



Purchase Card Program

This policy outlines the use of a government-issued purchase card to buy goods and services up to \$3,000. The OIG encourages purchase card use whenever appropriate. You need to understand the guidance at <http://arc.publicdebt.treas.gov/fs/fscardcard.htm> before you use your card.

How do I get a purchase card?

Once your Assistant Inspector General gets approval for you from the Office of Management, you may get an OIG purchase card after you:

1. Have received credit approval.
2. Train on-line at: <http://arc.publicdebt.treas.gov/DWP/fs/fscardcard.htm>. This course takes about 45 minutes. Please print and save your certificate of completion.
3. Complete and sign the Citidirect government purchase card set-up form at <http://arc.publicdebt.treas.gov/fs/fstoig1.htm> under Accounting and Travel Forms.
4. Fax your form and certificate of completion to the Bureau of Public Debt (BPD) at (304) 480-7201. Citibank will send your card to you within a few weeks.

What is the dollar limit on my purchase card?

As long as your office has the available funds in its budget, your per purchase limit is \$3,000. Your monthly limit varies.

Where can I make purchases?

Whenever possible, you need to buy from a mandatory source. For a list of these sources, please see "Mandatory Sources" at <http://arc.publicdebt.treas.gov/fs/fscardcard.htm>. Note: By shopping at the Treasury Annex "Paperclips" supply store, you automatically satisfy the need to use a mandatory source.

What can I and can't I buy with my purchase card?

You may buy office supplies, books, subscriptions, and small equipment repairs. After you get approval from the Director, Information Technology, via email you may buy computer software.

You may not buy phones, pagers, computer hardware, equipment, furniture, file cabinets, travel (hotels, transportation, etc.), or services or obtain cash advances.

You may never use your purchase card for personal use.

How may I purchase?

Over-the-counter, by telephone and on the Internet. Be sure to tell merchants that your purchases are "US Government Tax-exempt" as printed on your card. Make sure charges are correct and include any necessary shipping and handling or processing fees. Keep all sales receipts and confirmation emails to help reconcile your account.

Can I let a coworker use my card?

No. Protect your card number! Only you may use it.

How do I keep track of my purchases?

You need to maintain a purchase card log (in a format of your choice) that includes the date, description, and dollar amount for each purchase. You will use this log to reconcile your statement and when the Agency Program Coordinator conducts an annual review to ensure purchase card policies and practices are being followed.

What is a convenience check, how do I get them and when do I use them?

You may write out a convenience check (a check written against your purchase card account) when a vendor does not accept credit cards. Citibank charges a 1.25% fee for each convenience check based on the amount of the purchase. Please record this fee on your log. You need to protect your convenience checks. You can order checks by calling Citibank Customer Service at 1-800-790-7206.

How do I reconcile my monthly statement?

Statements close on the eighth of each month. BPD will remind you by email to reconcile your statement. You do this electronically through Citidirect, Citibank's automated purchase card reconciliation system, within five days. (Note: When you make purchases on your Government purchase card for miscellaneous office supplies under your small purchase acquisition limit of \$3,000 your charges are processed through Citidirect. The OIG has contracted with the Bureau of Public Debt for purchase card processing and payments. BPD uses the automated Citidirect system which allows you to allocate funds to the correct cost centers for all charges.)

How do I access Citidirect?

You access Citidirect through BPD at <http://arc.publicdebt.treas.gov/fs/fstoig1.htm> and select Citidirect. Our client code for access to the card management system is "bpd". Each cardholder's user name is the first four letters of their last name and the last six digits of their credit card number. Statements become available on the 9th of each month.

How long do I have to reconcile my statement?

Cardholders have five business days after the cycle closes to reallocate their cost center and object class accounting codes or dispute the transactions and submit their statements to their Approving Official (AO). For statements not approved timely, BPD will send an email to notify the AO that the cardholder has not reconciled their statement. Note: You may access your account at any time during the billing cycle and reconcile the transactions that have already occurred.

How long does an AO have to approve the statement?

The AO has ten business days after the cycle has closed. If not done, the statement will "auto close". If a statement "autocloses," BPD will send an email to the AO requesting a signed paper statement for the "autoclosed" account. BPD will make any adjustments the AO indicates, manually, on their end.

What if the cardholder is not in the office for five days after the statement closing date?

The AO can reallocate cost center and object class accounting code transactions by accessing the cardholder's account.

How do I dispute a charge?

Contact the vendor to resolve the unauthorized or incorrect charge and complete a cardholder dispute form at the Citidirect website <http://www.cards.citidirect.com>. Complete the form online, print it, sign it and fax it to Citibank at (605) 357-2019 and BPD at (304) 480-7201 within sixty days of your statement's closing date.

What do I do if my card is lost or stolen?

Immediately call BPD at (304) 480-8000 and Citibank at (800) 790-7206. You will receive a new card and instructions on preventing fraudulent charges.

Who do I call?

On card use, contact BPD at 304-480-8000, or access the BPD web-site at <http://arc.publicdebt.treas.gov/fs/fscredcard.htm#use>.

For questions about this policy, please contact the Office of Management at (202) 927-5200 or OIG-OM@oig.treas.gov.