

All ART reports are to be submitted in PASS by the due date.

APPENDIX W



**OFFICE OF CONTRACTING AND PROCUREMENT & DC OFFICE OF PERSONNEL
SANCTIONS & DISCIPLINARY GUIDELINES FOR APPROVING OFFICIALS**

OCP Purchase Card Program Sanction	And /Or	DCHR Disciplinary Tier	Performance Evaluation System (PES)	Performance Management Program (PMP)	Exceptioned Service
			(DPM* Chapter 14, Part II) Career Service† (DS, RW, LW, SW) (DPM Chapters 8 and 16)	(DPM Chapter 14, Part I) Management Supervisory Service (MSS) (DPM Chapter 38)	(DPM Chapter 9)
Purchase Card Program Responsibilities Suspended for 10 Days or More plus Mandatory Retraining	And / Or	"Least Offensive Behavior" (Tier 1)	<ul style="list-style-type: none"> Verbal Warning Admonition (Letter of Direction) 	<ul style="list-style-type: none"> Letter of Warning 	<ul style="list-style-type: none"> Letter of Warning
Purchase Card Program Responsibilities Suspended Permanently	And / Or	"Moderately Offensive Behavior" (Tier 2)	<ul style="list-style-type: none"> Corrective Action with 10 Days Written Notice: <ol style="list-style-type: none"> Suspension of less than 10 days without pay, or Official Reprimand Letter of Warning for an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. (Letter of Warning Instructions) 	<ul style="list-style-type: none"> Suspension without pay. Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions) 	<ul style="list-style-type: none"> Suspension without pay. Performance Improvement Plan (PIP), which can result in reassignment, demotion, or removal. (PIP Instructions) <p><i>(A PIP is optional for Exceptioned Service employees appointed under the authority of the DC Official Code §§ 1-609.03 and 1-609.04.)</i></p>
	And / Or	"Most Offensive Behavior" (Tier 3)	<ul style="list-style-type: none"> Adverse Action with 15 Days Written Notice: <ol style="list-style-type: none"> Suspension of 10 days or more without pay, or Demotion; or Removal Assignment of an "Unsatisfactory" PES Performance Rating, which can result in demotion or removal. 	<ul style="list-style-type: none"> Termination with 15 days written notice 	<ul style="list-style-type: none"> Termination with 15 days written notice

* DPM = District Personnel Manual

† In accordance with §§1.6 of Part II of Chapter 14 and 1600.1 of Chapter 16 of the District Personnel Manual, these guidelines only apply to Career Service employees who have completed a probationary period. Furthermore, in accordance with § 1601.2, any procedural system for the review of adverse actions negotiated between the District of Columbia and a labor organization shall take precedence over the provisions of this chapter for employees in a collective bargaining unit represented by a labor organization, to the extent that there is a difference.

Rev. 07/2023

APPENDIX X



**OFFICE OF CONTRACTING AND PROCUREMENT
BEHAVIOR STANDARDS FOR APPROVING OFFICIALS**

PMP Rating	PES Rating	Behavior Standards	Waste (Failure to Conserve Resources)	Fraud (Deception)	Abuse (Misuse & Mismanagement)
5	+	Significantly Exceeds Expectations			
4	+N	Exceeds Expectations	<ul style="list-style-type: none"> Never authorizes purchases at a price that is not fair and reasonable for the District Government without sanctioning cardholders who violate this standard of the purchase card program. Never approves purchases that are excessive for the agency without sanctioning cardholders who violate this standard of the purchase card program. 	<ul style="list-style-type: none"> Never approves any purchase with the City's purchase card that is not for a governmental purpose without sanctioning the cardholder who violates this standard of the purchase card program. 	<ul style="list-style-type: none"> Always adheres to deadlines for review and approval of transaction details in PaymentNet, and never delays the reconciliation process. Never authorizes purchases that are above the encumbrance Amount of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program. Never authorizes the procurement of goods or services that are prohibited by some law, regulation, policy, or funding source without sanctioning cardholders who violate this standard of the purchase card program. Never authorizes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit without sanctioning cardholders who violate this standard of the purchase card program. Never authorizes purchases made by unauthorized purchase card users without sanctioning cardholders who violate this standard of the purchase card program.
3	V	Meets Expectations			

PMP Rating	PES Rating	Behavior Standards	Waste (Failure to Conserve Resources)	Fraud (Deception)	Abuse (Misuse & Mismanagement)
2	N/A	Needs Improvement (Tier 1 Offense)	<ul style="list-style-type: none"> Authorizes purchases at a price that is not fair and reasonable for the District Government without sanctioning cardholders who violate this standard of the purchase card program. Authorizes purchases that are excessive for the agency without sanctioning cardholders who violate this standard of the purchase card program. 		<ul style="list-style-type: none"> Fails to approve transactions in PaymentNet within established reconciliation deadlines. Authorizes purchases that are above the encumbrance amount of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program. Authorizes the procurement of goods or services that are prohibited by some law, regulation, policy, or funding source without sanctioning cardholders who violate this standard of the purchase card program. Authorizes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit without sanctioning cardholders who violate this standard of the purchase card program. Authorizes purchases made by unauthorized users of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program.
1	-	Does Not Meet Expectations (Tier 2 Offense)	<ul style="list-style-type: none"> Repeatedly authorizes purchases at a price that is not fair and reasonable for the District Government without sanctioning cardholders who violate this standard of the purchase card program. Repeatedly authorizes purchases that are excessive for the agency without sanctioning cardholders who violate this standard of the purchase card program. 		<ul style="list-style-type: none"> Repeatedly fails to approve transactions in PaymentNet within established reconciliation deadlines. Repeatedly authorizes purchases that are above the encumbrance amount of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program. Repeatedly authorizes the procurement of goods or services that are prohibited by some law, regulation, policy, or funding source without sanctioning cardholders who violate this standard of the purchase card program. Repeatedly authorizes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit without sanctioning cardholders who violate this standard of the purchase card program. Repeatedly authorizes purchases made by unauthorized users of the City's purchase card without sanctioning cardholders who violate this standard of the purchase card program.
1	-	Unacceptable (Tier 3 Offense)		<ul style="list-style-type: none"> Approves any purchase with the purchase card that is not for an official governmental purpose without sanctioning the cardholder who violates this standard of the purchase card program. 	

APPENDIX Y



**OFFICE OF CONTRACTING AND PROCUREMENT
BEHAVIOR STANDARDS FOR CARDHOLDERS**

PMP Rating	PES Rating	Behavior Standards	Waste (Failure to Conserve Resources)	Fraud (Deception)	Abuse (Misuse & Mismanagement)
5	+	Sign. Exceeds Expectations			
4	+/-	Exceeds Expectations			
3	✓	Meets Expectations	<ul style="list-style-type: none"> Never makes purchases at a price that is not fair and reasonable for the District Government. Never makes purchases that are excessive for the agency. 	<ul style="list-style-type: none"> Never makes any purchase with the City's purchase card that is not for a governmental purpose. 	<ul style="list-style-type: none"> Always verifies monthly purchase card transactions within the established reconciliation timeframe. Never makes purchases that are above the amount encumbered for the Agency's purchase card. Always reports lost or stolen purchase cards within 1 business day. Always physically safeguard the City's purchase card from potential theft or abuse. Always produces a receipt or invoice for each purchase card transaction. Always ensures that no law, regulation, policy, or funding source prohibits the procurement of a specific good or service before it is purchased. Never makes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit. Never allows unauthorized users to make purchases with the City's purchase card.
2	✓/-	Needs Improvement (Tier 1 Offense)	<ul style="list-style-type: none"> Makes purchases at a price that is not fair and reasonable for the District Government. Makes purchases that are excessive for the agency. 		<ul style="list-style-type: none"> Fails to verify purchase card transactions within the established reconciliation timeframe. Makes purchases that are above the amount encumbered for the Agency's purchase card. Fails to report lost or stolen purchase cards within 1 business day. Fails to respond to a transaction inquiry within 10 business days. Fails to physically safeguard the City's purchase card from potential theft or abuse. Fails to produce receipts or invoices for purchase card transactions. Fails to ensure that no law, regulation, policy, or funding source prohibits the procurement of a specific good or service before its purchase is made. Makes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit. Allows unauthorized users to make purchases with the City's purchase card.
1	-	Does Not Meet Expectations (Tier 2 Offense)	<ul style="list-style-type: none"> Repeatedly makes purchases at a price that is not fair and reasonable for the District Government. Repeatedly makes purchases that are excessive for the agency. 		<ul style="list-style-type: none"> Repeatedly fails to verify purchase card transactions within the established reconciliation timeframe. Repeatedly makes purchases that are above the amount encumbered for the Agency's purchase card. Repeatedly fails to report lost or stolen purchase cards within 1 business day. Repeatedly fails to respond to a transaction inquiry. Repeatedly fails to physically safeguard the City's purchase card from potential theft or abuse. Repeatedly fails to produce receipts or invoices for purchase card transactions. Repeatedly fails to ensure that no law, regulation, policy, or funding source prohibits the procurement of a specific good or service before its purchase is made. Repeatedly makes single purchases that are deliberately "split" into multiple transactions in order to circumvent the City purchase card's limit. Repeatedly allows unauthorized users to make purchases with the City's purchase card.



**OFFICE OF CONTRACTING AND PROCUREMENT
BEHAVIOR STANDARDS FOR CARDHOLDERS**

PMP Rating	PES Rating	Behavior Standards	Waste (Failure to Conserve Resources)	Fraud (Deception)	Abuse (Misuse & Mismanagement)
<1	<-	Unacceptable (Tier 3 Offense)		<ul style="list-style-type: none"> Makes any purchase with the City's purchase card that is not for a governmental purpose 	

APPENDIX Z

Z. Memo for Missing Receipts

-----ON AGENCY LETTERHEAD-----

MEMORANDUM TO THE FILE

FROM:

DATE:

RE: Missing Receipt for Purchase Card Transaction

This Memo to the File should be used when a receipt is lost or missing. In this memo include:

Date of Transaction

Merchant Name

Merchant Phone #

Good or Service Purchased

Price paid per item (if applicable)

Total Dollar Amount of Purchase

Reason for Missing Receipt

Make sure CH signs the memo and uploads it in PaymentNet.

APPENDIX AA



REQUEST TO CHANGE NAME IN PAYMENTNET AND/OR CREDIT CARD

TO: Program Management Office
Office of Contracting and Procurement

FROM: APC Name
(Agency, Agency Program Coordinator)

SUBJECT: AGENCY – Request to Change Name in PaymentNet and/or CC

DATE:

Previous Name	
Current Username in PaymentNet	
New Name as it appears on ID	
New Email Address (if applicable)	

To be completed by PCard Team

New Username in PaymentNet:

If you are a cardholder a new signed delegation must accompany this form.


APPENDIX BB

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Contracting and Procurement



Office of the Director

TO: District Agency Directors

FROM: George A. Schutter III 
Chief Procurement Officer

DATE: October 30, 2019

SUBJECT: Waiver Process for the Purchase of Prohibited Items - Food and Entertainment

As a general rule under appropriations law, a District agency may not spend appropriated funds to provide prohibited items, which include food and entertainment, to government employees or the public, unless specifically authorized by statute. Prior to spending taxpayer funds for food or entertainment, a deliberate review and determination is required. There are certain limited circumstances, however, where, depending on the purpose and the funds to be used, the agency may expend funds to purchase or provide these prohibited items.

Below are circumstances where food may be provided to individuals using appropriated funds as well as the District's waiver process to ensure deliberate review prior to procuring food or entertainment with public funds. Where there is a *bona fide* program related need for entertainment, such expenditures may be considered within the context of the circumstances noted below as appropriate.

Official travel. Food may be provided to an individual on travel status for official government business so long as the cost of the food provided does not exceed the individual's Meals and Incidental Expenses credit under the Federal Travel Regulation. See 41 C.F.R. §§ 301-11 and 301-18.

Awards ceremonies. An agency may provide food to attendees of an awards ceremony to honor employees in furtherance of an established agency employee incentive awards program to the extent such program is consistent with Department of Human Resources guidelines and if the agency director determines that providing food would materially enhance the effectiveness of the awards ceremony. Before planning for food at an awards ceremony, agencies should work with the Department of Human Resources¹ to ensure that the contemplated awards are consistent with established incentive awards programs.

Outside conferences or meetings. An agency generally may pay attendance or registration fees for its employees to attend conferences or meetings concerning matters related to the functions or activities of the agency. Sometimes the fee includes the cost for meals or refreshments; in other cases, a separate fee is charged for food.

¹ In addition to coordinating with Department of Human Resources, cash awards must be approved by the City Administrator pursuant to City Administrator's Order 2016-1, dated July 15, 2016.

If the attendance or registration fee includes the cost of food to be provided to the employee, the agency may pay the fee even if the employee is not on official travel outside of his or her duty station so long as the cost of registration and food is a single, non-separable fee and the provision of food is incidental to the conference or meeting.

If the fee for food is separate, the agency may pay for the cost of food **only** if the agency director determines that:

- (1) attendance at the meal or when refreshments are being served is necessary to obtain the full benefit of the conference or meeting (i.e., the conference or meeting is ongoing while the food is being served and consumed);
- (2) employees are not free to take the meals elsewhere without missing essential conference or meeting discussions; and
- (3) the provision of food is incidental to the conference or meeting.

The outside meeting or conference must involve matters of general interest to governmental and non-governmental participants and **may not be day-to-day agency internal business meetings.**

District sponsored conferences. An agency may pay for meals and light refreshments for all conference participants (government employees and non-government employees) at a formal conference sponsored by the agency carrying out its statutory responsibility so long as (1) meals and refreshments are incidental to the conference, (2) attendance at the meals and when refreshments are provided is important for the agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and (3) the meals and refreshments are part of a formal conference that includes not just the meals, refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the meals and refreshments are served. The conference must include a registration process, a published substantive agenda, and scheduled speakers or discussion panels.

Cultural awareness programs. A cultural awareness program may be part of an agency's Equal Employment Opportunity (EEO) efforts. The agency may pay for ethnic food samples of minimal proportions if the samples will further the cultural awareness objective and are not intended as a meal. The food portion of the program must be intended by the agency to advance EEO objectives and to make the audience aware of the cultural or ethnic history being celebrated.

Internal agency business meetings. Food generally may not be provided at meetings of agency personnel. However, on the rare occasion where there is a *bona fide* need to hold an internal agency meeting at an outside facility, appropriated funds may be used to pay a facility rental fee that includes the provision of food but only if the cost of providing food is built into the facility rental fee, that facility rental fee is non-negotiable (i.e., the facility cannot be rented for a lower price without the provision of food), and the facility rental fee is comparable to or less expensive than the fees that would be charged by similar venues. In addition, there must be a *bona fide*, program-related reason for choosing the facility other than the fact that providing food is built into the facility rental fee.

Training. Appropriated funds generally are not available to pay for food at a training. However, food may be provided to agency employees if the employees are participating in a mandatory training program and the agency director determines that the provision of food is necessary for the employee to obtain the full benefit of the program. That means the training program must be ongoing while food is being served and there must be substantial training functions occurring beyond when food is being served. In addition, it is District policy that when the training is provided by a District agency, the training should be scheduled, so far as reasonably possible, to avoid meal times. Thus, food generally may not be purchased for District agency trainings of four hours or less since these trainings can generally be scheduled to avoid meal times. In addition, it is important to note that, for the purposes of this exception, the word “training” is narrowly defined to mean “the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals.”

Emergency circumstances. Food generally may not be provided to government employees, even when they are working under emergency circumstances. However, an agency may provide food to employees at their official duty stations in the case of an ongoing extreme emergency involving danger to human life or the destruction of government property, where the preparation or purchase of food by the employees is impractical. Emergency circumstances do not include situations where employees are required to remain on duty beyond their regular working hours, even if required to remain on duty for a 24-hour period; nor do they include situations merely involving inclement weather.²

A Necessary Component of an Activity that Fulfills the Agency’s Statutory Responsibilities. An agency may provide food to the public, if an agency director determines that providing refreshments or light meals to members of the public is a necessary component of an activity that fulfills the agency’s specific statutory objectives. The agency must have a compelling legal determination that the food is an essential constituent part of the effective accomplishment of a specific statutory responsibility, notwithstanding any collateral benefit to the individual. In these cases, the purchase of food does not simply advance the general purposes of the agency for which Congress has provided a lump sum appropriation. Instead, the food purchase is necessary for the agency to satisfy a specific, statutorily required responsibility.

Grant funds. An agency may use **grant funds** to purchase prohibited items as long as they are consistent with the purpose of the grant.

Donated funds. An agency may use **donated funds** to purchase prohibited items as long as they are consistent with the purpose of the donation and use of such funds serves a legitimate government function.

Waiver Process

² The FY19 Local Budget Act and proposed FY20 Local Budget Act contain provisions allowing the expenditure of appropriated funds to provide food and beverages, not to exceed \$30 per employee per day, to District government employees while those employees are deployed in response to a declared snow or other emergency.

All waiver requests for the purchase of prohibited items must be approved by the Chief Procurement Officer (CPO). In determining whether to approve a request, the CPO will consider the reasonableness of costs for prohibited items and the duration of the event.

There are 2 ways for an agency to request a waiver from the CPO. One way is the use of the Purchase Card (Pcard). The Pcard will not allow the purchase of food or other prohibited items unless the CPO grants a waiver. For Pcards, the request is made through PASS by submitting an OCP PCard Request Form (See Attachment A). The second way is via purchase order or contract. Waivers for food purchases under purchase orders or contracts must be requested using the attached form (Attachment B) and sent to the CPO's Executive Assistant who will route the requests for approval.

All waiver requests must provide a detailed justification, using the information above, to substantiate the request. A waiver request should only reference one event type, which may include multiple dates for the same event type. Waiver requests must be sent to the CPO for approval as far in advance of the event as possible but no later than ten (10) business days prior to the event to ensure appropriate review and a determination whether to expend public funds for food and/or entertainment.

Verifications regarding availability of funding must be directed to the agency fiscal officer (AFO) by agency management prior to submitting the waiver request to OCP.

If you have any questions, please contact Keysha Taylor, OCP General Counsel, at 202-724-4365.

ON YOUR AGENCY LETTERHEAD

MEMORANDUM

TO: ~~George A. Schutter III~~
Chief Procurement Officer
Office of Contracting and Procurement

FROM: your Agency Director's name and signature

DATE: _____

SUBJECT: Request to Purchase a Prohibited Item by Contract or PO -
Food/Entertainment

State Request/Need: Please provide a detailed explanation of your request/need. Include agency name, program, event date, approximate cost, and any **other supporting documentation**. State why this is a necessary expense for the agency/program and why the expense is justified under the exceptions recognized by the District in accordance with the guidance provided by the Chief Procurement Officer.

1. Name, date and duration of event and approximate cost. – attach quote.
2. What is the purpose of the event?
3. What activities are conducted at the event (training, seminars, awards)?
4. Who will attend the event (only DC government employees or others)?
5. Is attendance mandatory for the DC government employees?
6. Will food be served during mandatory training sessions (i.e., a presentation during lunch time)?
7. What is the source of the funds to pay (agency operations budget, capital budget, federal funds, outside grant, etc.)?
8. Is there specific statutory and/or appropriations authority for this expenditure?

The expenditure is necessary to carry out the objectives of the agency's appropriations.

I certify funds are available for the request as stated above.

AFO Name and Signature

Date

Chief Procurement Officer Concurrence

~~George A. Schutter III~~
Chief Procurement Officer

Approval Date

APPENDIX CC

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



NEW EMERGENCY PCARD DELEGATION OF CONTRACTING AUTHORITY

TO: **Cardholder Name**
Cardholder Title

FROM: **CPO Name**
Chief Procurement Officer

SUBJECT: **Delegation of Contracting Authority for use of the Purchase Card**

DATE:

As Chief Procurement Officer, I hereby delegate contracting authority granted to me by **Muriel Bowser, Mayor**, in accordance with D.C. Law 18-371, as amended, to **Cardholder Name, Cardholder Title** for the purpose of utilizing the District Government Purchase (Credit) Card.

This authority is limited to:

- A. Use of the District Government Purchase Card for the procurement of supplies, materials, equipment or services under 27 DCMR, for the execution of purchases on behalf of **the District of Columbia during the activation of the Emergency Operations Center (EOC)** at the following levels; or
- B. Use of the District Government Purchase Card for the procurement of supplies, materials, equipment or services, for the execution of purchases on behalf of **the District of Columbia during a declared State of Emergency** at the following levels:

Single Purchase Limit: \$ _____
Monthly Cycle Limit: \$ _____

You are required to adhere to all applicable policies and procedures.

Acknowledged and Agreed:

Name: **Cardholder Name**

Date:

Title: **Cardholder Title**