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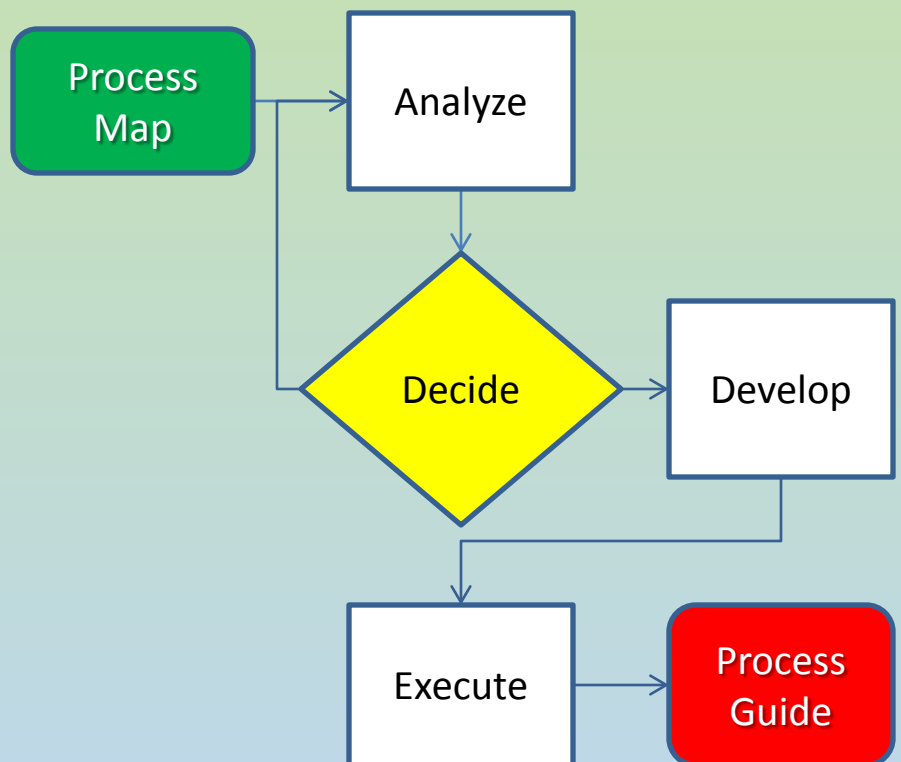
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Procurement and Contracting (P&C): Micro-purchase P-Card Process Guide



March 2017

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COAST GUARD PROCUREMENT & CONTRACTING (P&C): PURCHASE CARD

Subj: PROCUREMENT & CONTRACTING (P&C): PURCHASE CARD

- Ref:
- (a) USCG Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook
 - (b) Federal Acquisition Regulation (FAR)
 - (c) P&C: MILSTRIP Process Guide
 - (d) Department of Homeland Security (DHS) Purchase Card Manual
 - (e) Personal Property Asset Management Program Manual, DHS Manual 119-03-001-01
 - (f) Personal Property: Excess Process Guide
 - (g) Personal Property Management Manual (PPMM), COMDTINST 4500.5 (series)
 - (h) USCG Financial Center (FINCEN) Standard Operating Procedure (SOP)
 - (i) Rehabilitation Act of 1973, Section 508
 - (j) Uniform Regulations Manual, COMDTINST M1020.6 (series)
 - (k) FRMM-F COMDTINST M7100.3 (Series)
 - (l) FRMM-P COMDTINST M7100.4 (Series)
 - (m) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
 - (n) USCG Hazardous Waste Management Manual, COMDTINST 16478.1 (series)
 - (o) Motor Vehicle Manual, COMDTINST M11240.9 (series)
 - (p) Homeland Security Acquisitions Manual (HSAM) 3017.7
 - (q) SAM User Guide
 - (r) System for Award Management User Guide – v5.0 June 2016
 - (s) PCA User Guide
 - (t) Life Cycle Management Manual CIM5212.12 (series)

1. PURPOSE. To provide a process guide for creating, processing and receiving Purchase Card orders for the USCG.
2. ACTION. This process guide applies to USCG personnel utilizing the Government Purchase Card for micro purchasing. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.

4. DISCUSSION. This process guide provides field level how-to's for processing creation of Purchase Card orders in the Coast Guard.
5. DISTRIBUTION. No paper distribution will be made of this Process Guide. An electronic version is posted to the CG-913 Portal at <https://cg.portal.uscg.mil/units/cg9/1/CG913/CG9131/Purchase%20Card/Resources/Forms/AllItems.aspx>.
6. REQUEST FOR CHANGES. Send changes, corrections, or recommendations to Petrina.D.Nelson@uscg.mil with Subject: Purchase Card Process Guide. Cite the section to which the comment refers, identify the issue, and provide a recommendation.

VSC SIGNATURE AUTHORITY

Team Lead SIGNATURE AUTHORITY

Content Master SIGNATURE AUTHORITY

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Chapter 1: Introduction

Introduction This chapter provides an overview of the contents in this process guide.

In This Chapter This chapter contains the following sections:

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Section A: Introduction

A.1. Introduction

This process guide focuses on Micro-purchase purchase card (P-Card) and provides how-to instructions for the process starting with the Requiring Activity identifying the need for a micro-purchase P-Card item and ending with the Buyer closing out the file and filing per applicable procedures.

A.1.a. Micro Purchase Threshold (MPT) Definition

A micro-purchase is an acquisition of supplies, services, or construction using Simplified Acquisition Procedures (SAP), as defined by reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook, and the aggregate amount of which does not exceed the MPT as defined by reference (b) Federal Acquisition Regulation (FAR). Micro-purchasing is designed to reduce administrative burden and expedite the purchases of readily available supplies and services.

The SAP are the methods defined in reference (a) for making purchases of supplies or services.

A.2. Deviating Statement

While this is a very comprehensive process guide, it is unrealistic to assume this guide covers all situations. Consult your local Procurement and Contracting (P&C) Department as necessary, if you encounter the need to deviate from guidance in this process guide. It is acceptable to deviate from the process guide as necessary to complete the task with greater effectiveness and efficiency. However, do not take such deviations lightly. Temper any decision to deviate with maturity and a complete understanding of the mission, members' capabilities, and equipment. Report process guide adjustment needs per the Request for Changes paragraph located in the cover letter.

Section B: Process Guide Scope

B.1. Purpose

This process guide's purpose is to provide field level how-to's for participating in activities relating to the Micro-purchase P-Card creating, processing, and receiving actions Customers and P&C Department personnel perform, i.e.:

- Identifying and verifying information relevant to creating a [purchase request \(PR\)](#);
- Completing the [PR](#);
- Obtaining [special approvals](#);
- Reviewing and screening a [PR](#);
- [PR](#) package acceptance;
- Supply orders;
- Service/construction orders;
- Vendor selection;
- Documentation for [PR](#) package;
- Order placement;
- Order verification;
- Receiving unit identifying and verifying information relevant to receiving and accepting products and services;
- Buyer's procedures to document receipt for products/services;
- Purchase card application (PCA) procedures; and
- Review and completion procedures.

B.1.a. Supporting Process Guides

Use this process guide in conjunction with reference (c) P&C: MILSTRIP Process Guide.

B.2. Audience

This process guide's audience includes roles listed below as well as any other United States Coast Guard (USCG) field level personnel participating in [PR](#) requisitions routed through the P&C Department.

B.3. Roles and Responsibilities

The following provides high-level description of roles and responsibilities concerning micro-purchase P-Card per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

B.3.a. Requiring Activity

The Requiring Activity for the micro-purchase P-Card process is defined as the Customer, the Supervisor, and the Funds Manager (FM).

B.3.a.(1). Customer

The Customer identifies and documents the requirements of the [PR](#) process to aid the Buyer in the procurement process. The Customer is identified on the [PR](#) as the Originator (block 1) once the [PR](#) is completed. To complete the [PR](#), the Customer:

- Identifies the requirements:
 - Description;
 - Model/part numbers;
 - Manufacturer (point of contact (POC), phone number, email) (if manufacturer is needed);
 - Salient characteristics (i.e.: color, size, width, function - what it is used for); and
 - [Statement of Work \(SOW\)](#) and POC identified (service/construction only).
- Obtains all [special approvals](#) (e.g. information technology configuration control board (IT CCB), conferences, hazardous material (HAZMAT)) as required to facilitate the [PR](#) processing by the P&C Department;
- Identifies a suggested source of supply;
- Recommends the [priority](#) (Table 1-1) of the item to be ordered based on the required delivery date (RDD) or period of performance and provides justification as needed;
 - Procurement Action Lead-Time (PALT) is the estimated amount of time required to effectively make an award once a complete and accurate [PR](#) package the Buyer accepts. PALT for [priority](#) 3 micro-purchases up to the MPT is 10 days (see Table 1-1 for description of PALT for all priorities (1, 2, and 3). A complete and accurate [PR](#) package is defined as a [PR](#) with all required approvals, clearly defined requirements (including costs and shipping and handling), correct accounting information and all supporting documents that the Buyer receives and approves before a [PR](#) can be processed for purchase. PALT applies to the ordering process and does not have any effect on the receipt of supplies or services.
- Submits a complete, accurate, timely, and Supervisor/FM approved [PR](#) with the appropriate [priority](#). The Customer assigns the [priority](#) rating on the [PR](#) in block 9b;

- Ensures accuracy of pricing information based on the suggested source's information for supplies and, as applicable, develops the Independent Government Estimate (IGE) or Independent Government Cost Estimate (IGCE) for services/construction. Verifies subtotal and total costs (including shipping and handling and freight costs);
- Determines the proper unit funding via the line of accounting (LOA) ensuring it identifies the correct project and includes the treasury account symbol (TAS);
- Provides additional information to facilitate processing (explain urgency, list supporting documents, special instructions, period of performance (service/construction), etc.) as required;
- Ensures all documents to support the request are provided;
- Ensures correct shipping address;
- Identifies and routes the [PR](#) through the proper unit chain of command;
- Receives/accepts the product or services ordered as required; and
- Forwards receipt documentation to the P&C Department.

NOTE:

Some procurement actions require additional documentation or special waivers and approvals to support a [PR](#) that can be outside the normal unit chain of command. These types of requests can involve additional time (three weeks or more) to obtain the proper approved documentation (i.e. IT, conferences, waivers, etc.). Obtain this supporting documentation prior to submitting the [PR](#) to the P&C Department. The Requiring Activity reviews [Special Procurement Actions](#) prior to submitting a [PR](#) to the P&C Department. The Requiring Activity verifies if a [special approval](#) is required and reviews the steps to initiate the required documentation/approval process.

B.3.a.(2).
Supervisor

The Supervisor reviews the [PR](#) for accuracy and completeness as well as verifies the item(s) need/requirement for their respective division/unit. The Supervisor is usually the first level review of the [PR](#). For the Micro-purchase P-Card Creating process, the Supervisor:

- Verifies Customer information (name, phone, etc.);
- Validates proper routing (FM, Procurement Unit Shop ID (can be obtained from P&C Department));
- Validates the need (including verifying regular or emergency) and requirement (description, quantity, unit of issue, etc.);

- Verifies supporting documents (IT CCB, conferences, HAZMAT, etc.) and returns to the Customer if additional documents are needed;
- Verifies property criteria is identified (government furnished equipment (GFE), government furnished property (GFP), sensitive item (asset category)) as applicable – contacts unit Accountable Property Officer (APO) for guidance;
- Verifies the purchase is not located in MILSTRIP;
- Validates [priority](#) (1, 2, or 3), RDD, or period of performance;
- Verifies shipping information (separate line item, including cost);
- Verifies total of the suggested estimate/total of estimated costs;
- Verifies LOA (including project code and TAS) for the associated purchase (and amends as required), including verifying the correct fiscal year (FY) is identified;
 - Identifying the proper FY is vital to ensure the correct period is charged for the purchase. At the end of the FY, a correct FY for service contracts is essential to assist the Buyer with scheduling the period of performance to meet fiscal guidelines;
- Approves the [PR](#);
- Forwards the [PR](#) to the FM; and
- Receives and accepts the product or services ordered as required.

B.3.a.(3).
Funds Manager
(FM)

The FM reviews the [PR](#) for an accurate LOA, verifies funds availability, and assigns/amends as required. For the [PR](#) process, the FM:

- Validates budgetary impacts and [PR](#) justification;
 - Verifies cost (**including shipping**);
 - Validates unit funds availability via the appropriate financial system;
 - Verifies proper routing (approvers and P&C Shop Unit ID);
 - Verifies the LOA (including project and TAS);
 - Approves and dates the [PR](#);
 - Performs Property screening (forwards [PR](#) package to unit APO to work with the Regional Property Support Officer (RPSO) in determining property);
 - Forwards the approved [PR](#) and supporting documentation to the P&C Department; and
 - Accepts or rejects funding increases as required.
-

B.3.b.
Gatekeeper

The Gatekeeper for the micro-purchase P-Card process is defined as the P&C individual performing the Gatekeeper function.

The Gatekeeper performs the initial screening of the [PR](#) for the P&C Department, manages and monitors the workload for the P&C Department, and assigns the [PR](#) to the appropriate Buyer(s). The Gatekeeper immediately distributes and assigns [priority](#) purchases to the appropriate Buyer within the P&C Department.

The Gatekeeper screens for the following information and can reject the request back to the Customer if any of the following information is not accurate or is missing from the [PR](#):

- Reviews the [PR](#) for prohibited items (e.g. weapons, legal services, personal convenience items, etc.) – see reference (d) Department of Homeland Security (DHS) Purchase Card Manual (<https://cg.portal.uscg.mil/units/cg9/1/CG913/CG9131/Purchase%20Card/Manuals/Forms/AllItems.aspx>);
- RDD/period of performance;
- Special approval supporting documents are attached;
- Required signatures/approvals (Customer, Supervisor, FM), verifying the Customer, Supervisor, and FM are all **separate individuals**; and
- LOA, including project, TAS, and proper FY.

B.3.c. Buyer

The Buyer processes the [PR](#) using the information and supporting documentation the Customer provides. The Buyer also performs maintenance functions throughout the transaction to update, modify, or cancel a [PR](#) as required, and maintains contact with the Requiring Activity throughout the process. The Buyer bases their actions on the requirements the Customer provides, which includes complete, accurate, and current funding information and contains all procurement related documents.

For the Micro-purchase P-Card process, the Buyer:

- Reviews the [PR](#) for certification of funds availability;
- Verifies the [PR](#) is within single purchase limits;
- Verifies ‘one vendor per [PR](#)’;
- Reviews and verifies the accuracy of all the [PR](#) fields the Requiring Activity completes (operating facility code (OPFAC), LOA, TAS, unit name, suggested source, Requiring Activity signatures, description, shipping costs, etc.);

- Verifies shipping address if different than originating office data (Requiring Activity) and any additional information the Requiring Activity annotates;
- Verifies there is a detailed description that provides a clear, concise description of what is needed by the Requiring Activity;
- Verifies the RDD or period of performance;
- Verifies [PR priority](#) and urgency of need;
- Verifies pre-purchase [special approvals](#) are included within the [PR](#) package (Pollution Prevention Coordinator (PPC), IT CCB, section 508, green, etc.);
- Verifies that any supporting documents are provided to facilitate the purchase (MILSTRIP/Inventory/Excess availability, [SOW](#), HAZMAT, IT CCB, furniture authorization, etc.);
- Follows up with Customer as required and provides an opportunity for Customer responses to correct issues before rejecting the [PR](#) (defined by the Financial Management and Procurement Services (FMPS) Service Level Agreement (SLA));
- Documents all correspondence in the [PR](#) package;
- Immediately (same day) processes [priority](#) 1 requests per guidelines;
- Places the order with the appropriate vendor, documents the transaction in the financial system, and updates as required;
- Updates [PR](#) package and the PCA;
- If the total amount increases within the parameters defined by the SLA, modifies the [PR](#) and forwards to the Comptroller for funding authorization, otherwise reject; and
- Initiates [the purchase card transaction worksheet \(PCTW\) DHS Form 1501](#) and obtains the Approving Official (AO) approval on the PCTW prior to the purchase upon deeming the [PR](#) package complete and accurate (PALT begins).

NOTE:

The Buyer referred to in this guide is the same role as the Cardholder (CH) as defined in reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

B.3.d. Receiver/
Receiving
Activity

Receipt and inspection for micro-purchase usually takes place at destination, i.e. at the government facility designated as the receiving point. The Customer or end user can act as receiver and inspector. Acceptance is ordinarily evidenced by execution of an acceptance certificate on an inspection or receiving report form or commercial shipping document/packing list.

The Receiver/Receiving Activity is a third party that accepts and compares the product(s) delivered or service(s) rendered with what was ordered to ensure that the proper item(s) or service was received and is not damaged, defective, and conforms to the terms of the [PR](#).

The Receiver/Receiving Activity immediately notifies the P&C Department of any/all discrepancies.

The Receiver/Receiving Activity is responsible for submitting a signed and dated third party receipt for the product or services to the P&C Department.

NOTE:

Ensure there is a clear separation of duties unless a waiver is on file. No one individual controls more than one key aspect of a transaction (i.e. making purchases, authorizing purchases, certifying funds, and third party acceptance). A waiver must be obtained from the P&C Department in circumstances not allowing for separation of duties (i.e. small procurement office where the AO also acts as the FM) per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. The Customer, Supervisor, and FM cannot be the Buyer.

NOTE:

Third party receipt is an independent person – not the Buyer or AO – who signs a receiving report form, commercial shipping document or packing list, or sends an e-mail to indicate that the product or services listed (and only those listed) are present in the delivery.

	Definition
Priority 1 – Emergency	<p>Priority 1 work takes precedence over other work and requires immediate action, including diverting personnel from other procurements, if necessary, to execute the emergency. Priority 1 work is typically categorized as work necessary to protect the health and safety of personnel, to protect the security of sensitive government property and information, to prevent damage to property, or to preclude the interruption of operations.</p> <p>Examples of priority 1 procurements include casualty reports (CASREPs), grounded aircraft, deployed vessels with no connectivity with urgent needs, credit cards not accepted and need is urgent, or emergency tug services, small boat purchases for assets not mission capable (NMC), heavy weather contingency operations, sewage treatment plants, medical refrigerators, etc. Prior knowledge, lack of planning, and untimely submission do not warrant a priority 1 action.</p> <p>Responses to priority 1 PRs have an immediate/same-day response. Execute/award procurement action as urgently as possible while ensuring compliance with applicable procurement regulations. All priority 1 work is placed ahead of all priority 2 and priority 3 actions.</p>
Priority 2 – High	<p>Priority 2 work is accomplished by the first available qualified acquisition employee. This category includes work required to correct a condition that could potentially become an emergency, work that could adversely affect morale. Examples of priority 2 procurements include small boat purchases for assets partially mission capable (PMC), heavy weather contingency operations, Decedent Affairs Services, and Work Life Domestic Violence Services. Prior knowledge, lack of planning, and untimely submission of a requirement do not warrant a priority 2 action.</p> <p>Response to priority 2 is to execute/award procurement action as quickly as possible in coordination with the Customer while ensuring compliance with applicable procurement regulations.</p>
Priority 3 – Routine	<p>Priority 3 does not meet the criteria for priorities 1 or 2. Work in this category is performed in the most economical manner, on a first-come, first-served basis within PALT. Priority 3 involves work that is the result of an established need in support of common routine mission program support.</p>

Table 1-1 Priority definitions

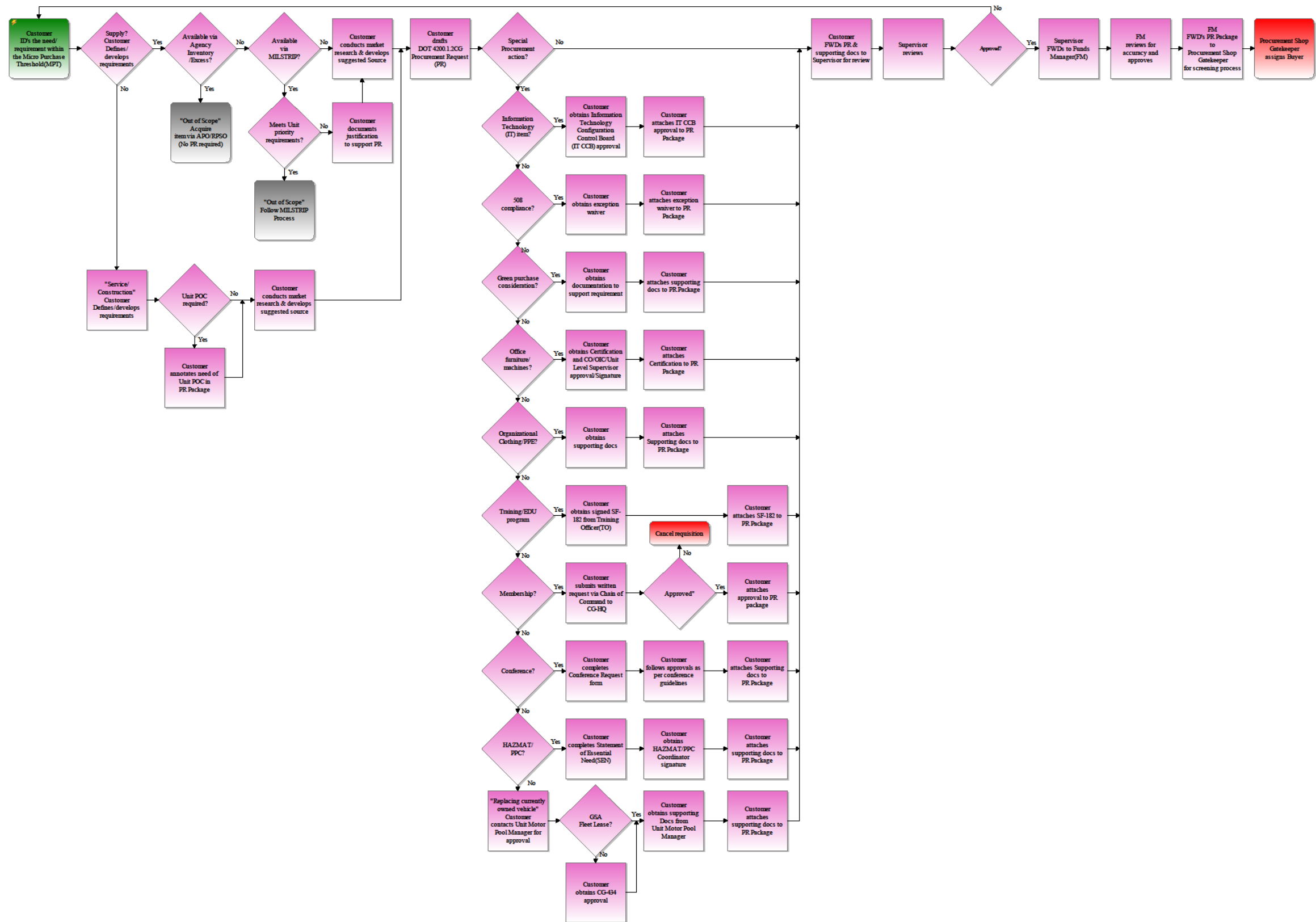


Figure 1-1 Micro-purchase P-Card Creating process map

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Chapter 2: Identification, Definition, and Development of Requirements

Introduction This chapter discusses the processes to define and document the Requiring Activity's requirement or need onto the [PR](#).

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Section A: Identification of Need

A.1. Process Start

The Micro-purchase P-Card Creating process begins when the Customer identifies their requirement for a supply, service, or construction that is under the MPT.

A.2. Definition of Purchase Request (PR)

A [PR](#) is the complete communication from the Customer to the Buyer of their requirement. A [PR](#) is the basic requesting document for most types of procurements. It is the funding document that provides the P&C Department authority to begin the acquisition process. In order for the requisition to be valid, it is numbered properly, contains appropriation and accounting data, and has a valid signature or is digitally approved in the USCG's financial system. Each certified [PR](#) contains at least two signatures, one by the Supervisor and one by the FM.

The [PR](#) is the responsibility of the Requisitioning Activity (Customer) and includes complete, accurate, and current funding information and a clear description or specification of the requirement(s). The [PR](#) package contains all procurement related documents (e.g. [special approvals](#)) based upon the requirements and dollar value of each acquisition.

A.3. Requirement within the MPT

The Customer is either directed to request an order or recognizes the need to request an order. The Customer works closely with Supervisors and FMs to ensure items requested are validated through the budget or justified to support the acquisition. The Customer defines and supports the requirement, submitting [PRs](#), and accounting for divisional items based on budgetary requirements (as directed by their Supervisor or FM).

The Customer determines the purchase description based on the Requiring Activity's requirements or specifications. These purchase descriptions describe the minimum requirements needed to meet the government's mission needs. The Customer defines the requirements/specifications clearly and succinctly to enable the P&C Department to effectively initiate the acquisition.

Section B: Supply

B.1. Development of Requirements

The Customer defines the following requirements for supplies:

- Requirements/specifications describing the scope or objectives (this description needs to be specific, clear, and understandable in terms of the material to be acquired) (include industry/common terms, part numbers, etc.);
- Salient characteristics (e.g. color, part number, height, width, etc.);
- Special packaging or marking requirements (e.g. fragile, hazardous, keep dry, etc.). See the following Defense Logistics Agency (DLA) site for examples:
<http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/PackFAQs/SpecialMarkCodes.aspx>;
- Quantity of each item;
- Estimated price (one type of product per line item);
- Priority (1, 2, or 3), RDD, or period of performance;
- Desired shipping destination (if different than the Requiring Activity);
- Freight/shipping charges (estimate) as a separate line item to include shipping methods (enter shipping charges as a line item and do not include freight/shipping charges in the “Freight” line of the [PR](#));
- General Services Administration (GSA) cart number (as applicable);
- Pricing obtained from the vendor during market research such as catalog pricing or vendor provided estimates (collecting and analyzing information about capabilities within the market to satisfy agency needs) and the vendor contact information; and
- Vendor stock availability.

NOTE:

The Requiring Activity CANNOT request quotes from vendors when conducting market research per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. The Requiring Activity requests estimates (not quotes) from vendors and conveys to vendors they are not asking for a quote or placing an order. When receiving information from vendors, the Requiring Activity ensures the vendor states 'this is not a quote' on any documentation. Under no circumstances will the Customer commit to any order from the vendor.

B.2. Agency Inventory/Excess

Reference (e) Personal Property Asset Management Program Manual, DHS Manual 119-03-001-01, paragraph 3.0 states:

“...When acquiring property, personnel must consider the method most advantageous to DHS and the taxpayer. Government regulations mandate that Federal agencies consider acquiring excess personal property first before purchasing new items....”

Re-using excess property saves considerable funds and resources. Only handling and transportation costs are incurred in most cases. In lieu of acquiring new property, all USCG units are required to review both internal (USCG) sources via the Agency Asset Management System (AAMS) and USCG Inventory Control Points (ICPs), and external or other government agency (OGA) sources via the GSA Excess Property System (GSAXcess®), for excess property listings for assets that can fulfill the unit's requirements while reducing the cost of acquisition. See reference (f) Personal Property: Excess Process Guide.

Agency Inventory are items various USCG ICPs maintain, such as the Surface Forces Logistics Center (SFLC) in Baltimore, MD, and the Aviation Logistics Center (ALC) in Elizabeth City, NC.

- **Excess Personal Property** – Personal property under the control of any Federal agency that is no longer required by the holding agency for its needs, as determined by the agency head or designee.
- **AAMS** – The electronic system of record GSA designed and offered as a service to other Federal agencies for reporting excess personal property. AAMS is the front-end screening application to GSAXcess® and would suffice for a review of internal (USCG) sources as agency inventory in addition to reviewing USCG ICPs.

AAMS link:

<https://www.gsa.gov/portal/content/100746>

- **GSAXcess®** - The electronic system of record for reporting, searching, and selecting excess personal property throughout all Executive Federal Agencies. Organizations qualifying to receive donations through the Federal Government surplus personal property also screen the items. GSA operates, manages, and oversees GSAXcess®.

GSAXcess® link:

<https://gsaxcess.gov/>

NOTE:

Neither Customers or Buyers within the USCG can receive a personalized login access to AAMS/GSAXcess® (access is limited to designated members of the Property staff). They can, however, use generic passwords to assist the APOs and P&C staff in screening assets already entered into the system. The read only access permissions for personnel with a '.gov' or '.mil' address are:

AAMS:

Login: 70AAMS

Password: DHSAAMS

GSAXcess®:

Login: GOVUSE

Password: GOVUSE

B.2.a.
Agency
Inventory/Excess
Instructions

The Customer works with the unit APO to check AAMS and GSAXcess® prior to creating a [PR](#). Processing a [PR](#) is unnecessary if the item(s) can be acquired via other means. The Customer coordinates with the unit APO to verify the availability of material through USCG ICPs stock items ALC, SFLC, and the AAMS site maintain through GSAXcess®.

Figure 2-1 AAMS login

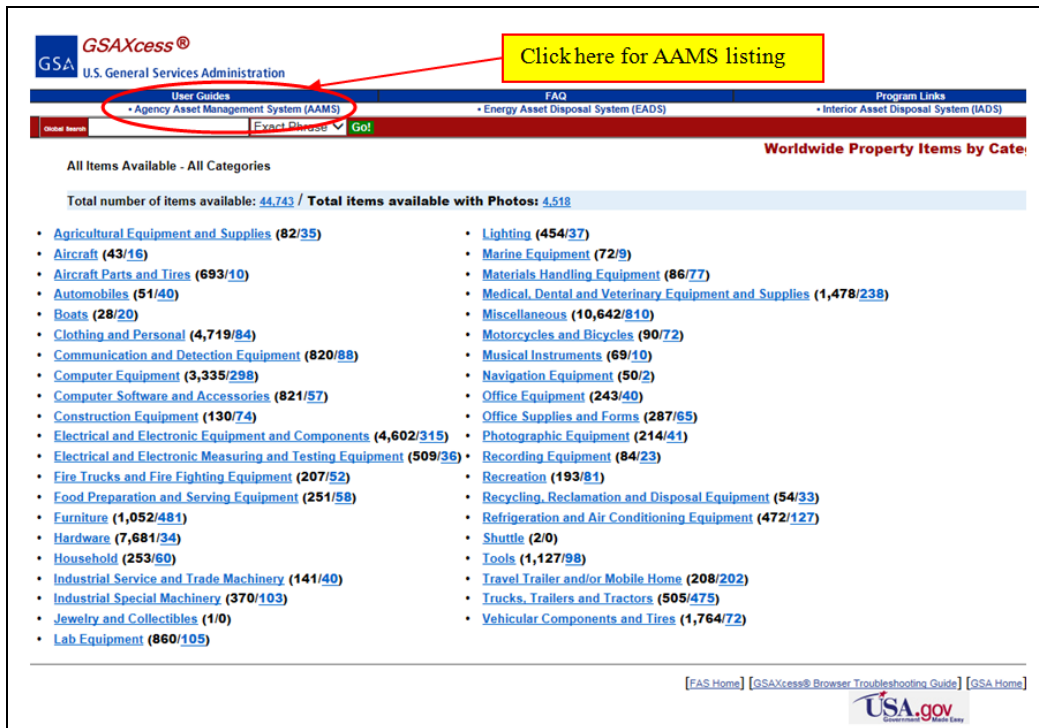


Figure 2-2 AAMS access page

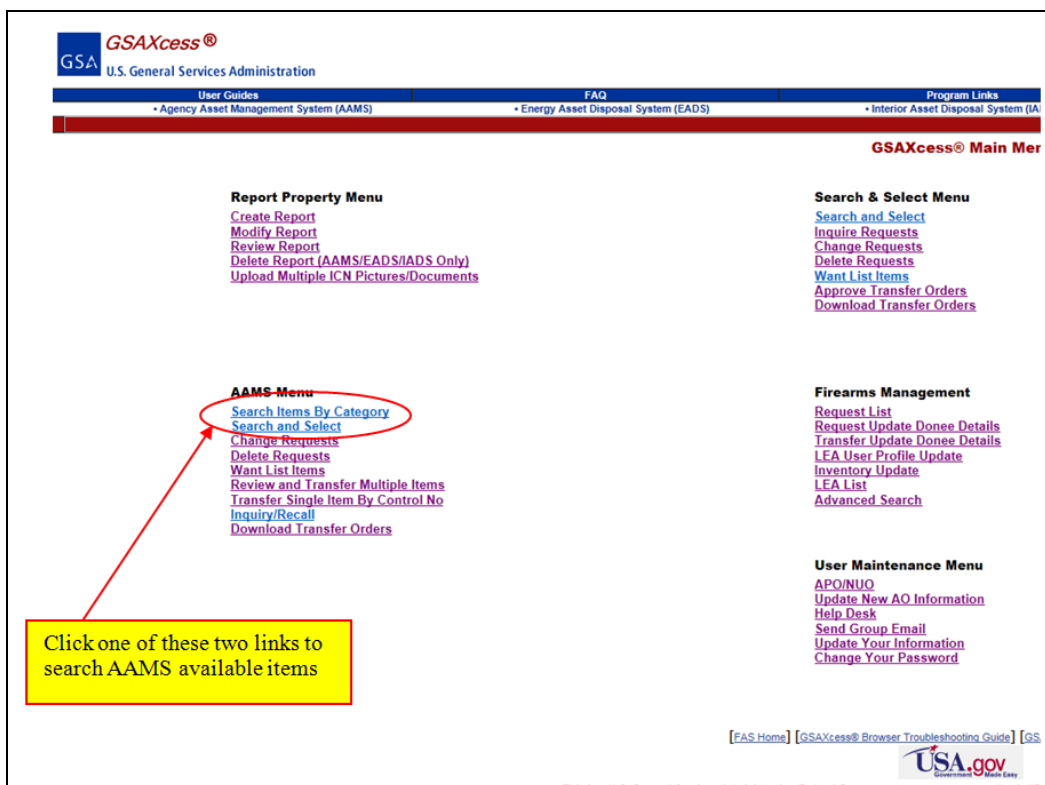


Figure 2-3 AAMS menu page

The Customer coordinates the availability of material through GSAXcess® with the unit APO if material is not available via AAMS. The Customer documents unavailability by printing the page(s) of the applicable system and including it in the [PR](#) package if material is not available via these two sources. The Customer works through the APO to complete any documentation required to acquire these items.

Select	Item Control Number	Reimb	Item Name	Federal Supply Class	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition Code	Requested Quantity
Add to cart	803301-6131-0013		OFFICE CHAIRS	7150	VA	5	EACH	05/15/2016	Salvage	
Add to cart	363208-6152-0054		ASSORTED OFFICE CHAIRS	7110	MD	1	LOT	05/24/2016	Usable	
Add to cart	707439-6132-1358		BLACK WOODEN OFFICE CHAIRS	7110	TX	6	EACH	05/17/2016	Reparable	
Add to cart	707439-6132-1359		BROWN WOODEN OFFICE CHAIRS	7110	TX	4	EACH	05/17/2016	Reparable	
Add to cart	803301-6154-0001		FURNITURE OFFICE CHAIRS	7110	VA	3	EACH	05/27/2016	Salvage	
Add to cart	1282BG-6137-LA01		LOT OF 10 OFFICE CHAIRS	7210	WY	10	LOT	05/21/2016	Usable	
Add to cart	1282BG-6137-LA13		LOT OF 10 OFFICE CHAIRS	7210	WY	10	LOT	05/21/2016	Usable	
Add to cart	1282BG-6137-LA26		LOT OF 10 OFFICE CHAIRS	7110	WY	7	LOT	05/14/2016	Usable	
Add to cart	108159-6153-0004A		OFFICE CHAIR	7110	CA	1	EACH	05/15/2016	Usable	
Add to cart	106201-6153-0136		OFFICE CHAIRS	7110	KS	18	EACH	05/15/2016	Usable	
Add to cart	148247-6138-1618		OFFICE CHAIRS	7110	CO	35	EACH	05/15/2016	Usable	3
Add to cart	6905E7-6140-4002		OFFICE CHAIRS	7110	ID	5	LOT	05/27/2016	Usable	

Figure 2-4 AAMS search sample

The USCG, DLA Disposition Services, and GSA use AAMS and GSAXcess® as the primary external sources for excess property. Additional information regarding policy and procedures in obtaining excess property can be found in reference (g) Personal Property Management Manual (PPMM), COMDTINST 4500.5 (series) and reference (f) Personal Property: Excess Process Guide.

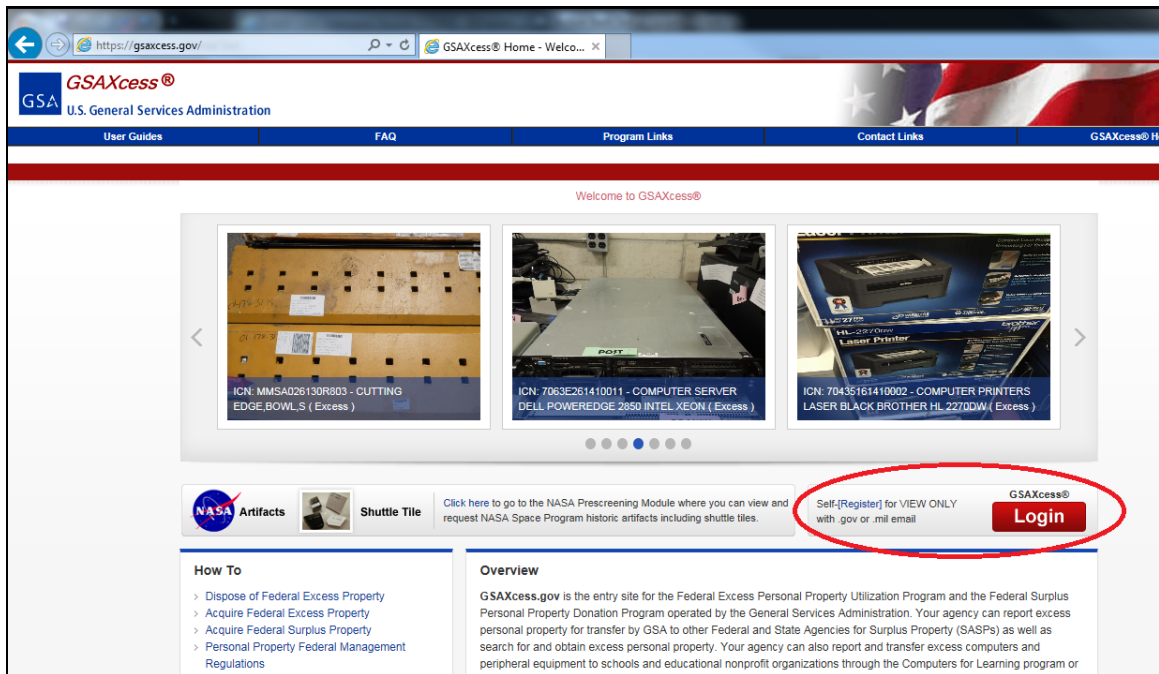


Figure 2-5 GSAXcess® home page

FAQ Program Links Contact Links

Enter User ID and Password then click 'Login' button

GSAXcess® Login

User ID:

Password:

Login

If you are GSA User and access GSAXcess® from outside GSA Network using your ENT User name and password, please [Click here](#).

Change Password? Enter User ID, Password and [Click here to Change Password](#).

Forgot Password? Enter User ID and [Click here to Retrieve Password](#).

Forgot User Id? [Click here to Retrieve User Id](#).

Update User Contact Information? Enter User ID, Password and [Click here to Update your Contact Information](#).

GSAXcess® HelpDesk

GSAXcess® HelpDesk: 1-866-333-7472
GSAXcessHelp@gsa.gov

GSAXcess® Register

If you do not have an User ID but have a .gov or .mil email address, [Register](#) here. The system will assign you a generic User ID that can be used to search our data base.

GSAXcess® Practice Home

[Click here to go to GSAXcess® Practice Home](#).

FAS Home | [GSAXcess® Browser Troubleshooting Guide](#) | [GSA Home](#) | [Supported Browsers](#) | [USA.gov](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY."
 This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Figure 2-6 GSAXcess® login

GSAXcess®
U.S. General Services Administration

[User Guides](#) [FAQ](#) [Program Links](#)
 • Agency Asset Management System (AAMS) • Energy Asset Disposal System (EADS) • Interior Asset Disposal System (IADS)

 Exact Phrase

Worldwide Property Items by Category

All Items Available - All Categories

Total number of items available: [39,466](#) / Total items available with Photos: [4,050](#)

<ul style="list-style-type: none"> • Agricultural Equipment and Supplies (72/30) • Aircraft (17/14) • Aircraft Parts and Tires (635/8) • Automobiles (61/44) • Boats (26/15) • Clothing and Personal (3,814/81) • Communication and Detection Equipment (873/79) • Computer Equipment (3,355/299) • Computer Software and Accessories (811/73) • Construction Equipment (114/74) • Electrical and Electronic Equipment and Components (4,015/239) • Electrical and Electronic Measuring and Testing Equipment (383/30) • Fire Trucks and Fire Fighting Equipment (181/49) • Food Preparation and Serving Equipment (194/50) • Furniture (1,091/537) • Hardware (7,261/29) • Household (205/45) • Industrial Service and Trade Machinery (126/37) • Industrial Special Machinery (336/85) • Jewelry and Collectibles (1/0) • Lab Equipment (926/102) 	<ul style="list-style-type: none"> • Lighting (380/29) • Marine Equipment (39/7) • Materials Handling Equipment (79/69) • Medical, Dental and Veterinary Equipment and Supplies (1,094/232) • Miscellaneous (9,017/667) • Motorcycles and Bicycles (65/59) • Musical Instruments (60/8) • Navigation Equipment (40/2) • Office Equipment (230/40) • Office Supplies and Forms (250/63) • Photographic Equipment (186/31) • Recording Equipment (99/29) • Recreation (164/77) • Recycling, Reclamation and Disposal Equipment (49/28) • Refrigeration and Air Conditioning Equipment (361/91) • Shuttle (3/0) • Tools (857/61) • Travel Trailer and/or Mobile Home (175/164) • Trucks, Trailers and Tractors (446/416) • Vehicular Components and Tires (1,375/57)
--	---

[\[FAS Home\]](#) [\[GSAXcess® Browser Troubleshooting Guide\]](#) [\[GSA Home\]](#) [\[Support\]](#)

USA.gov
Government Made Easy

Figure 2-7 GSAXcess® search page

NOTE:

It is imperative Customers supply the P&C Department with the appropriate documents and information on the [PR](#). Only after the Buyer ensures the items/services are not available from mandatory sources can they initiate an open-market micro-purchase.

If the material cannot be obtained through the excess process because of unavailability, the Customer documents this within the [PR](#) package to support the [PR](#) for Buyer's actions. Failure to do this can delay the acquisition. Documentation can include a printout of the search page from AAMS or GSAXcess® showing the item was not found/available.

B.3. MILSTRIP

The Customer verifies if the item can be ordered via MILSTRIP via any of the following systems (see reference (c) P&C: MILSTRIP Process Guide):

- Federal Logistics Record (FEDLOG);
- Federal Mall (FEDMALL) (<https://dod.emall.dla.mil/acct/>);
- USCG Parts Availability Research Tool (CGPART) (<http://oscms-fls-ap01.main.ads.uscg.mil:81/part/>);
- Web Fleet Logistics Information Service (WebFLIS) (www.dlis.dla.mil/PublicHome/webFLIS/default.aspx);

- Master Medical Catalog (MMC) via the DLA Medical Supply Chain site (<https://www.medical.dla.mil/Portal/>); or
- Other approved sources prior to creating a [PR](#).

Processing a [PR](#) is unnecessary if an item can be acquired via Agency Inventory/Excess or MILSTRIP. The Customer identifies the item by verifying the nomenclature or description to cross reference an associated National Stock Number (NSN) within the appropriate system and initiating a MILSTRIP action if able.

If the material cannot be obtained through a MILSTRIP either because there is no associated NSN or the Source of Supply cannot meet the Requiring Activities [priority](#), the Customer documents this within the [PR](#) package to support the [PR](#) for the Buyer's actions. Failure to do this can delay the acquisition. Documentation can include a printout from the applicable system's search showing that the item was not found or that the Source of Supply (SoS) does not meet the unit's [priority](#).

NOTE:

Funds must be approved and certified prior to this transaction per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. DLA is a mandatory source for any items in which DLA is the government-wide integrated manager, provided an NSN has been assigned (MILSTRIP). The Customer uses FEDLOG, FEDMALL, CGPART, WebFLIS, or the MMC to obtain information for these types of purchases.

Query - FED LOG

File Sections Folders Web Links Help

DEFENSE LOGISTICS AGENCY
Logistics Information Service
FED LOG

FLIS Interactive Query Publication date
DEC 2015

FLIS | CHAR | CAGE | ARMY | MARINES | NAVY | HISTORY | SQL

Find it: Matching records: 0

NIIN
 PART_NUMBER
 ITEM_NAME
 INC
 FSC
 CAGE_CODE
 COMPANY_NAME
 SOS
 END_ITEM_NAME

Department of Defense FOUO - FOR OFFICIAL USE ONLY

Enter applicable product info to search if available via FEDLOG

Figure 2-8 FEDLOG search page

DEFENSE LOGISTICS AGENCY
Logistics Information Services

Standard Basic Characteristics Adv. Characteristics Medical Weapon Systems BOM/SKO

WebFLIS Home Main Menu Quick Link to... Logoff

For Official Use Only

WebFLIS Search Selection Menu

Queries

NIIN/NSN:

☐ NIIN/NSN History

Part/Partial Part Number:

☐ Exact Match

CAGE Code:

☐ Company Data Only

Item Name:

Part Number/Company Name:

Company Name:

Part Number:

Enter Item Name keywords separated by a space or comma, and then click on the Search button. A wildcard (*) may be used at the end of the keyword with a minimum of three characters present.

WebFLIS Output Selection

Screen Header Info:

<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Basic Reference
<input checked="" type="checkbox"/> Rule Coded	<input checked="" type="checkbox"/> MOE Rule Decoded
<input checked="" type="checkbox"/> Element	<input checked="" type="checkbox"/> Standardization
<input checked="" type="checkbox"/> Ref/PN	<input checked="" type="checkbox"/> Phrase
<input checked="" type="checkbox"/> DAAS	<input checked="" type="checkbox"/> Freight
<input checked="" type="checkbox"/> I & S	<input checked="" type="checkbox"/> Packaging
<input checked="" type="checkbox"/> Coded Characteristics	<input checked="" type="checkbox"/> Decoded Characteristics
<input checked="" type="checkbox"/> Class of Supply	<input checked="" type="checkbox"/> Weapon System

☐ View Clear Text Summary

WebFLIS (For Official Use Only)

Figure 2-9 WebFLIS search page

B.4. Unit Requirements

Unit requirements provide the following key pieces of information the P&C Department uses to understand the Customer's need:

- **Purchase description** – A clear, concise description of the essential physical characteristics and functions required to meet the government's needs:
 - Provides specifics;
 - Fully describes the Customer's need/requirement;
 - The requirement fully describes the need and includes industry and common descriptions, part/manufacture numbers, specifications such as color, size/dimensions, and any special instructions such as brand specific (include justification);
 - Describes the quantity; and
 - Includes the POC at the Requiring Activity, preferably someone from the unit who is requesting the goods in case there are questions.

Customers ensure that the 'Ship To' information is correct, there is a POC listed, and the unit is annotated so when Shipping and Receiving receives the order, they know where and to whom it belongs (e.g. USCG Any Unit, 123 Main Street 'building 35', USCG Town, US, 12345 POC: PO2 J. Coastie).

- **RDD/period of performance** – A realistic delivery date.

The financial system defaults to 30 days. Communicate any changes to that date to the P&C Department and support on the [PR](#). For example, the Customer states the actual date the supply/service is required and provides a supporting explanation, such as mission requirements. The government can pay a higher price for expedited delivery, so only request an expedited order when one is necessary.
- **Estimated price** – Derived from market research, published catalogs price lists, recent purchases, and vendor information via a price/cost estimate that is not a quote, etc.

List the estimated dollar value of the purchase. If requesting material that have various options, include a breakdown of the different cost elements.

NOTE:

The Requiring Activity CANNOT request quotes when conducting market research and can only request estimates from vendors.

The Customer documents the unit need/requirement and uses this to obtain the information from their market research or suggested vendor (product information and estimated or listed price). The Customer ensures the [priority](#) (RDD/period of performance) is supported within requirements based on their need and mission requirements and clearly documents within the [PR](#) and supporting documents. The P&C Department uses this to understand the Customer's need and efficiently process the [PR](#). If the excess process or a MILSTRIP cannot meet the Requiring Activity's need, the Customer documents this within the [PR](#) package as mentioned in Chapter 2:B.2 and Chapter 2:B.3. The Customer documents justification to support the [PR](#), which can include any unusual and compelling reasons that require procurement from other sources (i.e.: sole source, emergent needs, brand name justifications, etc.).

NOTE:

When a Requiring Activity faces an immediate need ([priority](#) 1) of an item or service, it can require emergency processing by the P&C Department. A Requiring Activity limits their market research to only searches necessary to provide a level of confidence that no other qualified sources or alternate items exist that can satisfy the urgent need. This research considers review of historical data, known qualified sources of supply, internet searches, and any other tools necessary to adequately determine and document commerciality, substitute item availability, and existence of alternate sources of supply. Provide suggested sources that meet the requirement on the [PR](#) along with supporting information to justify this method, submit with the [PR](#), and route to the P&C Department. Poor planning does not constitute unusual and compelling.

NOTE:

The Customer is required to provide only *one* suggested vendor for supplies/services under the MPT per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

Section C: Service/Construction

C.1. Development of Requirements

The Customer includes service or construction requirements that describe the scope or objectives of the work (as applicable). The description is specific, clear, and understandable in terms of the work to do or objectives to meet in developing or producing goods, services, or construction (See Chapter 2:B.4 for further guidance). The requirement usually includes:

- Detailed/specific descriptions of services/[SOW](#) that captures and defines the work activities, deliverables, and timeline a vendor executes in performance of specified work:
 - The [SOW](#) is written in terms that direct the contractor/vendor specifically in how to do a job, being specific, clear, and understandable in terms of the work to complete in developing or producing goods, services, or construction. In addition, the requirement for a service of construction clearly and completely describes the government's requirements based on mission need., The [SOW](#) can be simple and written within the description block of the [PR](#) for purchases under the MPT. Use the following link to the CG-913 Acquisition Road Map document page for an example of a [SOW](#):
<https://cg.portal.uscg.mil/units/cg9/Arm%20Documents/Forms/AllItems.aspx>;
- RDD or period of performance including site/area cleanup (if applicable or desired);
- Any other anticipated direct costs, such as travel, software, materials, etc.;
- Place of performance (address/specific location of work) (e.g. USCG Any Unit, 123 Main Street 'building 35', USCG Town, US, 12345);
- Specifications/drawings (as applicable);
- Special inspections the government requires (e.g. Unit POC approves and signs off on work to be performed);
- Evaluation strategy used (as applicable); and
- Unit POC.

NOTE:

A [SOW](#)/detailed description of work assists the Buyer and vendor in fully understanding the Customer's requirements.

C.2. Unit POC Requirement

The Customer provides a POC for all services and construction under MPT. For supplies, provide a POC if different than [PR](#) requester. The Customer suggests, based on the complexity of the work, if a unit POC is appropriate and notifies their Supervisor. A POC is on scene at the Requiring Activity and can act in the following capacities:

- Assist the contractor to obtain access to the work-site;
- Observe work in progress; and
- Report contractor actions to the P&C Department.

C.3. Market Research

The Customer performs market research. The Customer uses the information as identified in the requirements (see Chapter 2:B.4) to obtain estimated price(s) from published catalogs, price lists, recent purchases, and vendor information via a price/cost estimate that is not a quote, etc. The Customer ensures any additional costs associated with expedited delivery or performance are included in any price estimates.

Section D: Purchase Request (PR), DOT 4200.1.2CG

D.1. PR Draft

The Customer includes all procurement related documents based on the requirements and dollar value of each acquisition in a [PR](#) package. In addition, the Customer provides the following information within the [PR](#):

- [PR](#) Initiator (Customer);
- Type of request (new or modification);
- Originating office data;
- Procurement Shop Unit ID;

The screenshot shows the 'Department of Homeland Security Procurement Request' form. The top navigation bar includes 'HOME', 'Menu', 'Documents', 'GO', 'Advanced Search', and 'Log Off'. Below this is a toolbar with buttons like 'New', 'Close', 'Save', 'Save As', 'Delete', 'Print', 'Approve', 'Backlog', 'Cancel', 'Reject', 'Release', 'Verify', 'Doc Remarks', 'Doc Summary', 'Differences', 'Funds Check', 'Liquidate', and 'Help'. The form is divided into several sections: 'GENERAL INFORMATION' (containing fields for Name, Phone Number, Ext., and Routing Symbol), '3. ORIGINATING OFFICE DATA' (containing 'PROCUREMENT SHOP UNIT ID' and 'CIMS BOUND'), 'VENDOR AND POC LOCATION' (containing fields for Name, Street, City, State, Zip, Country, POC Name, Phone No., Ext., Fax No., and Mail Code), and 'PR DESCRIPTION' (containing a list of request types: 'NEW REQUEST FOR CONTRACT', 'CHANGE TO PENDING PR NO.', and 'MODIFICATION TO CONTRACT OR ORDER NO.'). A red circle highlights the 'PROCUREMENT SHOP UNIT ID' field, and a red arrow points from it to a yellow box labeled 'List applicable P&C Shop'.

Figure 2-10 Procurement Shop Unit ID

- Market research including at least one suggested source list;
 - Vendor and POC location;

NOTE:

The Customer cites/suggests one vendor per [PR](#) (multiple items under different vendors cannot be listed on the same [PR](#)) if using a GSA Advantage!® vendor as a suggested source. Ensure the request meets the minimum order criteria as identified within the vendor information (see below).

- List the suggested source, POC, and a brief description of the [PR](#) (e.g. starting with the [priority](#) (1, 2, or 3), lights for CG-4502, or door replacement for building 6);
- [PR](#) Authorizer (Supervisor);
- Certification of funds availability (FM);

The screenshot shows a software interface for a PR (Purchase Request) form. It is divided into two main sections: 'APPROVERS' on the left and 'CONSIGNEE AND DESTINATION' on the right. The 'APPROVERS' section has a table with columns: 'APPROVING OFFICIALS', 'ROUTING SYMBOLS', 'DATE', and 'INTERNAL ROUTING INITIALS SYMBOLS'. There are two rows in this table. The first row is labeled '1. Supervisor' and the second row is labeled '2. Funds Manager'. A red circle is drawn around these two rows. A yellow box with the text 'Customer identifies' has an arrow pointing to the '2. Funds Manager' row. The 'CONSIGNEE AND DESTINATION' section contains various fields: 'Attn:', 'Rout Sym.:', 'Room No:', 'Phone:', 'Ext.:', 'Unit Name:', 'Unit ID:', 'Street:', 'City:', 'State:', and 'Zip:'. Some of these fields are highlighted in yellow.

Figure 2-11 PR AO block

- Consignee and Destination;
 - These fields are populated based on the user profile, but can be modified to change the shipping destination;
- RDD and terms or period of performance (description block or a separate document in the [PR](#) package);
- Detailed description;
 - POC, if not Customer (description block);
 - [SOW](#) (description block or a separate document in the [PR](#) package);
 - Priority (1, 2, or 3) and justification of need (description block or a separate document in the [PR](#) package);
- TAS information;

Figure 2-12 PR description field

NOTE:

The user can either enter the TAS number in the description block of the [PR](#) or add the TAS number to their user profile within the USCG financial system (see below).

- Quantity;

NOTE:

If the order does not meet the minimum as listed within GSA Advantage!®, the Customer contacts the vendor to verify quantities and requests they honor an order under the minimum. If the vendor works with the Customer to meet an order below the minimum order requirements, the Customer documents this information (email, include date and time of call, and vendor POC) and provides as supporting information to the Buyer. The Customer is obtaining information ONLY from the GSA vendor and is not authorized to make any order obligations with vendors.

- Cost/pricing information;
- Freight/shipping estimate:
 - Confirm with the vendor if the shipping is of free on board (FOB) origin or FOB destination. FOB origin means the Buyer is paying for shipping. FOB destination means the seller is paying for shipping. The Customer enters the shipping cost as a new/separate line item if the Buyer is paying for shipping (see note below);

NOTE:

Final price includes shipping cost. Annotate shipping cost in separate line item in Block 9. Add shipping as a separate line item when developing the [PR](#) within the financial system. Do NOT enter shipping costs in the 'Freight' line of the [PR](#).

- Accounting data, including FY, cost center, object class, project, and task number (e.g. Def. Task) (see reference (h) USCG Financial Center (FINCEN) Standard Operating Procedure (SOP) for a listing of object classes); and
- All [special approvals](#) (as applicable).

Account ID	Cost Center	Object Class	Project	Task Number	System Data	Amount	Suffix	Effective Date

Add Line Item Sort Line Item All Accounts All Maintenance Items TOTAL:

Figure 2-13 PR accounting line

NOTE:

The Customer, Supervisor, and FM must be THREE separate individuals per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

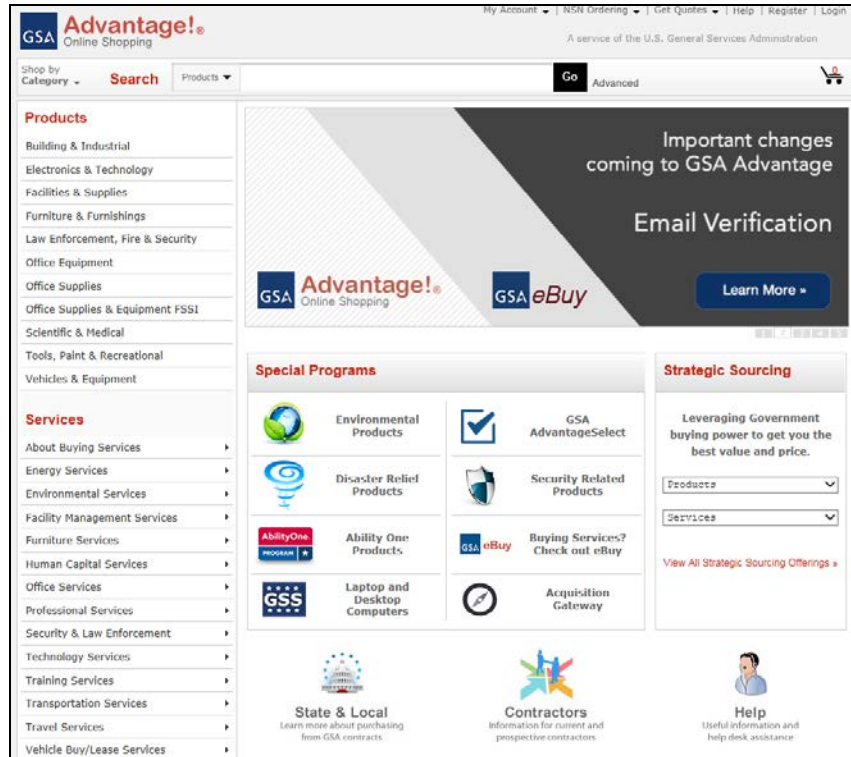


Figure 2-14 GSA Advantage!® home page

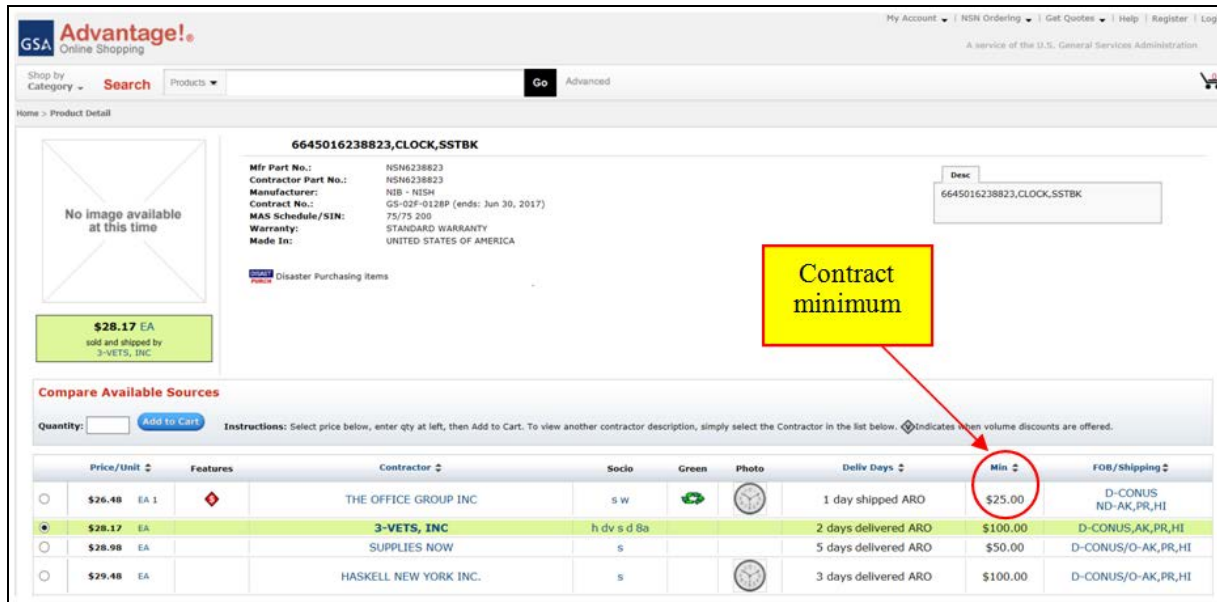


Figure 2-15 GSA Advantage!® minimum

D.1.a. Adding
TAS to User
Profile

The Customer takes the following actions to add the TAS to the User Profile:

1. Log into FPD and click your name under 'Logged in as' at the top right of the screen;

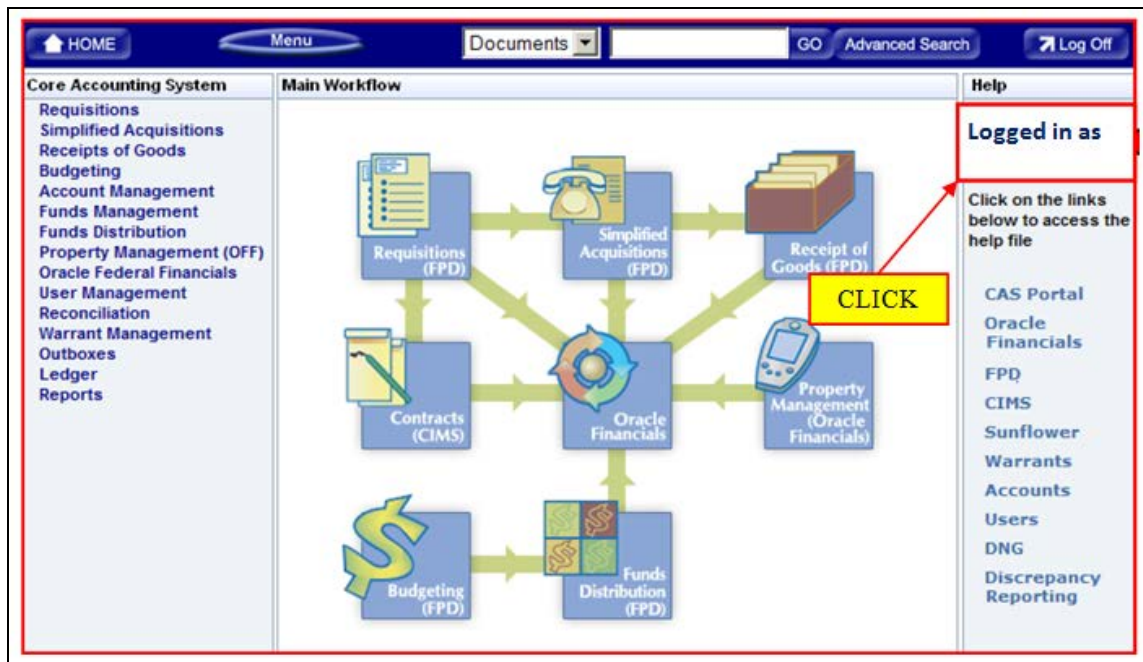


Figure 2-16 TAS step one

2. Click the 'Functional Profile' tab;

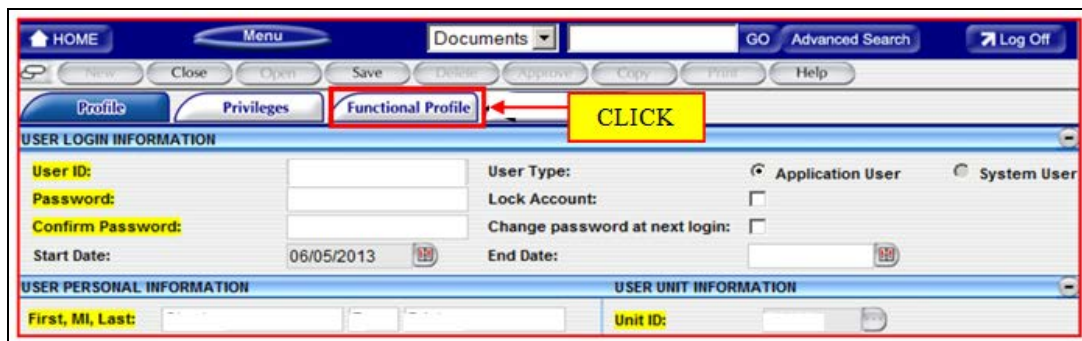


Figure 2-17 TAS step two

3. Under 'Originating Office' enter the TAS number (contact P&C Department for additional information);
4. Click 'Save';

HOME Menu Documents GO Advanced Search Log Off

New Close Open Save Print Help

Profile Privileges Functional Profile Preferences

PROCUREMENT PROFILE

Contract Specialist/Ordering Official: ☐ Contracting Officer: ☐ Contracting Officer: ☐

REQUISITION PROFILE

PR Preparers Add

REQUISITION DEFAULTS

Authorized Account Requisitioner: ☐

Originating Office: TAS-07020152015 061000C

Account:

Authorized Requisitioner:

Account Certifying Officer:

Funds Manager:

ENTER TAS Number

Figure 2-18 TAS step four

Chapter 3: Special Procurement Actions

Introduction

This chapter discusses the processes for determining and obtaining [special approvals](#) for a micro-purchase P-Card requisition.

In This Chapter

This chapter contains the following section:

Section	Title	Page
A	Approvals or Notifications	3-2

Section A: Approvals or Notifications

A.1. Special Procurement Actions

Some [PRs](#) require [special approvals](#), notifications, or supporting documents per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. The Customer obtains all required approvals, makes notifications, and attaches supporting documents to [PR](#) prior to forwarding to the P&C Department to provide the Buyer with information to support the acquisition.

A.2. Information Technology (IT)

IT is any equipment or interconnected system(s)/subsystem(s) of equipment that USCG uses in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by USCG. 'USCG use' includes equipment not only used directly by USCG, but also use by those under contract with USCG where the contract requires its use.

IT includes:

- Computers;
- Ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance); and
- Peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources.

IT does not include:

- Equipment acquired by a contractor incidental to a contract; or
- Equipment containing imbedded IT used as an integral part of the product, but the principal function of which is not the acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information (e.g. heating, ventilation, and air conditioning (HVAC) equipment such as thermostats or temperature control devices, and medical equipment where IT is integral to its operation.

Electronic and information technology (EIT) has the same meaning as IT except EIT also includes any equipment or interconnected system(s)/subsystem(s) of equipment used in the creation, conversion, or duplication of data or information.

EIT includes, but is not limited to:

- Telecommunication products (such as telephones);

- Information kiosks and transaction machines;
- Worldwide websites;
- Multimedia; and
- Office equipment (such as copiers and fax machines).

A.2.a.
Information
Technology
Infrastructure
Configuration
Control Board (IT
CCB)

The USCG's IT CCB provides IT hardware and software request fulfillment for minor changes to the existing infrastructure. Telecommunications & Information Systems Command (TISCOM) manages the IT CCB which contains a central repository of approved products available for use on and off of the USCG network. Products listed as 'Approved' always require the submission and approval of a request before they can be authorized for purchase or connection to the USCG network, and are reviewed based on business justification.

The IT CCB allows Customers to:

- Submit IT hardware and software requests;
- Check the status of any request;
- Receive approval or disapproval of requests via email;
- Receive detailed ordering instructions for their request once approved;
- Receive documentation to support requests; and
- Receive information on, and direct Customers to the System Development Life Cycle process if their request exceeds the scope of TISCOM's authority to approve based on cost or potential impact on the infrastructure. See the IT CCB website for more information:
<https://itccb.uscg.mil/ITCCB-Home/default.aspx>

The IT CCB request fulfillment process ensures all requests fall within the applicable policy requirements. Use the IT CCB to obtain authorization to purchase IT devices. When a user submits a new request, IT CCB assigns the request a tracking number. Once a request is processed and approved, the IT CCB issues a request approval number that supersedes the tracking number and allows the Customer to proceed with the procurement process.

A.2.b. IT
Instructions

The Customer uses the IT CCB approval process from TISCOM to view the central repository of approved products available for use on and off the USCG network. The TISCOM site states products require request submission and approval before they can be authorized for purchase and install:
<https://itccb.uscg.mil/ITCCB-Home/default.aspx>

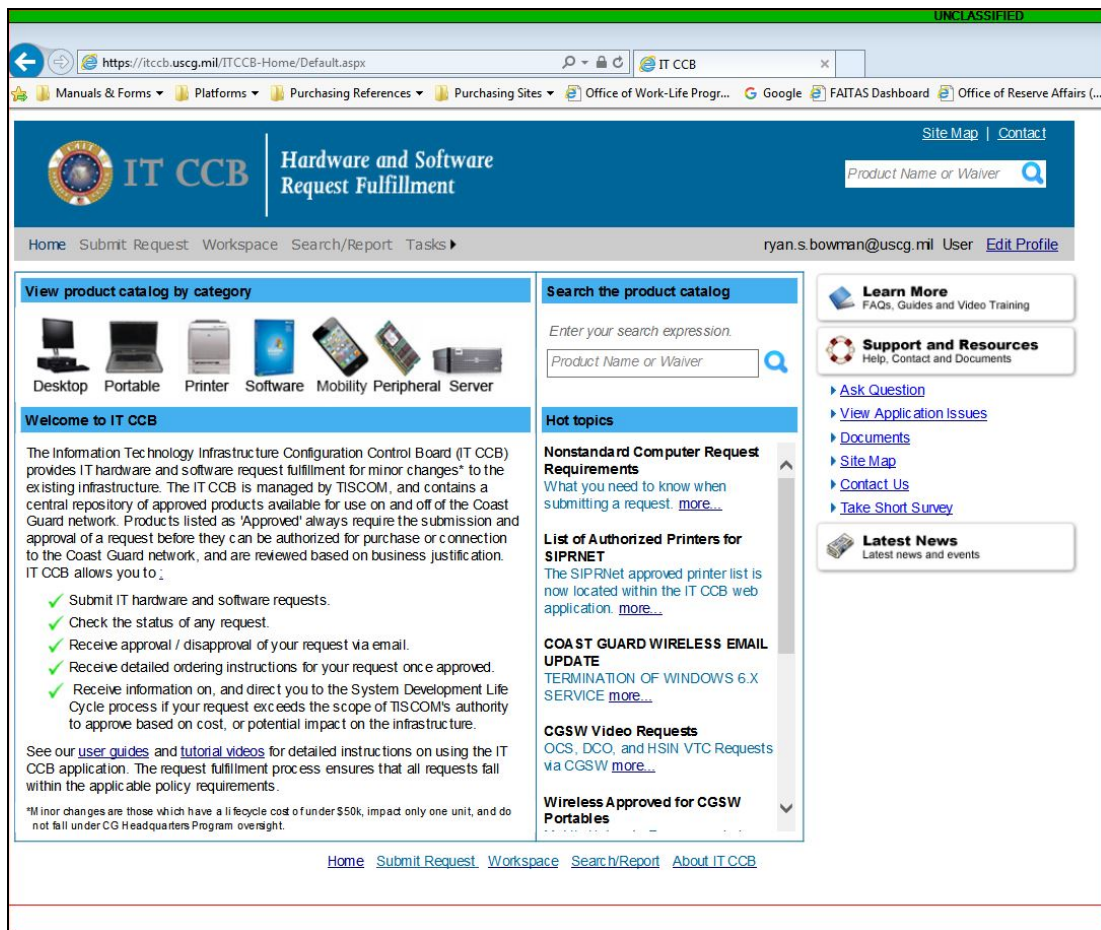



Figure 3-1 IT CCB



IT CCB
Hardware and Software
Request Fulfillment

[Site Map](#) | [Contact](#)

Product Name or Waiver

Home Submit Request Search/Report Guest [Register or Login](#)

Waiver Number
2016-TIS-1072

Request Approved

Submitted Unit ITSO TISCOM Complete

D05
Standard
CG ATTC ELIZABETH
CITY

Command Endorser:
Approver's Distribution List:
Date Submitted:
Justification:
Justification Comments:

@uscg.mil
[Email Approvers](#)
3/8/2016 6:06:00 AM
New
request waiver to purchase 5 standard workstations due to the increase to ATTC PAL for the NEW C-27 Course Developers Contractors who will require CGDN workstations to Develop and maintain the C-27 Course curriculum and its associate learning and training materials. - See attached document. SLC_Form-ATTCPSB.docx

Approval Number

Product Details
Product Package with/without options.
Standalone Product

Waiver History

Figure 3-2 IT CCB waiver/FTA request page 1

CSFSOFTLIC, for AFC-34 funding to LOA:2/P/601/149/34/0/TQ Cost Center: 52400 ATU: C4IT49, for AFC36:2/P/601/149/36/0/00/52800 PROJECTID: CSFSOFTLIC, for AFC42:2/P/601/149/42/0/00/52800 PROJECTID: CSFSOFTLIC. FTA Conies shall include: ****Please contact for the Hardware review/approval portion of this waiver request to provide hardware purchasing instructions****. Thank you.			
3/10/2016 5:07:25 AM	Information	Approved for hardware procurement.	@uscg.mil
4/6/2016 9:38:14 AM	Information	Waiver Edited. This IT CCB Request was edited to add 4GB RAM upgrade.	System
5/16/2016 5:27:47 PM	Information	Asked Submitter - *** Please note: Acceptance of FTA cutoff date is June 01, 2016.	@uscg.mil
Supporting Documents			
	Title	Uploaded By	Date Created
<input type="button" value="Open"/>	SLC_Form-ATTCPSB	@uscg.mil	03/09/2016
<input type="button" value="Print"/>			

Figure 3-3 IT CCB waiver/FTA request page 2

The Customer lists the approval number on the [PR](#) in the description block. This allows the Buyer to verify the IT CCB and facilitate the acquisition.

A.3. 508 Compliance/ Disability

Reference (i) Rehabilitation Act of 1973, Section 508 requires Federal employees with disabilities have access and use of EIT as do Federal employees with no disabilities. SAP procurements for EIT, including computer hardware and software, websites, phone systems, and copiers must conform to this requirement per reference (i). If the procurement cannot meet the accessibility standards, the Requiring Activity must prepare a memorandum documenting the exception per reference (i).

Unless an undue burden in the form of significant difficulty or expense would be imposed on the agency, reference (i) states when Federal agencies develop, procure, maintain, or use EIT, Federal employees with disabilities have access to and use of information and data comparable to the access and use by Federal employees without disabilities. The same access to and use of information and data also applies to individuals with disabilities who are members of the public seeking information or services from a Federal agency as would be provided to members of the public without disabilities.

Per reference (i), the Requiring Activity must obtain a waiver if the purchase meets the exceptions in Chapter 3:A.3.a. The Requiring Activity documents the non-availability in writing, including a description of market research performed and which standards cannot be met, and provides documentation to the contracting officer for inclusion in the contract file. Use the DHS Office of Accessible Systems and Technology (OAST) Exception forms to request approval for EIT that does not need to adhere to reference (i) EIT accessibility standards.

A.3.a. 508
Compliance
Criteria

The Customer obtains an exception waiver. Exceptions can include:

- A national security system (DHS Form 4105);
- Acquisitions by a contractor incidental to a contract (DHS Form 4107);
- Imposing an undue burden on the agency (DHS Form 4103);
- Fundamental alteration to the EIT would result (DHS Form 4108); and
- Locations in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment (DHS Form 4109).

In determining whether compliance with all or part of the applicable accessibility standards would be an undue burden, an agency considers:

- The difficulty or expense of compliance; and
- Agency resources available to its program or component for which the supply or service is being acquired.

If the above criteria are met, an exception applies and the Customer documents in writing the basis for an undue burden decision and completes the applicable forms as listed above and includes the documentation within the [PR](#) package for the Buyer's review. Documentation includes a description of market research performed and identification of the applicable technical provisions that cannot be met with products or services available from the marketplace. The P&C Department reviews and approves this documentation.

**A.4. Green
Purchase**

All Federal agencies and their contractors are required by law to purchase sustainable or green products which are products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. This comparison can consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service and can include the following:

- Reducing or preventing pollution;
- Efficiently managing and reducing energy and water use in Government facilities;
- Using renewable energy and renewable energy technologies;
- Acquiring energy-efficient and water-efficient products and services, environmentally preferable (including non-toxic and less toxic) products, products containing recovered materials, bio-based products, non-ozone-depleting products, and products and services that minimize

or eliminate, when feasible, the use, release, or emission of high global warming potential hydro fluorocarbons;

- Requiring contractors to identify HAZMAT;
- Encouraging contractors to adopt and enforce policies that ban text messaging while driving; and
- Requiring contractors to comply with agency environmental management systems.

Green purchase considerations can include construction, landscaping, non paper office, paper, park and recreation, transportation, vehicular, and miscellaneous products.

A.5. GSA’s Sustainable Facilities Tool (SFTool)

Designated products are located within SFTool at the following link: <https://www.gsa.gov/portal/content/231801>

SFTool is an interactive online resource the Office of Federal High-Performance Green Buildings created that shows users how to build, buy, and operate green. SFTool assists project managers, procurement professionals, facility managers, and others to identify, understand, and integrate sustainable strategies into their projects and acquisitions. See [Figure 3-4](#).

Click on the applicable icon for each designated item to obtain additional information, such as vendor and recommended percentage of recovered materials content, or click on the 'product supplier directory' link to research vendors.

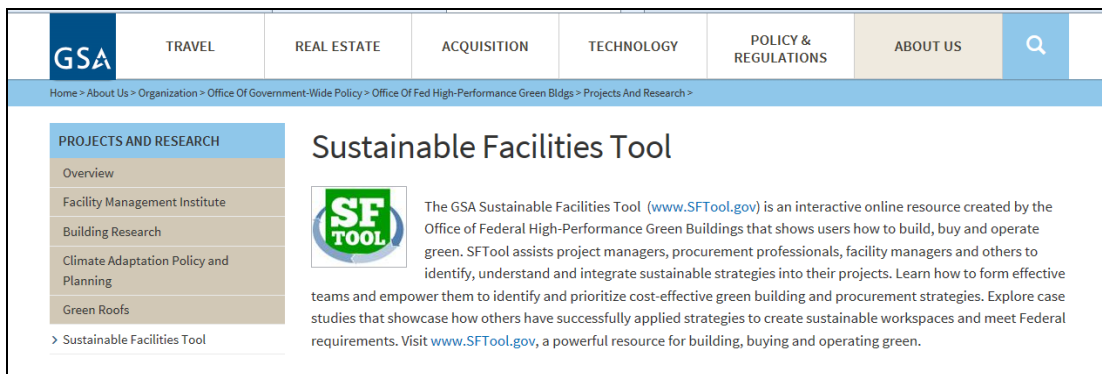


Figure 3-4 SFTool

Find more information in the SFTool’s Green Procurement Compilation (GPC) Supplier Database of vendors that sell or distribute GPC-designated products with recycled content.

A.5.a. Green Purchase Instructions

The Customer views the product list under the ‘Procure’ tab for product information and locates the required product. The site provides specifications on the product and a GSA vendor (advantage of schedule). The Customer can use GSA Advantage!® or the GSA Schedules site and searches available vendors (see links below) for a suggested source.

The Customer then:

- Prints the information;
- Includes it within the [PR](#) package; and
- Lists their choice of vendor on the [PR](#) for the P&C Department to validate information received in the [PR](#) package prior to making the purchase.

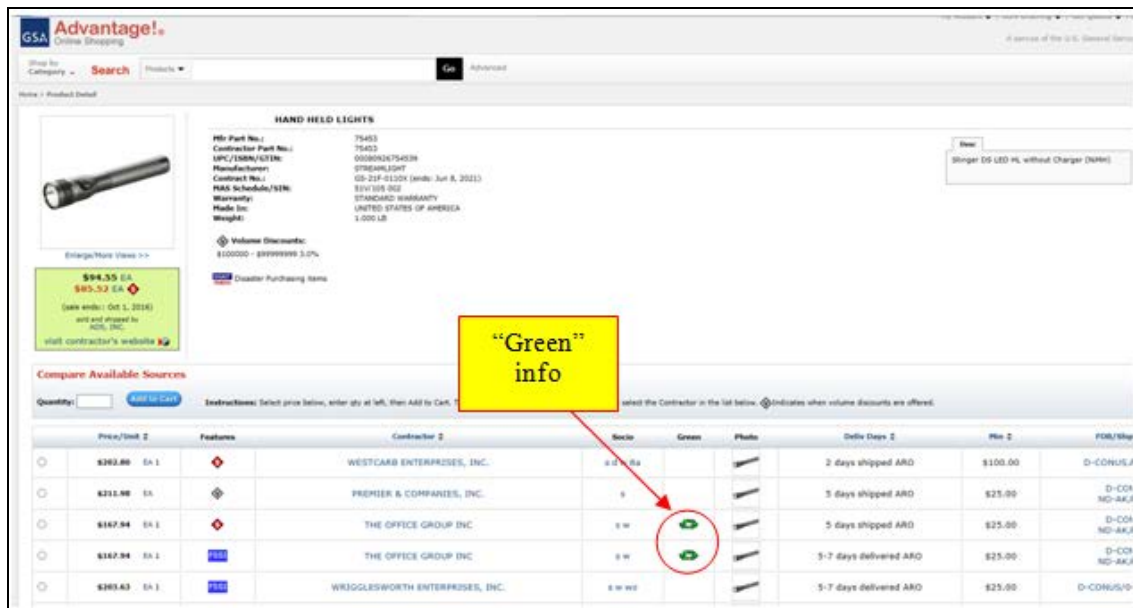


Figure 3-5 GSA product page with Green identification

GSA Schedules:

<https://www.gsa.gov/portal/content/197989>

GSA Advantage!®:

https://www.gsaadvantage.gov/advantage/main/start_page.do

The Customer completes the supporting documentation and attaches to the [PR](#) package as applicable.

A.6. Office Furniture/Machines

Federal Supply Code (FSC) 7110 states that office furniture/machines includes filing cabinets, safes, post office furniture, school furniture, and blackboards, but excludes dental x-ray film, protective safes, and visible record equipment. For assistance in researching specific FSCs, see the following link:

<https://www.dlis.dla.mil/H2/search.aspx>

The acquisition of office furniture (FSC-7110) and office machines is limited to that which is absolutely essential and not to upgrade appearance, decor, or status, or to satisfy a desire for the latest design or more expensive lines.

Acquisition is defined as "To acquire in any manner, including rental, or lease." This includes items acquired via a MILSTRIP, Federal Supply Schedule (FSS), commercial procurement, or via excess property listings, etc.


A.6.a. Office Furniture/Machines Instructions

The Commanding Officer (CO)/Officer-in-Charge (OIC)/Unit-level Supervisor:

- Determines whether requirements can be met through the redistribution, repair, or rehabilitation of already owned items;
- Acquires excess from Other Federal Agencies provided that substantial costs are not incurred for packing, packaging, shipping, constructing, rehabilitating, and other related services prior to the acquisition of new items;
- Documents the decision to purchase new furniture or office machines with the following statement: "Not available from USCG-owned inventories or government excess"; and
- Approves all requisitions for office furniture and office machines.

The Customer obtains the CO's approval and the following excess non-availability statement:

"Not available from USCG-owned inventories or government excess."

U.S. Department of Homeland Security United States Coast Guard		Commanding Officer United States Coast Guard CG Any Unit	1234 Main Street Your City, US 12345 Phone: (123) 456-7890 e-mail: Joe.Coastie@uscg.mil
---	---	--	--

10120

MEMORANDUM

From: Commanding Officer,
CG Any Unit

Reply to
Attn of: SK2 Joe Coastie

To: Procurement and Contracting

Subj: WAIVER REQUEST FOR OFFICE MACHINES AND OFFICE FURNITURE

Ref: (a) Head of Contracting Activity's Simplified Acquisition Procedures Guidebook
(b) Purchase Request number: 21-16-8465XX123

1. In accordance with reference (a), Commanding Officer's are required to endorse the unit's requirement for office machines and furniture, and the availability of this material through government inventories and excess property records.

The material listed on reference (b) is not available from Coast Guard-owned inventories of Government excess, see enclosure (1) for supporting documentation.

#

Enclosures: (1) Non availability documentation

Copy: As required

Figure 3-6 Memo screenshot

The Customer routes the requirement through the CO/OIC/Unit-level Supervisor. The Customer (Requiring Activity) provides a memo containing the signature of the CO/OIC/Unit-level Supervisor endorsing the need for office furniture/machine purchases and that supporting documentation is within the [PR](#) package for Buyer validation. The memo states the item(s) is "not available from USCG-owned inventories or government excess."

**A.7.
Organizational
Clothing/
Personal
Protective
Equipment
(PPE)**

Organizational clothing is USCG-owned clothing issued to USCG members to perform their duties. Per reference (j) Uniform Regulations Manual, COMDTINST M1020.6 (series), organizational clothing is only authorized to mitigate unusual situations or to alleviate health and safety concerns. Organizational clothing is not authorized to promote the appearance of the USCG or USCG programs without prior approval of Personal Services Division – Military Uniforms (PSD-mu) (personal service contracts (PSC)) and Financial Management Policy Division (CG-843). The unit needing the item(s) request purchase, control, document, and distribute organizational clothing.

A.7.a.
Organizational
Clothing/PPE
Instructions

The Customer ensures the item meets the following three criteria in order for organizational clothing to be considered for approval:

1. Item is “special” and not part of the ordinary and usual clothing or equipment employees are reasonably expected to provide for themselves (i.e. seabag items);
2. Item is for the benefit of the government (i.e. essential to the safe and successful accomplishment of the work, and not solely for the protection of the employee); and
3. Employee is engaged in hazardous duty.

Provide information that addresses each of the above tests, along with any other relevant information for all requests for organizational clothing.


U.S. Department of Homeland Security United States Coast Guard		Commanding Officer United States Coast Guard CG Any Unit	1234 Main Street Your City, US 12345 Phone: (123) 456-7890 e-mail: Joe.Coastie@uscg.mil
10120			
MEMORANDUM			
From: I.M. THEBOSS, CDR CG Any Unit		Reply to Attn of: SK2 Joe Coastie	
To: CG-122			
Thru: CG-7			
Subj: WAIVER REQUEST FOR ORGANIZATIONAL CLOTHING			
Ref: (a) USCG Uniform Regulations, COMDTINIST M1020.6(series) (b) All other manuals/notes as required to support			
1. In accordance with reference (a), a uniform waiver for (state type of clothing requested). Is requested for (unit).			
2. (State type of personnel requiring clothing, i.e. CG Law Enforcement members, Divers, Boat Drivers, etc) require organizational clothing as specified in chapter 5 of reference (a). This clothing request satisfies the 3 tests of chapter 5 in the following manner:			
a. How the item is special and not a part of ordinary and unusual that employees may be reasonably expected to provide for themselves.			
b. How the item is for the benefit of the government.			
c. How the employee is engaged in hazardous duty.			
3. Specifically list the clothing items that are being requested, boots, pants, shirts, jackets etc, and list male and female clothing items. Enclose pictures as applicable/required.			
4. If available state whether clothing is being worn at any other unit or federal agency and justify position. Include why current uniform requirement may be detrimental to wear or USCG appearance.			
5. Closing statement.			
#			
Enclosures: (1) Current requirements (2) Other unit or agency requirements and pictures			
Copy: As required			

Figure 3-7 Sample organizational clothing memo

The unit requests authorization from appropriate sources prior to purchasing any items that require organizational clothing other than those listed in policy. Route requests for lifesaving equipment/clothing through Assistant Commandant for Capability (CG-7). Request organizational clothing in writing or electronically. Route requests through the chain of command to Office of Military Personnel (CG-122). Office of Military Personnel (CG-122) provides a response to the unit in consultation with Office of General Law (CG-0944) and Financial Management Policy Division (CG-843) when required. Include unit instruction (with the above routed HQ approvals).

NOTE:

For items already approved and documented in current USCG unit policy, print the excerpt from manual to include in the [PR](#) package. This satisfies the requirement for authorized organizational clothing/PPE.

The Customer completes these requests and routes for approval through the Unit's chain of command prior to [PR](#) submission and attaches to the [PR](#) package upon approval.

NOTE:

Command approval is NOT a substitute for organizational clothing requests not addressed within the Uniform Regulations.

After obtaining required approvals, attach supporting documents to the [PR](#) package (include approval letter and any unit instructions that authorize).

A.8. Training/ Educational Programming

Training is the process of providing and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course (including correspondence), curriculum, subject, system, or routine of instruction of education. This can be in scientific, professional, technical, or mechanical trade, or clerical, fiscal, administrative, or other fields, which improve individual and organizational performance and assist in achieving the agency's mission and performance goals.

For the purposes of these procedures, the term includes meetings, seminars, conferences, symposia, and associated course training materials (i.e. study plans, workbooks, handbooks, and manuals) furnished with the training. Local area meetings or conference attendance that require rental of meeting space or conference fee but do not involve employee travel/per diem no longer require conference approval by Assistant Commandant for Resources (CG-8) as long as expenses do not exceed five hundred dollars per person.

A.8.a.
Training/
Educational
Programming
Instructions

The [SF-182](#) is used to document the validity of the training and the approval of the chain of command. The Customer completes and routes the [SF-182](#) through the unit chain of command and Training Officer (as per unit policy) for approval prior to a [PR](#) being initiated. Approvals of the [SF-182](#) are NOT substitutes for the approvals required for the [PR](#). The [SF-182](#) can be routed in conjunction with the [PR](#) to ensure timely processing and approvals.

The Customer attaches the approved [SF-182](#) to the [PR](#) Package to support the request.

The Customer reviews available USCG approved training through the Training Quota Management Center (TQC) prior to initiating [SF-182](#):
<https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>

**A.9.
Membership**

Membership is the state of belonging to or being a part of a group or an organization, the state of being a member.

A.9.a.
Membership
Instructions

All memberships are subject to the review and approval of Headquarters (HQ) office chiefs, district chiefs of staff, area chiefs of staff, or COs of HQ units, as applicable. The final approving authority determines if the membership is necessary in support of the USCG mission.

Per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook, the requestor/program office routes written requests for organizational memberships through their chain-of-command for final approval. HQ office chiefs, district chiefs of staff, area chiefs of staff, or COs of HQ units give final approval as applicable per reference (k) FRMM-F COMDTINST M7100.3 (Series) and reference (l) FRMM-P COMDTINST M7100.4 (Series).

The Customer routes written requests for organizational memberships through their chain-of-command for final approval prior to submitting the [PR](#) to the P&C Department. Upon approval, the Customer generates a [PR](#) and routes for funds certification. Once approved, the Customer submits the [PR](#), along with the approved request, to the P&C Department for further action.

If crossing the FY, units obtain the Chief of Contracting Office (COCO) approval prior to submitting a membership [PR](#). This can be obtained by routing the membership request memo through the unit chain of command and then through the P&C Department to the COCO.

A.9.a.(1). Private and Professional Organizations

Memberships in private and professional organizations can be purchased in the USCG's name if they meet the following criteria:

- The membership primarily benefits the USCG; **and**
- The membership is necessary to carry out an authorized function.

The benefit to the USCG generally results from access to publications or information, as in the case of professional or civic organizations.


U.S. Department of Homeland Security United States Coast Guard		Commanding Officer United States Coast Guard CG Any Unit	1234 Main Street Your City, US 12345 Phone: (123) 456-7890 e-mail: JANCOG@USCG.MIL
7000			
MEMORANDUM			
From: I.M. THEBOSS, CDR CG Any Unit, Funds Manager		Reply to Attn of: J. Coastie, SK2	
To: (CG HQ, AREA) as applicable for final approval			
Subj: REQUEST FOR MEMBERSHIP TO PRIVATE RECREATIONAL FACILITY			
Ref: (a) Simplified Acquisition Procedures (SAP) Manual, COMDTINST M4200.13H (b) Financial Resource Management Manual, COMDTINST 7100.3E, Sections 5 K. 1, Membership Fees and 5 K. 24, Recreational Memberships (c) Coast Guard Health Promotion Manual, COMDTINST M62001.B (series)			
<p>1. In accordance with reference (a) and (b), I request approval to fund unit memberships at (name facility and location (city/state)) utilizing appropriated Fiscal year funds. The membership will provide wellness facilities to active-duty members and reserve members on duty 31 days or longer per reference (c).</p> <p>2. (Your unit name) does not have adequate athletic facilities for personnel assigned to the unit. Access to Prestige Fitness Club will enable assigned personnel to meet Coast Guard weight and fitness standards. Access to the fitness club will also provide the personnel the opportunity to utilize the facility's wellness programs, weights, and cardiovascular conditioning equipment. The fitness club is the closest facility in proximity to the unit that accepts government funding.</p> <p>3. Appropriated funds are available in the unit's budget to cover the cost of an annual membership. Aware of our current constrained budget environment, this membership has been arranged to meet the guidelines set forth per reference (c). The unit will purchase (#) passes.</p> <p>4. The estimated total annual cost for utilizing the Prestige Fitness Club has been estimated at \$X,XX,XX (include amount requested - must match PR).</p> <p style="text-align: center;">#</p> <p>Enclosures: (1) Procurement Request (list document number)</p> <p>Copy: As Required</p>			

Figure 3-8 Gym membership

A.9.a.(2). Recreational Memberships

The purchase of recreational memberships is authorized to provide eligible personnel access to fitness-center-type equipment when it is not reasonably available at the installation. Eligibility is defined in reference (m) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series).

Advance payment for gym memberships is not authorized.

A.9.a.(3). Routing

If the above criteria are met, the unit drafts a memo/request with supporting documentation and submits it through the chain-of-command to the appropriate USCG HQ office. The unit cannot proceed with the [PR](#) if the request is disapproved.

Upon approval, the Customer includes documents in the [PR](#) package. The [PR](#) package requires the individuals' names participating in the membership, a copy of the approved memo, and the requirements.

The Customer submits the [PR](#), along with the above documents, to the P&C Department.

A.10.
Conferences

DHS and USCG conference policy are constantly evolving. For guidance on conference policy, check the conference SharePoint site:

<https://cg.portal.uscg.mil/communities/interim-conference-requests/SitePages/Home.aspx>

Submit conference requests requiring approval higher than the unit (see note below) at least 65 days prior to the start date.

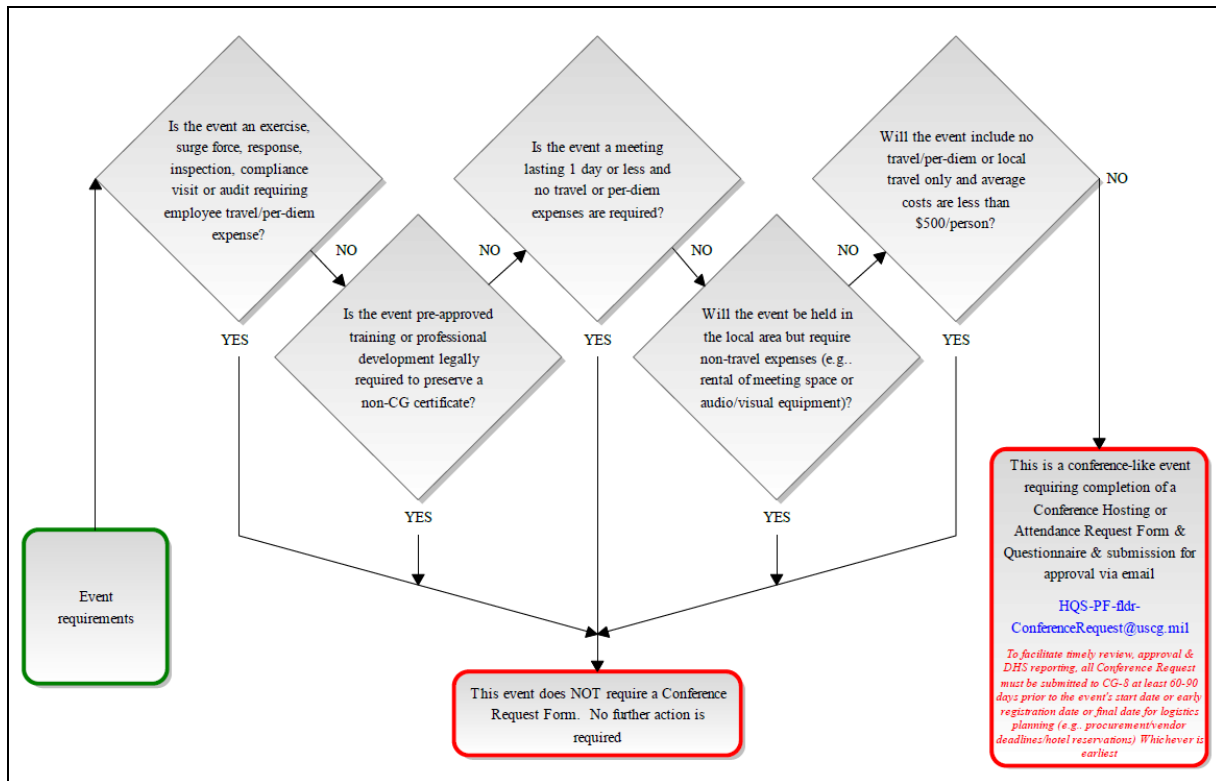


Figure 3-9 Conference flow chart

A.10.a.
Conference
Definitions

Conference: A conference is a prearranged gathering, with a formal agenda, held for presentation, consultation, discussion and/or exchange of information, views or opinions on a common purpose or topic. A conference can also be a formal gathering, externally organized or sponsored by non-governmental sponsors, involving topical matters of general interest to governmental and nongovernmental participants. Conferences can take the form of a retreat, convention, seminar, symposium, workshop, or training. For the purpose of this policy, an event otherwise qualifying as a meeting is considered a conference when costs for anything other than employee travel and per diem are incurred as a result of the meeting (room rentals, audio/visual fees, set-up fees, speaker fees, and similar non employee travel and/or per diem expenses). However, a local area meeting (no employee travel) that requires the rental of meeting space or audio/visual equipment is not a conference.

Meeting: Meetings address matters of CG missions, operations, internal processes, or policies and the means by which they will be accomplished. Meetings primarily involve “day-to-day” business and discussions regarding the internal procedures or operations of the agency. A meeting can involve non-CG and/or non-government participants if it is necessary to carry out authorized agency functions or operations. A local area meeting (no employee travel) that requires the rental of meeting space or audio/visual equipment is not a conference.

Retreat: A retreat is a gathering held off site or away from the normal duty station or office. The attendees are management or staff members (or other government employees/services) who meet to discuss various aspects of government or departmental activities, or to review progress and challenges of the implementation of government/departmental policies. Retreats usually offer participants the opportunity to interact in an informal manner to a greater extent than they otherwise would in the normal course of work. This interaction is for the purpose of developing stronger and more effective working relationships. Typically, a retreat is a type of conference.

Seminar: A seminar is a lecture or presentation delivered to an audience on a particular topic or set of topics that can be educational in nature. Typically, a seminar is a type of conference.

Symposium: A symposium is a gathering of a number of experts in a particular field at which papers are presented by specialists on particular subjects and discussed with a view to making recommendations concerning the issues under discussion. Typically, a symposium is a type of conference.

Training: Federally mandated military or civilian training required or strongly desired for the performance of primary work duties. This includes all formal military training, government agency-run training, and full-time government contracted training (e.g., Federal Acquisition Institute, etc.) if the training is held on a regularly recurring basis in order to provide certification or designation in certain areas of expertise. DHS has pre-approved this training and is therefore exempt from the conference approval process. However, training conducted at a conference constitutes a conference activity for the purposes of this guide even if it meets the definition of training under 5 CFR 410.404 (see note below).

Workshop: A workshop is a gathering for educational and/or work sessions to concentrate on defined areas of concern. The workshop emphasizes exchange of ideas and the demonstration and application of techniques, skills, etc. In some cases a workshop works on a project or produces a product or a paper. Typically, a workshop is a type of conference.

NOTE:

§ 410.404 Determining if a conference is a training activity:

Agencies can sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when -

- **The announced purpose of the conference is educational or instructional;**
- **More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code;**
- **The content of the conference is germane to improving individual and/or organizational performance; and**
- **Development benefits are derived through the employee's attendance.**

A.10.b.
Conference
Instructions

The Requiring Activity is responsible for conference requests. The Customer routes all conference request documents for approval prior to the submission of a [PR](#) (at least 65 days for those requests requiring approval higher than the unit), as these documents are used to support the [PR](#). Information regarding conference request procedures, sample templates, and approval thresholds can be found on the USCG Conference Management Team website:
<https://cgportal2.uscg.mil/communities/interim-conference-requests/SitePages/Home.aspx>

The Customer ascertains all applicable costs related to the conference request to assist with completing the required request (fees, per diem, lodging, transportation, travel, and total attendance costs. The Customer completes the applicable forms (e.g. conference attending, hosting, roster, cost comparison)).

The Customer follows approvals per conference guidelines on the USCG Conference Management Team website:
<https://cgportal2.uscg.mil/communities/interim-conference-requests/SitePages/Home.aspx>

The Customer attaches the approved supporting documents to the [PR](#) package. Supporting documents can include Approved Conference Request Form(s) and Approved Conference Attendance Request Form.

A.11. HAZMAT

The "Table of Federal Standards 313C" in reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook provides a listing of HAZMAT the unit's PPC reviews and approves prior to submission of the [PR](#) to the P&C Department.

GSA HAZMAT Management website (including a link to the Federal Standard 313 that establishes HAZMAT requirements):
<https://www.gsa.gov/portal/content/101201>

A.11.a. HAZMAT Instructions

When purchasing supplies/materials which could possibly be hazardous, it is necessary to obtain certain information relative to the hazard which can be introduced into the workplace by the supplies acquired.

A PPC approved [statement of essential need \(SEN\)](#) is required if the item being purchased is not on the HAZMAT list (with exception of fuel products, housekeeping, and janitorial). It is the responsibility of the Requiring Activity to provide the required information for compliance of this request.

The Customer attaches approved [SEN](#) to [PR](#) Package.

NOTE:

Vendors and contractors are required to submit HAZMAT data (e.g. Material Safety Data Sheet (MSDS)) whenever the supplies being acquired are identified as HAZMAT per reference (b) Federal Acquisition Regulation (FAR) and reference (n) USCG Hazardous Waste Management Manual (COMDTINST 16478.1 (series)).

A.12. Vehicles/ Trailers

A vehicle is self propelled or drawn by mechanical power, designed and operated principally, but not exclusively, for highway transportation of property or passengers, but does not include military designed motor vehicles (such as tanks) or vehicles not covered by 41 FMR 102-34. Trailers are considered vehicles and follow the policies for vehicles per reference (o) Motor Vehicle Manual COMDTINST M11240.9 (series).

GSA fleet lease is the preferred method of acquiring vehicles for USCG use. A commercial lease is an agreement with any vendor for the services of a vehicle for 60 days or more. This includes the use of the Commercial Vehicle Lease Schedule. A short term rental vehicle is a rental agreement for 59 days or less for surge requirements. Do not use consecutive short term rentals to circumvent the need for a commercial lease (greater than 59 days).

NOTE:

The Government P-Card is not authorized for gasoline, oil, repairs, tires, other attachments/equipment, vehicle retrofit, or vehicle maintenance for department owned/commercially leased vehicles.

A.12.a. Vehicles Instructions

The Customer coordinates all requests for vehicles with the Motor Pool Managers (MPMs). MPMs ensure USCG vehicles are in good condition, used for official use, and within the unit's vehicle allowance list. The Customer coordinates and approves any maintenance and repair of vehicles through the MPM.

MPMs establish priorities and maintain a record of unit vehicles within their area of responsibility (AOR), including coordinating rental arrangements with GSA for leases. Unit personnel/MPMs inform Regional Motor Fleet Managers (MFMs) immediately when vehicles and trailers are assigned to the unit. MPMs coordinate obtaining vehicle tags and enrollment of the vehicle into the Federal Motor Vehicle Registration System (FMVRS) report.

NOTE:

Vehicles are acquired for official use only per reference (o). Therefore, every vehicle the USCG owns or manages must have a justification based on an operational or administrative requirement.

In most cases, a Customer purchases a trailer rather than leasing one. Purchase trailers, including utility trailers, pollution response trailers, and mobile command post trailers through GSA contract whenever possible. If GSA cannot support USCG needs, open market purchase of trailers is authorized using normal contracting methods. The Customer documents GSA's non-support.

NOTE:

Vehicles and trailers are considered personal property. Notify the unit APO of their pending acquisition.

GSA has contracts in place for over-the-road trailers and is the first option for purchasing trailers.

For GSA Fleet Leases, the unit MPM coordinates the transaction with GSA and the Customer provides information to assist the MPM with obtaining GSA information/documentation to support the [PR](#). GSA authorizes unit MPMs to obtain costs and pricing information to reserve and request vehicles. This includes providing information on the:

- Vehicle needed (van/sedan/truck);
- Purpose (training/transit/towing);
- Time period of need (1 day, 1 week, 2 weeks, etc.);
- Funds available;
- POC; and
- Number of vehicles needed.

The MFM forwards the information to the Customer (costs, vehicle type, dates required, etc.) to assist with drafting the [PR](#) upon obtaining the information needed to use the vehicle. The Customer uses this information to develop the [PR](#) for the approval process and includes all documents to support.

The Customer obtains MFM approval for vehicles. Contact the MFM if a new vehicle is needed. MFMs coordinate all issues related to vehicles with the Shore Facilities Capital Asset Management (SFCAM) Division (CG-434).

NOTE:

The annual USCG Appropriations Bill limits the number of passenger vehicles that can be acquired through purchase, transfer of property from any source, or lease contract with a commercial vendor for 60 days or more.

Purchases above the limit of the Appropriations Bill are considered an Anti-Deficiency Act (ADA) violation and could result in loss of purchase authority of employees involved and possible reimbursement of funds by the employee to the Federal government.

GSA determines when a vehicle replacement occurs via replacement standards. However, USCG approves the type of replacement vehicle. The chain of command for the latter goes through SILC, CG-435, and DHS.

Additional information on GSA Fleet Leases can be found:

<http://www.gsa.gov/portal/content/100792>

Contact the unit MPM via electronic correspondence to lease a vehicle from the GSA Fleet. The MPM contacts GSA for availability and obtains pricing information. If a suitable vehicle is not immediately available, the request is logged onto a waiting list and the MPM notifies the Customer.

The Customer provides the following information to the MPM as well as annotating on the [PR](#):

- Anticipated duration of the assignment and projected utilization in miles per month;
- Statement certifying that the unit has funds to pay for the vehicle assignment;
- Statement certifying that the MPM concurs with the request;
- Unit office or division the vehicles are assigned to, a POC name, address, and telephone number;
- Reason for the vehicle (i.e. purpose); and
- Vehicle quantities, types, locations, and date required.

The Customer attaches documents the unit MPM provides along with any other supporting documents relating to the request to the [PR](#) package.

GSA RENTAL REQUEST QUOTES													
Veh Type	Veh Size	Veh Pickup Addr1	Veh PU Addr2	Veh PU City	Veh PU ST	Veh PU ZIP	Line Item Cost	Day Rate	Week Rate	Month Rate	Fee	Delivery cost	
SUV	LARGE	2200 NORVIEW AVENUE		NORFOLK	VA	23518	\$1,424.33	\$41.95	\$293.65	\$1,258.50	\$39.99	\$0.00	
SUV	LARGE	THRIFTY ILM	1740 AIRPORT BLVD	WILMINGTON	NC	28405	\$1,760.00	\$55.00	\$385.00	\$1,650.00	\$0.00	\$0.00	
SUV	LARGE	21H2- CEDAR ROAD/CHESAPEAKE	1245 CEDAR ROAD	UNIT # M	CHESAPEAKE	VA	23322	\$2,641.28	\$56.00	\$336.00	\$1,344.00	\$9.28	\$0.00

Figure 3-10 GSA rental request quotes

-----Original Message-----
 From: GSAFLEET@gsa.gov [mailto:GSAFLEET@gsa.gov] On Behalf Of gsa_rental@gsa.gov
 Sent: Friday, July 26, 2016 2:58 PM
 To:
 Cc: strgroupinbox@gmail.com; gsa_rental@gsa.gov;
 Subject: Rental Request Quotes for: 101458

Dear Customer,

Request # : 101458
 Request Date: 07/24/2013
 Request Time: 01:56 PM

Region / FMC: 03 / 02
 Account Code (BOAC): 703073
 Agency Name : UNITED STATES COAST GUARD

Please enter the WebSTR system and review the quotes received on your rental request. Your response is required within 5 business days from the date of this email, but no later than the contract start date (whichever comes first), or the quote(s) and request will be cancelled and you will have to resubmit a new request.

IMPORTANT - The acceptance of a quote should be made based on the evaluation method selected at time of request. If a selection is made on a best-value determination, and you select the non low bid vendor, you will be required to provide the reason you are not selecting the low bid under 'Remarks'.

Acceptance of the rental quote constitutes the placement of an order. By accepting the offer you agree to abide by the terms of the rental agreements, both those of GSA Fleet and the rental provider, and to be accountable for all costs incurred by the rental activity. Cancellation of the order after acceptance may incur costs for which you agree to be held responsible. In addition, in accepting the offer you certify that the rental is not for TDY purposes.

If you have questions about this request please call 1 (866) 886-1232.

Thank you for using GSA Fleet's Short Term Rental Program.

<http://str.fas.gsa.gov/>

Please see attached.

Figure 3-11 GSA rental quote email

Only USCG Regional MFMs or individuals in the Logistics Program Management Division (CG-441) are approved and authorized to submit purchase orders (POs) (including use of the automated system) to the GSA Automotive Division for purchase of vehicles.

All vehicle purchases, commercial leases, and transfers to USCG (such as from the Department of Defense (DoD) or GSA excess programs) require prior approval from Logistics Program Management Division (CG-441). **Purchase all new vehicles through the GSA Automotive Division unless GSA grants a waiver for open market purchase.** An open market purchase without obtaining a waiver from the GSA Automotive Division is subject to the congressional ratification process. Trailers are considered vehicles and follow the policies for vehicles.

Acquisition of passenger vehicles by means other than GSA Fleet Lease requires Logistics Program Management Division (CG-441) require approval prior to initiation of procurement procedures per reference (o) Motor Vehicle Manual COMDTINST M11240.9 (series). The unit requesting to acquire the vehicle consults the Office of Logistics (CG-44) prior to vehicle purchase, commercial lease of vehicles (greater than 59 days), or acquisition from sources such as GSA excess, DLA Disposition Services, or donations.

All new vehicle purchases go through GSA Automotive Division. GSA Automotive Division can grant waivers when GSA deems it is in the best interest of the government to allow an agency to purchase vehicles via open market contract. USCG P&C personnel cannot authorize open market purchases of new vehicles without obtaining a waiver from GSA

Automotive Division prior to preparing procurement documents. Send all GSA Automotive Division waiver requests through Logistics Program Management Division (CG-441) for endorsement.

A.13. Forward to Supervisor

Upon compilation of all applicable supporting documents, the Customer drafts and releases the [PR](#) and all supporting documents to the Supervisor for review and approval.

Chapter 4: Reviews

Introduction

This chapter discusses the processes of reviewing a micro-purchase P-Card [PR](#).

In This Chapter

This chapter contains the following section:

Section	Title	Page
A	Required Reviews	4-2

Section A: Required Reviews

- A.1. Supervisor** The Supervisor validates the presence and accuracy of the following:
- TAS (block 3 or block 9);
 - Suggested vendor information (block 4);
 - Routing (approvers & unit ID) (block 5);
 - Shipping cosigner and destination (block 6);
 - RDD (block 7);
 - GFE/GFP (block 8) (Property Office review annotated in block 9):
 - Tangible assets owned/leased to the Government held by a contractor/subcontractor);
 - Personal Property (GFE/GFP, sensitive item, etc.):
 - All tangible property, including vessels, aircraft, boats, small arms, vehicles, electronics, art work, models, and artifacts, with the exception of real property and records of the Federal Government;
 - Need (verify regular or emergency) (block 9b);
 - Item information (block 9b);
 - Price (block 9);
 - Shipping cost (separate line item) (block 9);
 - Priority (RDD justification) (block 9b);
 - Accounting data/LOA (object classes are found in reference (h) USCG Financial Center (FINCEN) Standard Operating Procedure (SOP), Chapter 8: <http://cgweb.fincen.uscg.mil/>) (block 10);
 - FY quarter (block 10);
 - Supporting documentation and [special approvals](#) (including AAMS/Excess and MILSTRIP source verification, IT CCB, conferences, HAZMAT, and justifications of purchase [priority](#), etc.);
 - Quantity (block 9c);
 - Unit Cost (block 9e); and
 - Unit of Issue (block 9d).
- The Supervisor can reject the [PR](#) due to lack of supporting documentation, incorrect [PR](#) data, incomplete fields, incorrect item/service/construction, etc. If the Supervisor rejects the [PR](#), they notify the originator via electronic correspondence.

The Supervisor signs/approves the [PR](#) either electronically or manually, depending on the format of the submitted document.

The Supervisor forwards the [PR](#) to the FM for funding validation and additional review based on unit policy. This can be either electronically within the financial system or via hard copy.

NOTE:

The Supervisor provides all supporting documentation immediately so the P&C Department can process in a timely manner. Failure to provide supporting documents can result in a delay in processing or rejection.

**A.2. Funds
Manager (FM)**

The FM validates the presence and accuracy of the following:

- Justification of purchase (support);
- Line item cost (including shipping) (block 9);
- Appropriation of funds (see reference (h) USCG Financial Center (FINCEN) Standard Operating Procedure (SOP));
- TAS (block 3 or block 9b);
- Correct accounting data/LOA (assigning as needed, including object class, task number, and unit specific project code) (object classes are found in reference (h), <http://cgweb.fincen.uscg.mil/>) (block 10);
- Potential Property (block 8 and block 9):
 - Determine if item/material is a potential USCG property (including GFE/GFP) candidate. If so, forward the [PR](#) and supporting documentation to the unit APO to review and forward to the Property Office for final determination. The Property Office reviews, provides determination, and forwards [PR](#) package to P&C Department for processing;
- Routing (P&C Shop Unit ID and approvers (block 3/block 5 of [PR](#))); and
- Funds availability/budget impact:

The FM takes the following actions, as necessary:

- Sends [PR](#) to APO via email if they determine the material meets property requirements:
 - Based on type of Property (sensitive in nature) or the monetary threshold as defined in reference (g) Personal Property Management Manual (PPMM), COMDTINST 4500.5 (series);

- Accepts or rejects funding increases;
- Verifies proper [PR](#) numbering is used, per reference (h) USCG Financial Center (FINCEN) standard operating procedure (SOP).
- Approves electronic [PRs](#) in the financial data system; or
- Signs approved hard copy [PRs](#) and ensures they are entered into the financial system as certified (for example, when system is down).

The FM validates the Procurement Shop Unit ID on the [PR](#) (block 3). This ensures the [PR](#) is routed to the proper procurement agent (Buyer) and allow proper tracking of the [PR](#) throughout the procurement process after it leaves the unit.

Upon FM approval within the financial system, the [PR](#) is automatically released to the P&C Department as identified on the [PR](#) for processing. The FM immediately forwards supporting documents via electronic means to the P&C Department as specified within P&C Department guidelines.

A.3. P&C Department Gatekeeper

The P&C Department validates the presence and accuracy of the following:

- Supporting documentation (including AAMS/Excess and MILSTRIP) (may reject if missing or incorrect) (supporting docs);
- Customer, Supervisor, FM, and The Gatekeeper are all separate individuals (rejected if missing or incorrect) (block 5);
 - The Buyer rejects as a last resort. The Buyer contacts the Requiring Activity to make corrections and allows 48 hours for the Requiring Activity to submit requested information in the case of minor errors (incorrect/missing data). The [PR](#) can be rejected if the Customer does not provide information within 48 hours;
- Authorized purchase (prohibited item) (rejected if missing or incorrect) (block 9);
- Accounting data/LOA (object classes are found in the reference (h), Chapter 8: <http://cgweb.fincen.uscg.mil/>) (block 10);
- TAS (block 3 or block 9);
- Special approvals (supporting docs);
- GFE/GFP (block 8);
- RDD (block 7); and
- Priority (RDD justification) (block 9b).

The Gatekeeper takes the following actions, as necessary:

- Acts as a conduit between unit supply stakeholders (including the Property Office) and the procurement shop;
- Ensures procurement packages are routed/assigned to the Buyer upon receipt and that requisition responsibilities are accomplished by establishing a schedule to monitor all on-going tasks;
- Manages procurement shop communications and reminders;
- Identifies any additional errors in requests routed to The Gatekeeper and works to mitigate with subordinate units;
- Reviews every procurement package and makes certain review has been provided by the proper unit approvers (i.e. separate individuals (Supervisor and FM)) and all requisitions have been routed to the Buyer for further processing and Buyer approval as accurate and complete unless a waiver is included;
- Ensures sufficient information is provided in the procurement package before routing to the Buyer;
- Evaluates the procurement package for completeness and identifies any other potential issues within the request;
- Assists the supported units by guiding, answering questions, and providing training on requirements for complete, accurate, and timely procurement packages. Coordinates with the Comptroller to provide unit training to Customers, Supervisors, and FMs to ensure quality submission of procurement packages; or
- Uses the USCG Common Core [PR](https://cg.portal.uscg.mil/communities/cgcc/SitePages/MASTER%20CONTENT%20-%20PROCUREMENT%20-%20PR%20TRACKERS.aspx) Tracker to log [PR](https://cg.portal.uscg.mil/communities/cgcc/SitePages/MASTER%20CONTENT%20-%20PROCUREMENT%20-%20PR%20TRACKERS.aspx):
<https://cg.portal.uscg.mil/communities/cgcc/SitePages/MASTER%20CONTENT%20-%20PROCUREMENT%20-%20PR%20TRACKERS.aspx>

Prior to the acquisition, the Gatekeeper makes a determination on whether the assets are reportable property (general purpose or pilferable assets) and then categorizes appropriately. Since most purchases under the MPT do not meet the Accountable Property Threshold as defined within reference (g) Personal Property Management Manual (PPMM), COMDTINST 4500.5 (series), the Property Office determines if the material meets the sensitive item (by asset type) definition. The FM initially screens [PR](#) packages for property and coordinates with the Property Office for final determination of whether an item meets the sensitive item definition and needs to be added to property. The Property Office coordinates with the P&C Department Buyer to properly document items required to be in the property system.

Upon initial review and tentative acceptance of the [PR](#) package, the Gatekeeper logs the [PR](#) requisition number in the unit [PR](#) Tracker, assigning the Buyer and forwards to the applicable Buyer for further processing.

Chapter 5: Review of the PR Package

Introduction

This chapter discusses the role of the Buyer in determining the completeness and accuracy of a [PR](#) package for acceptance to process the purchase.

In This Chapter

This chapter contains the following section:

Section	Title	Page
A	PR Package Acceptance Process	5-5

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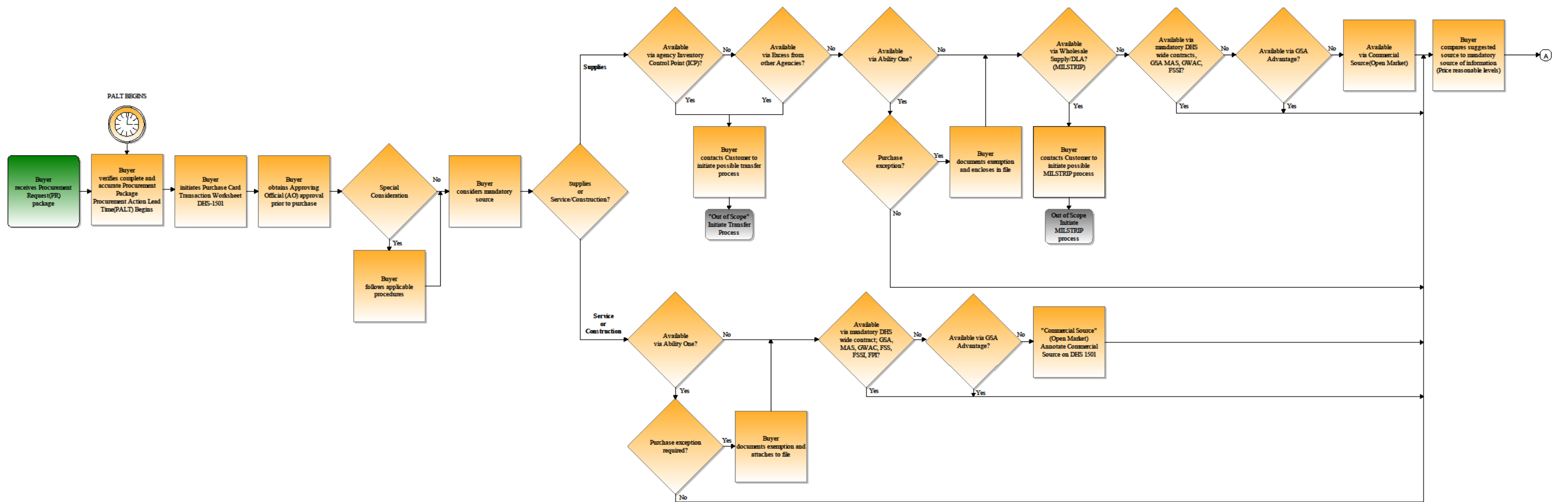


Figure 5-1 Micro-purchase P-Card Processing process map

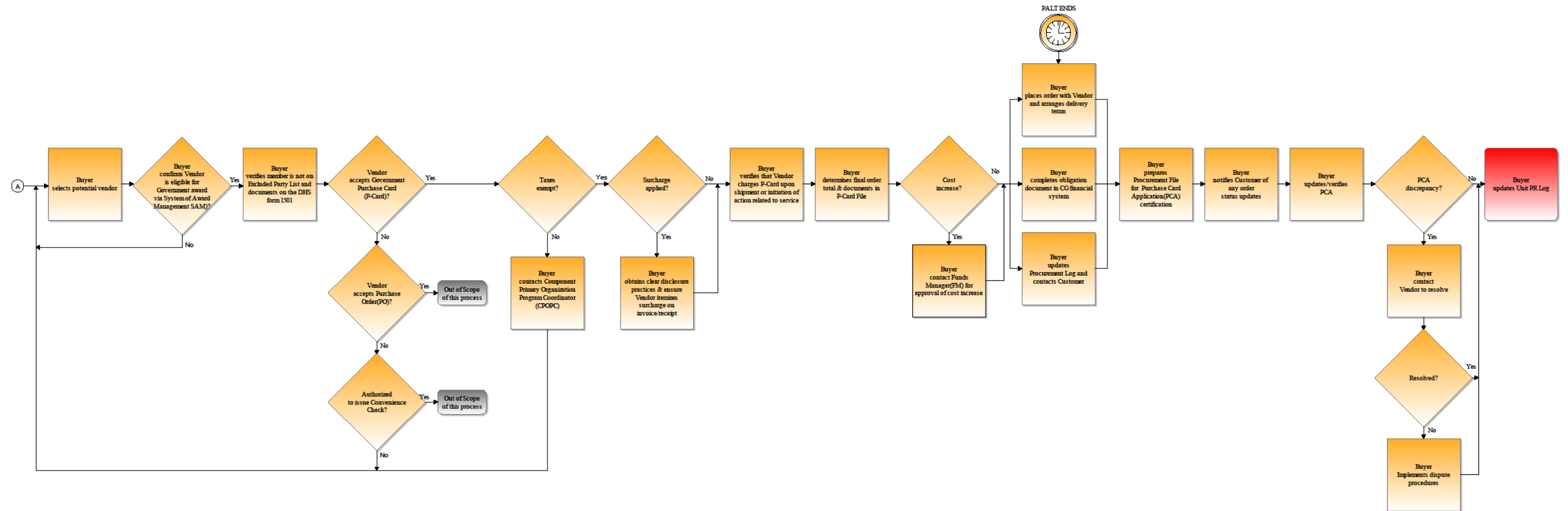


Figure 5-2 Micro-purchase P-Card Processing process map

Section A: PR Package Acceptance Process

A.1. Receive PR Package	The Buyer receives the PR package (the PR and all supporting documents) from the Gatekeeper.
A.2. ALMIS/NESSS Purchase	<p>If the PR is an Aviation Logistics Management Information System (ALMIS) or Naval and Electronic Supply Support System (NESSS) purchase, follow ALMIS/NESSS guidance as directed by ALC and SFLC. Follow reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. If the PR is not an ALMIS or NESS purchase, the Buyer verifies complete and accurate PR package and processes the acquisition within the appropriate USCG financial system.</p>
A.3. Verification	<p>Upon receipt of the PR package from the Gatekeeper, the Buyer determines if the PR package is accurate and complete by verifying all applicable information, supporting documents, and required approvals are included. The PR package is only then accepted and the purchase initiated. PALT begins with this acceptance and ends once the order is submitted (does not include time required for delivery).</p> <p>See Chapter 1:Section B for more detailed information on PALT and the Priority Table.</p>
A.3.a. Separation of Duties	<p>No one individual is allowed to control more than one key aspect of a transaction per reference (a):</p> <ul style="list-style-type: none">• A Buyer cannot certify funds for a purchase which they conduct;• A Field Organization Program Coordinator (FOPC) cannot be a Buyer under their own hierarchy;• An AO cannot be a Buyer under their own hierarchy; and• Neither the Buyer nor the AO can accept or receive goods. <p>In circumstances that do not allow for separation of duties, obtain a waiver from the Component Primary Organization Program Coordinator (CPOPC) and maintained in each file.</p>
A.3.b. Initial Review	<p>The Buyer starts initial review of the PR package, ensuring PR is completed correctly with applicable signatures. Accounting data, special approvals, and all supporting documents (as required) are included and endorsed. Supporting documentation that can be required to make a complete PR package includes:</p>

- LOA;
- Other accounting information to include TAS, quarter, and FY;
- Approvals (Supervisor, FM) (The Supervisor, Customer, and FM cannot be the same individual);
- Detailed description of item or service;
- [SOW](#), specifications and drawings, etc.;
- RDD (with justification);
- Priority (1, 2, or 3; 1 and 2 require justification)
- Suggested source;
- POC (unit and vendor);
- AAMS verification;
- GSAXcess® verification;
- MILSTRIP verification;
- Special approvals:
 - Approved [SEN](#);
 - Section 508 compliance documentation;
 - Approved IT CCB;
 - Green purchase consideration documentation;
 - Membership documentation (approved memo);
 - Organizational clothing documentation;
 - Office furniture/machine documentation (approved memo);
 - Approved conference documentation; and
 - Any other [special approvals](#) the local P&C Department guidelines require. See P&C Department Supervisor for guidance.
- Market research for supplies, IGE for supplies and an IGCE for service/construction. Prior to award, the [PR](#) reflects at least the amount of the IGE or IGCE. Funding in excess of the award amount is acceptable;
- Shipping and handling cost (as applicable); and
- One [PR](#) per vendor used.

The Buyer verifies that no items are prohibited or restricted (see reference (d) Department of Homeland Security (DHS) Purchase Card Manual for examples). The Gatekeeper performs a cursory review for restricted items, but the Buyer is ultimately responsible and performs a more in-depth review. Relay all questions regarding the requirement to the Customer for further clarification.

If there are issues, the Buyer contacts the Requiring Activity and attempts to resolve the issue within P&C Department guidelines for discrepancies to be resolved (e.g. missing supporting documentation) before they reject any [PR](#). The P&C Department can reject the [PR](#) per their P&C Department guidelines if discrepancies cannot be corrected. Contact the P&C Department Supervisor with any questions.

The Buyer deems the [PR](#) package ‘complete and accurate’ (PALT begins) only after the Buyer has a clear and concise understanding of the Customer’s requirements and all applicable supporting documents are within the [PR](#) package.

The Buyer documents all correspondence (emails, phone logs, etc.) in the [PR](#) package. The Buyer notes any vendor contact or changes within the [PR](#) package and relays the information to the Requiring Activity.

NOTE:

The Buyer verifies if the [PR](#) is an ALMIS or NESSS purchase by the item nomenclature, stock number, and Requiring Activity requirements. This normally applies to specific units (ALC/SFLC) and is not an issue for other field SK’s/P&C Departments. The order is out of scope for this guide if all items fall under NESSS or ALMIS. Only proceed with this guide if there are items remaining on the order that cannot be purchased via NESSS or ALMIS.

A.4. Purchase Card Transaction Worksheet DHS Form 1501, USCG Deviation

The Buyer uses the [DHS Form 1501](#) throughout the procurement process to assist in ensuring the proper steps are taken to complete a compliant transaction. The Buyer completes a [DHS Form 1501](#) for each transaction. Inaccurate or incomplete forms will be deemed noncompliant with DHS standards and during DHS component Post Payment Audit Reviews.

The Buyer obtains AO approval on the [DHS Form 1501](#) prior to initiating a purchase.

A.4.a. Buyer Activities

On the DHS Form 1501, the Buyer:

- Completes blocks 1-20 (“See [PR](#)” is acceptable in blocks 6-20, 25-29, and, if there is FM approval on the [PR](#), block 34);
- Checks the applicable boxes in Sections A, B, and D (as supporting documentation validates);

- Fills in the names of officials in blocks 32, 33, and (only if “see [PR](#)” is not used) 34;
- Signs and dates block 32; and
- Forwards the [DHS Form 1501](#) and the [PR](#) to the AO.

A.4.b. AO
Review

The AO:

- Reviews, signs, and dates in block 33; and
- Forwards the [DHS Form 1501](#) to the Buyer.

NOTE:

The Alternate AO can act as the AO if the AO is absent for an extended period. However, the AO follows the procedures outlined in Purchase Card Notice (PCN) 01-19-2016 to ensure the Buyer obtains proper supporting documents. For all questions regarding this policy, contact the FOPC.

A.4.c. Buyer
Activities
Continued

The Buyer updates blocks 14-20, 21a-c, sections B and C, and blocks 35, 36, and 37 as applicable throughout the procurement process to ensure compliance with P-Card standards.

NOTE:

Check EACH source box within blocks 21a & b up to the point where a source is used. DO NOT only check the box that applies to the source used. Check the applicable box in block 21c as it pertains to the purchase.

A.4.d. Special
Consideration
Items

Special consideration items are materials or circumstances that require additional control, handling, or are not procured through normal procedures within the P&C Department.

Examples of special considerations include:

- Printing and related supplies;
- Shipment of team gear;
- Meals ready-to-eat (MREs);
- Purchases during declared emergencies;
- Emergent missions;
- Purchases during deployments;
- Survival/life preserving situations; and
- Deployment kits for procurement personnel.

If the Buyer ascertains that special considerations apply, they follow the guidelines as identified within reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook and any local P&C Department procedures.

A.4.e. Mandatory Sources

If the requirement does not have special considerations, consider mandatory sources in the order of precedence as identified within reference (a).

The Buyer determines if the [PR](#) is for Supplies/Service/Construction (i.e. a physical item, material, or something to be done or performed or constructed) based on the Requiring Activity's requirements.

A.4.f. Definitions

The following are relevant terms defined by reference (b) Federal Acquisition Regulation (FAR):

Supply: All property except land or interest in land, includes (but is not limited to):

- Public works, buildings, and facilities;
- Ships, floating equipment, and vessels of every character, type, and description, together with parts and accessories;
- Aircraft and aircraft parts, accessories, and equipment;
- Machine tools; and
- The alteration or installation of any of the foregoing.

Service: Contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract can be either a non-personal or personal contract. It can also cover services personnel perform whether on an individual or organizational basis, dismantling, demolition, or removal of improvements where no follow construction is required. Service contracts include the following:

- Maintenance, overhaul, repair, servicing, rehabilitation, salvage, modernization, or modification of supplies, systems, or equipment;
- Printing and related supplies, i.e. editing, printing, duplicating, copying, and binding – Government Purchasing Office (GPO) is the mandatory source for printing requirements;
- Routine recurring maintenance of real property;
- Housekeeping and base services;
- Advisory and assistance services;

- Operation of Government-owned equipment, real property, and systems;
- Communications services;
- Architect-Engineering;
- Transportation and related services; and
- Research and development.

Construction: The construction, alteration or repair, painting and decorating of public buildings and public works included in this definition are improvements of all types.

NOTE:

Dismantlement, demolition, or removal of improvements where no follow-up construction is required is a service.

Chapter 6: Supplies

Introduction This Chapter discusses the Buyer's role in purchasing supplies.

In This Chapter This chapter contains the following section:

Section	Title	Page
A	Mandatory Sources	6-2

Section A: Mandatory Sources

A.1. Mandatory Sources

Mandatory sources are the sources agencies must consider when acquiring supplies and services per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook and reference (b) Federal Acquisition Regulation (FAR). Use these sources in descending order of precedence before proceeding with a purchase from an open market commercial source for supplies:

Supplies:

1. Requiring Agency Inventory;
2. Excess from other agencies;
3. Federal Prison Industries (FPI, commonly called UNICOR) (not applicable under the MPT);
4. Ability One;
5. Wholesale supply (MILSTRIP);
6. Mandatory DHS-wide contracts; and
7. Commercial sources.

Services:

1. Ability One;
2. Mandatory DHS-wide contracts;
3. Commercial sources; and
4. Other mandatory sources (see Chapter 7:A.6; example: printing (GPO), vehicles, and utilities).

NOTE:

GPO is the mandatory source for printing requirements and the USCG has a Simplified Purchase Agreement (SPA) with GPO for purchases under \$10,000. A Buyer must successfully complete the GPO SPA training before making a purchase under this program. Upon receipt of the [PR](#) package, the Buyer completes the SF-1, submits requirements, and places orders under the SPA Program. See reference (a) for information regarding the procedures to obtain GPO certification to use this program. Any deviation from this policy can result in the purchase being deemed a NONRATIFIABLE commitment.

**The GPO SPA can be found at:
<http://www.gpo.gov/Customers/spa.htm>**

NOTE:

Payment for services cannot be made until service is complete per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. The Buyer verifies evidence of receipt and acceptance (supplies and services) before making payment.

A.2. Agency Inventory/Excess

AAMS and USCG ICPs maintain Agency Inventory, such as the SFLC in Baltimore, MD, and ALC in Elizabeth City, NC. AAMS is the front-end screening application to GSAXcess® and lists DHS specific material. Screening AAMS suffices for a review of internal (USCG) sources as agency inventory in addition to reviewing USCG ICP's as listed above. See [Figure 2-5](#).

Reusing excess property saves considerable funds and resources. In most cases, only handling and transportation costs are incurred. In lieu of acquiring new supplies, all USCG personnel are required to review internal (USCG) sources via AAMS and USCG ICPs, and external sources via the GSAXcess® system, for excess property listings for supplies that can fulfill the unit's requirements while reducing the costs of acquisition per reference (a) and reference (b) Federal Acquisition Regulation (FAR). Buyers verify the Requiring Activity check these sources. See Chapter 2:B.2 for AAMS procedures to access this system and verify availability.

The Requiring Activity provides supporting documentation that the material was not available from AAMS or USCG ICP's. This documentation is usually a printout from AAMS stating the item(s) was not found, or correspondence from an ICP Inventory Manager indicating the item(s) were not available.

The Buyer verifies the Requiring Activity documents and enters the items/requirement into AAMS and documents this verification in block 21a on the [DHS Form 1501](#). See Chapter 2:B.2.

If the Buyer discovers the item(s) are available via Agency Inventory/Excess, they contact the Requiring Activity to initiate other forms of acquisition. If supplies are not available via excess from other agencies, supplies can be available via GSAXcess®.

Neither the Customer or the Buyer receives a personalized login access to AAMS/GSAXcess® (<http://gsaxcess.gov/>) (access is limited to designated members of the Property staff). The Customer and the Buyer instead use generic passwords to assist the APOs and P&C staff in screening assets already entered into the system.

The read only access permissions to personnel with a ‘.gov’ or ‘.mil’ address are:

DHS AAMS:

Login: 70AAMS

Password: DHSAAMS

GSAXcess®:

Login: GOVUSE

Password: GOVUSE

**A.3. Excess from
other Agencies**

The USCG uses the GSAXcess® system as a primary external source for excess property from other agencies. GSAXcess® is the electronic system of record for reporting, searching, and selecting excess personal property throughout all Executive Federal Agencies. GSA operates, manages, and oversees GSAXcess® Requiring Activities and Buyers use to verify and obtain material to meet the mandatory source guidelines. See Chapter 2:B.2.a for GSAXcess procedures to access this system and verify availability.

The Requiring Activity provides supporting documentation that the material is not available from other government agencies as excess. This documentation is usually a printout from GSAXcess® stating the item(s) was not available. See [Figure 2-7](#).

GSAXcess® link:

<https://gsaxcess.gov/>

The Buyer verifies Requiring Activity documents and enters the items/requirement into GSAXcess® and documents verification in block 21a on the [DHS Form 1501](#).

If the Buyer discovers the item(s) are available via GSAXcess® from other agencies, the Buyer contacts Requiring Activity for possible property transfer via their APO. If supplies are not available via excess from other agencies, supplies can be available via Ability One.

**A.4. Excess
Documentation
and
Confirmation**

If the Buyer identifies the item as available via Agency Inventory or Excess, they contact the Requiring Activity to ascertain if the item meets their requirements. If the Requiring Activity deems the item does not meet their requirements, they provide a statement (usually an email) confirming that fact to the Buyer.

The Buyer enters this documentation in the [PR](#) package and proceeds with other mandatory sources per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

NOTE:

There is no need to reprint supporting documents if the Buyer validates it.

If the Customer determines the requirements can be met by the Buyer's AAMS/GSAXcess® research, the Buyer obtains written confirmation to change the status of [PR](#) (hold, reject) from the Customer.

Initiating a property transfer process is out of scope for this process guide and is a property function the Requiring Activity completes.

NOTE:

While FPI (UNICOR) is listed in block 21 of the [DHS Form 1501](#) as a required source, for purchases under the MPT, FPI is NOT mandatory per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. The Buyer annotates "N/A" in this block.

A.5. Ability One

Following the descending order of precedence outlined above, per reference (a), the government is required to purchase all supplies or services, if available, from the Procurement List of Ability One. The two central nonprofit agencies under Ability One are National Industries for the Blind (NIB) designed to represent people who are blind and SourceAmerica designed to represent people with severe disabilities. The websites are:

Ability One ([Figure 6-1](#)):
<http://www.abilityone.gov/>

NIB ([Figure 7-1](#)):
<http://www.nib.org>

SourceAmerica ([Figure 7-2](#)):
<http://www.sourceamerica.org/>

GSA Advantage!® also includes Ability One supplies.

The Buyer verifies the Requiring Activity's requirement against Ability One's Procurement List of products using the link below and orders against the source provided if the item is available. The Buyer verifies and documents required sources in block 21a on the [DHS Form 1501](#). See [Figure 6-2](#) and [Figure 6-3](#).

[Home](#) | [Log In](#) | [Create An Account](#) | [Shopping Cart](#) | 0 Item(s) | \$0.00

[Advanced Search](#)

****ATTENTION GOVERNMENT PURCHASE CARD BUYERS!!!!** Please submit your TSA purchase at least 3 days before your Credit/P-card closes in September 2016.

[Shop By Brand Partner](#) | [FAQ's](#) | [Customer Service](#)

QUESTIONS? 1.877.438.5963

Product Categories

- [Chemical Supplies](#)
- [Cleaning & Janitorial Products](#)
- [Clocks](#)
- [Clothing](#)
- [Computer Accessories](#)
- [Furniture](#)
- [Hardware & Paints](#)
- [Kitchen & Breakroom Supplies](#)
- [Mailing & Shipping Supplies](#)
- [Mattress & Bedding](#)
- [Medical & Surgical Supplies](#)
- [Office Supplies](#)
- [Outdoor Supplies](#)
- [Paper Products](#)
- [Picture Frames](#)
- [Skin & Personal Care](#)
- [Writing Instruments](#)

The **AbilityOne Program** creates employment and training opportunities for people who are blind or who have other severe disabilities, empowering them to lead more productive and independent lives. Its primary means of doing so is by requiring Government agencies to purchase selected products and services from nonprofit organizations employing such individuals.

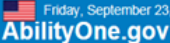
SHOP	ACCOUNT	ABOUT	HELP
Shop by Brand Partner	Log In	About AbilityOne.com	Contracts
Quick Order	Create An Account	About the AbilityOne Program	Order a Catalog
AbilityOne Home	Forgot Your Password?	AbilityOne Catalog Online	Shipping
Fastpack	Change Email Address	FAQ's	Track Shipping
Shopping Cart	Change Password	Partners	Accessibility
Check Out	Edit Contact Information	ISO 9001 Certified	
	Shipping Addresses		
	Order History		

[DISCLAIMERS](#) | [CONTACT US](#)

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Figure 6-1 Ability One home page

6-6



U.S. AbilityOne Commission

J. Anthony Poleo, Chairperson
Tina Ballard, Executive Director



Friday, September 23, 2016

Celebrating 75 Years | E-Vote | Media Room | Contact Us

Search

Home | Commission | AbilityOne Program | AbilityOne Network | **Procurement List** | Distributors | Laws, Regulations and Policy

Procurement List

Procurement List Products

Search Products

How to Buy Products

Procurement List Services

Search Services

How to Buy Services

Contract Management Services

Procurement List Additions

AbilityOne Catalog

Home > Procurement List > Search Products

Listen to Page

Search Products

Enter your search criteria, and then press the "Search" button


Search for:

Include description in the results? ☒

Displaying Page 1 of 5

CNA	NSN	Name	Description	Department	Agency
NIB	7530-00-290-0599	Paper, Bond & Writing - Paper, Xerographic, Dual Purpose, White, U.S. Federal Watermarked, 8.5" x 11"	Copy paper is 8.5" x 11", U.S. Federal watermarked, white, 16 lbs. weight, acid-free, and contains 50 percent recycled and 30 percent post-consumer waste material. For use with laser printers, high-speed copiers and other dry toner processes. UOI is BX BX = 10 reams of five hundred (500) sheets.	GENERAL SERVICES ADMINISTRATION	GSA/FSS OFC SUP CTR - PAPER PRODUCTS
NIB	7530-00-290-0600	Paper, Bond & Writing - Paper, Xerographic, Dual Purpose, White, U.S. Federal Watermarked, 8.5" x 14"	Copy paper is 8.5" x 14", U.S. Federal watermarked, white, 16 lbs. weight, acid-free, and contains 50 percent recycled and 30 percent post-consumer waste material. For use with laser printers, high-speed copiers and other dry toner processes. UOI is BX BX = 10 reams of five hundred (500) sheets.	GENERAL SERVICES ADMINISTRATION	GSA/FSS OFC SUP CTR - PAPER PRODUCTS
			Copy paper is 8.5" x 11", 92		

CELEBRATING 75 YEARS



The AbilityOne logo is a registered trademark of the U.S. AbilityOne Commission which administers the AbilityOne Program.

info@abilityone.gov

[Feedback or Suggestions](#)

(800) 999-5963

The screenshot shows the AbilityOne.gov website interface. At the top, there is a blue header with the date 'Friday, September 23, 2016' and the text 'Celebrating 75 Years | E-Vote | Media Room | Contact Us'. Below this is a navigation bar with links: 'Home', 'Commission', 'AbilityOne Program', 'AbilityOne Network', 'Procurement List', 'Distributors', 'Laws, Regulations and Policy'. The main content area is divided into a left sidebar and a main search area. The sidebar contains a 'Procurement List' section with links like 'Product List Products', 'Search Products', 'How to Buy Products', etc. The main search area has a 'Search Products' heading and a search form. The search form includes a text input field with 'Description generator', a 'Search' button, and a checkbox for 'Include description in the results?'. Below the search form, a yellow box labeled 'Search Results' contains the message 'No result found.' with a red arrow pointing to it. Another yellow box labeled 'Search Criteria' points to the search input field. At the bottom, there is a table with columns: CNA, NSN, Name, Description, Department, and Agency. The table is currently empty. To the right of the search area, there is a 'CELEBRATING 75 YEARS' logo and contact information for the AbilityOne Program.

Friday, September 23, 2016

AbilityOne.gov

U.S. AbilityOne Commission

J. Anthony Poleo, Chairperson
Tina Ballard, Executive Director

Celebrating 75 Years | E-Vote | Media Room | Contact Us

Search

Home | Commission | AbilityOne Program | AbilityOne Network | **Procurement List** | Distributors | Laws, Regulations and Policy

Procurement List

Product List Products
Search Products
How to Buy Products
Procurement List Services
Search Services
How to Buy Services
Contract Management Services
Procurement List Additions
AbilityOne Catalog

Home > **Procurement List** > Search Products

Search Products

Enter your search criteria, and then press the "Search" button.:

Search for:

Include description in the results? ☒

No result found.

Search Results

CNA	NSN	Name	Description	Department	Agency
-----	-----	------	-------------	------------	--------

Important: If you do not see an exact or identical match to the product you need, you should also check to see whether the AbilityOne Program offers an "essentially the same" item that meets your requirements. If so, the AbilityOne Program remains a mandatory source for your purchase.

For example, the AbilityOne Program offers mouse pads in blue, gray and red. If you are searching for a pink mouse pad, you will not see an identical match. However, for items with the same form, fit and function, where the color does not affect performance, you should not buy around the AbilityOne Program to obtain a commercial item. You should buy the AbilityOne product whenever it meets your need. In this example, you should purchase any color mouse pad furnished by the AbilityOne Program.

CELEBRATING 75 YEARS

AbilityOne PROGRAM

The AbilityOne logo is a registered trademark of the U.S. AbilityOne Commission which administers the AbilityOne Program.

info@abilityone.gov

[Feedback or Suggestions](#)

(800) 999-5963

A.6. Purchase Exception

While supplies can be available via Ability One, there can be a purchase exemption that precludes the Buyer from using this source (Ability One cannot provide the supplies or services within the time required, and other sources can provide them significantly sooner in the quantities required or quantity required cannot be produced or provided economically by the Ability One participating nonprofit agencies). The Buyer clearly articulates requirements and the reasons for requesting an exemption and submits this request to the Ability One producing agency (supplier) for approval. For further assistance, the Buyer contacts Ability One directly at 800-433-2304 or Customercare@abilityone.com. The Buyer prints the exemption upon approval and encloses it in the file, initiates purchase action within 15 days following the date of the exception by Ability One, and provides a copy of the solicitation to the central nonprofit agency when it is issued. The Buyer uses Ability One if the exemption is not approved.

NOTE:

All exemptions are on a one time basis for that particular request.

A.7. Wholesale Supply/Supply/Defense Logistics Agency (DLA)

Supplies available via Wholesale Supply/DLA (MILSTRIP) are out of scope for this process and the Customer initiates the MILSTRIP process. See reference (c) P&C: MILSTRIP Process Guide. If supplies are not available via Wholesale/DLA, supplies could be available via mandatory DHS-wide contracts, FSS/GSA Government-wide Acquisition Contract (GWAC), multi-agency contracts (MACs), and Federal Strategic Sourcing Initiative (FSSI).

The Requiring Activity provides supporting documentation that the material was not available from wholesale sources or justifies why they could not use this source (delivery time, minimum order requirements, etc.). This documentation is usually a printout from the applicable logistics information system (FEDLOG, Web Federal Logistics Information Service (WebFLIS), CGPART, DoD EMALL, etc.) indicating the item(s) was not available or an email statement indicating the reasons why this source could not be used.

The Buyer verifies Requiring Activity documents and confirms the item(s) are not available via an applicable logistics information system by entering the item/requirement into the system and documenting this verification in the [PR](#) package. The Buyer checks the applicable block 21a on the [DHS Form 1501](#).

NOTE:

If the Requiring Activity has an NSN listed on the [PR](#), it is probably available via these sources and the Customer provides documentation that these sources could not meet the requirements.

A.8. Initiating MILSTRIP Process

If supplies are found via a MILSTRIP source, the Buyer contacts the Requiring Activity and confirms this is how to proceed, unless the Requiring Activity provides ample justification (in writing) that this route cannot be taken. If a MILSTRIP acquisition is acceptable, the Buyer instructs the Requiring Activity to provide authorization to cancel the [PR](#) (usually an email) and submit a Surf Requisition Form. Upon receiving written authorization, the Buyer can cancel the [PR](#) and retains all documentation in the [PR](#) package.

A.9. Use of Other Sources

If the Buyer is unable to satisfy requirements for supplies from the above sources, they use the following sources before proceeding to commercial sources (listed in order of precedence): mandatory DHS-wide contracts and Agreements (otherwise known as DHS Strategic Source Contract Vehicles (SSV)), FSS (also known as GSA & multiple award schedules (MAS)), GWAC, MACs, and any other procurement instruments intended for use by multiple agencies; i.e.: blanket purchase agreements (BPAs) under FSSI agreements. The Buyer compares suggested sources to mandatory source information. The Buyer can only proceed to commercial (open) market sources if supplies are not available via these mandatory sources.

A.10. DHS Wide Contracts and Agreements

The Buyer verifies Requiring Activity requirements against DHS-wide contracts (strategic source contract vehicles) to see if the supply is available. If so, they initiate a procurement against the appropriate source. The below link provides information regarding these types of contracts: <https://www.dhs.gov/departments-wide-contract-vehicles> (Figure 6-4).

The following are exceptions to using strategic source contract vehicles per reference (p) Homeland Security Acquisitions Manual (HSAM) 3017.7:

- Emergency operations where the use of a strategic sourcing contract vehicle would have a significant impact on the mission;
- The use would compromise national security;
- The use would constitute an intra-agency acquisition;
- Purchases from a non-strategic source contract vehicle are more advantageous than a strategic sourcing vehicle (e.g. price, delivery, etc.); and
- Purchases where the use of a non-strategic sourcing vehicle is required by statute or where FAR Part 8 specifies the use of other sources.

If the Buyer believes an exception applies that could prevent them from using a strategic sourcing contract vehicle, they obtain prior approval one level above their contracting officer. All exceptions include written documentation in the [PR](#) package that demonstrates one of the above authorized exceptions apply. If none of the exceptions above apply and the

Buyer still believes they require an exception, they obtain a waiver from the DHS Chief Procurement Officer via their P&C Department chain of command prior to purchase. Send questions and waiver requests regarding strategic sourced contract vehicles to the Chief Procurement Officer through the P&C Department chain of command to sspo@hq.dhs.gov.

The Buyer verifies and documents required source in block 21a on the [DHS Form 1501](#).

In addition, the Buyer should become familiar with the DHS management directive (MD) 060-01-001 procedures. This directive can be found at the following link:

<http://dhsconnect.dhs.gov/policies/Pages/directives.aspx>

If the source is not available, the Buyer documents this on block 21a of [DHS Form 1501](#), files documents, and proceeds to FSS.

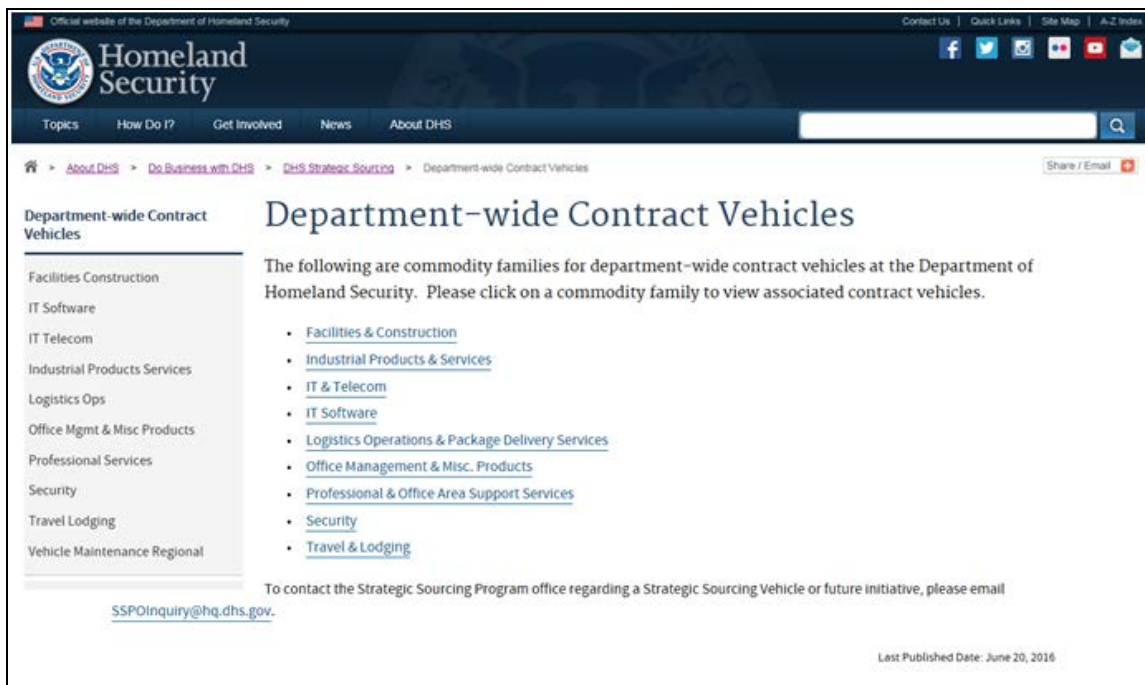


Figure 6-4 DHS-wide contract vehicles

A.11. Federal Supply Schedule (FSS)

FSS (also known as GSA schedules or MAS) are long-term government-wide contracts GSA establishes with commercial firms to provide access to millions of commercial products at volume discount pricing. They are task order or delivery order contracts for products and services an agency establishes for government-wide use. GSA schedule contractors are required to accept the p-card for payments equal to or less than the MPT. Buyers can access GSA schedules via the following link:

GSA Schedules (Figure 6-5):

<http://www.gsa.gov/portal/category/100611>

The Buyer applies the Customer's requirement to a special item number (SIN) to view categories of supplies available. SINs are a categorization method GSA uses that groups similar products, services, and solutions together to aid in the acquisition process.

The Buyer searches the Customer provided suggested source to ascertain whether the vendor has a GSA contract by the following link and clicking 'contractor directory' at the top left:

<http://www.gsa/library.gsa.gov/ElibMain/home.do>

The Buyer orders supplies directly from GSA Schedule contractors using the above information, and through the GSA Advantage!® online shopping and ordering system (Figure 6-6). The Buyer uses the 'advanced' search option within GSA to search for supplies available.

GSA Advantage!® link:

https://www.gsaadvantage.gov/advantage/main/start_page.do

When using GSA Schedules and GSA Advantage!®, the Ordering Activity has the opportunity to meet small business goals, while promoting compliance with various environmental and socioeconomic laws and regulations.

The Buyer checks the Requiring Activity's requirement against GSA Schedules or GSA Advantage!® of available vendors using the links above and orders against the source provided if the supply is available. If a GSA Schedule vendor is not available, the Buyer considers a GWAC. The Buyer verifies and documents required sources in block 21a on the [DHS Form 1501](#).

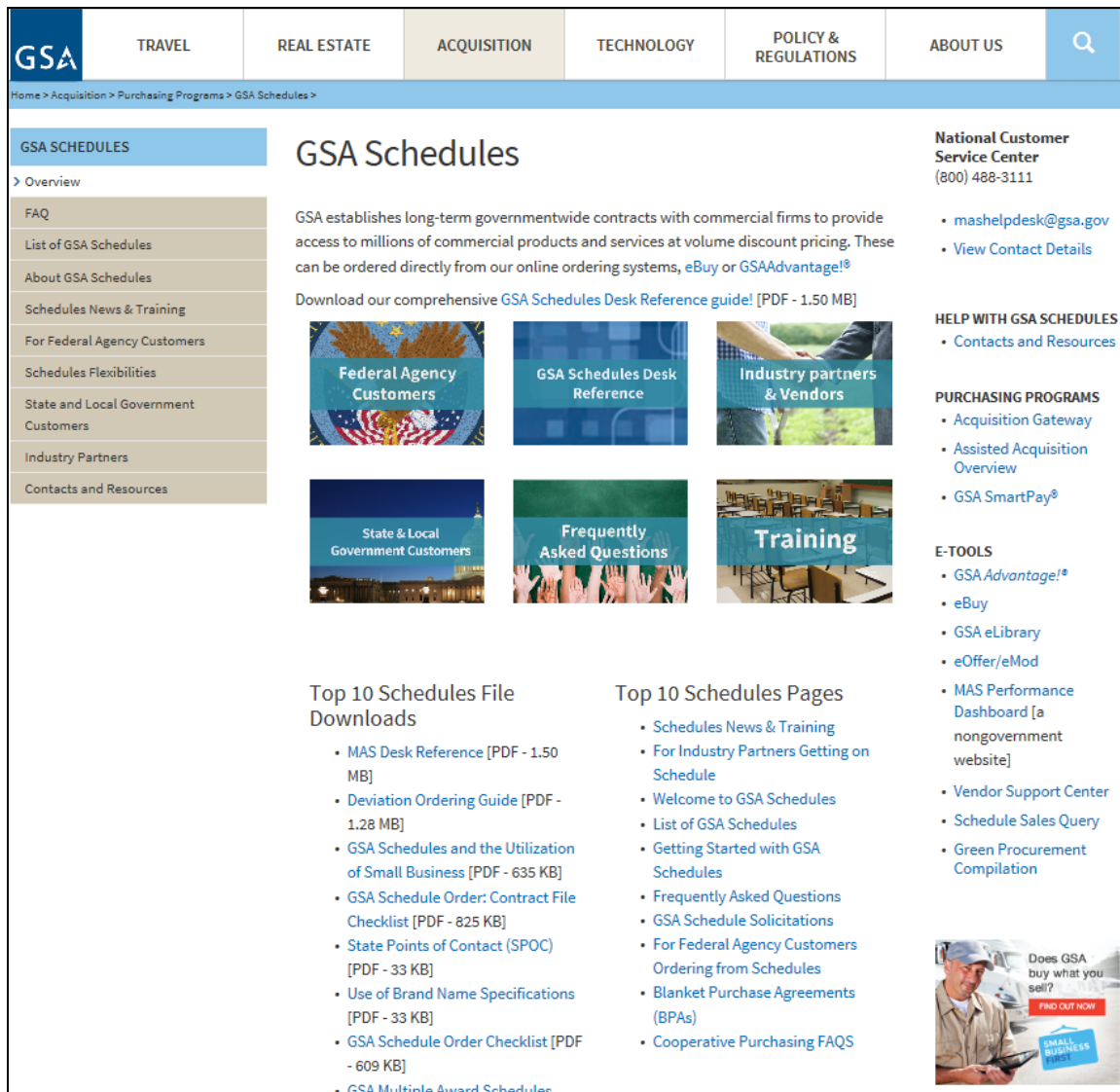


Figure 6-5 Federal Supply Schedule (FSS)

A.12. GSA Advantage!®

GSA Advantage!® is an electronic online shopping and ordering system. GSA Advantage!® provides online access to thousands of contractors and millions of supplies (products) and services ([Figure 6-6](#)).

See Chapter 6:A.11 for how to use GSA Advantage!®

GSA Advantage!® provides the Customer product and ordering information including:

- Maximum order provisions;
- Geographic coverage (delivery area);
- Contract prices or discounts;

- Quantity discounts;
- Prompt payment terms;
- Government P-Card terms;
- Environmental attributes and energy efficiency;
- Expedited delivery;
- Ordering address(es);
- Payment address(es);
- Warranty provisions;
- Export packing charges; and
- Applicable terms and conditions of rental, maintenance, installation, and repair.

In addition, GSA Advantage!® lists special programs (environmental, Ability One, FSSI, etc.) that can apply to particular products to assist Buyers with meeting mandatory sourcing requirements ([Figure 6-7](#)).

NOTE:

**GSA Advantage!® lists parts/items from multiple vendors.
YOU ARE ONLY AUTHORIZED ONE VENDOR PER [PR](#).**

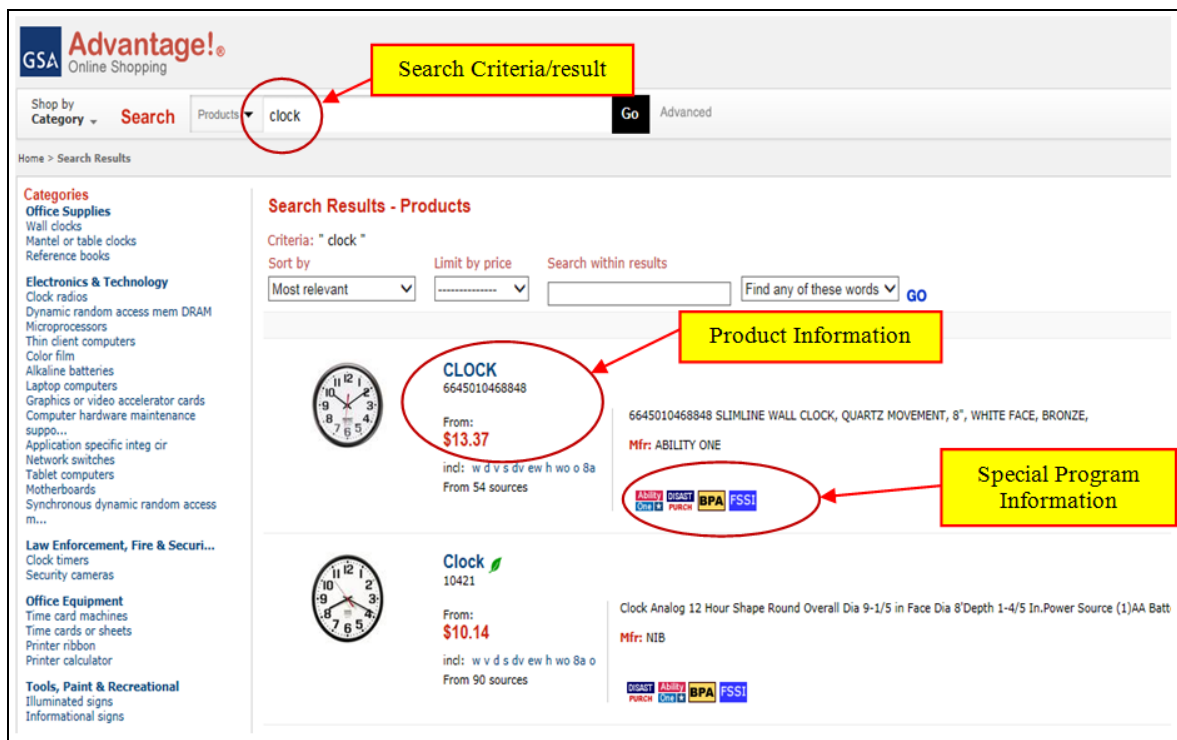


Figure 6-7 GSA Advantage!® search results

A.13. Government-wide Acquisition Contracts (GWAC) and Multi-Agency Contracts (MAC)

A GWAC is a contract between a commercial service or product vendor and the US government that consolidates the procurement of solutions across multiple Federal agencies. A GWAC is a multiple-award, indefinite delivery, indefinite quantity (MA/IDIQ) contract, meaning that Federal agencies can purchase products under a single GWAC during a specified period of time. Using a pre-competed GWACs helps your agency acquire solutions more efficiently and economically. However, the Buyer must follow certain procedures to use GWACs per (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. If an agency is contemplating use of a GWAC contract order, then a written determination of "best procurement approach" is required (Figure 6-8).

For more information regarding GWACs, use the following link:
<http://www.gsa.gov/portal/content/104874>

If supplies are available via a GWAC, the Buyer compares the suggested source to the mandatory source information. If supplies are not available via a GWAC, the Buyer verifies availability through the other sources (BPAs under FSS contracts (e.g., FSSI). The Buyer verifies and documents required sources in block 21a on the [DHS Form 1501](#).

MACs, not necessarily Multiple Award Contracts where the same acronym occurs, are task order or delivery order contracts established by an agency for use by government agencies to obtain a variety of supplies. If an

agency is contemplating use of a MAC contract order, then a written determination of "best procurement approach" is required as outlined in reference (b) Federal Acquisition Regulation (FAR) 17.502. The Buyer uses the Interagency Contract Directory (ICD) for assistance in searching MACs.

The ICD is a central repository of Indefinite Delivery Vehicles (IDV) Federal agencies award where the IDV is available for use at both the intra agency and interagency levels. IDVs include GWAC, MACs, Other Indefinite Delivery Contracts (IDC), FSS, basic ordering agreements (BOAs), and BPA ([Figure 6-9](#)).

Use this link to obtain information regarding possible other sources:

<https://www.contractdirectory.gov/contractdirectory/>

The screenshot shows the GSA website's page for Governmentwide Acquisition Contracts (GWACs). The top navigation bar includes links for TRAVEL, REAL ESTATE, ACQUISITION, TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. The main header reads "Governmentwide Acquisition Contracts (GWACs)". On the left, a sidebar lists various GWAC categories: Overview, How to Use GWACs, VETS, GWAC Dashboards, Expired GWACs, 8(a) STARS II, Alliant, Alliant Small Business, Alliant 2 & Alliant 2 Small Business, and VETS 2 (SOVOSB). The main content area features an "Overview" section with a description of GWACs as cost-effective IT solutions. Below this is a section for "8(a) STARS II", which describes the contract's access to small disadvantaged businesses and includes a list of links: Industry Partners, Ordering Guide and Contract Library, Pricing, and Business Categories by Functional Area. On the right side, there is a "Chat Now!" button with contact information, a "GET UPDATES" section with a checkbox for email updates, and a "GREAT GOVERNMENT THROUGH TECHNOLOGY BLOG BY MARY DAVIE" section with two featured blog posts: "Government-wide Desktops and Laptops, Smarter Buying (8/26/16)" and "GWAC Program Expanding Opportunities for Small Businesses (1/28/16)".

Figure 6-8 Government-wide acquisition contracts (GWAC) homepage

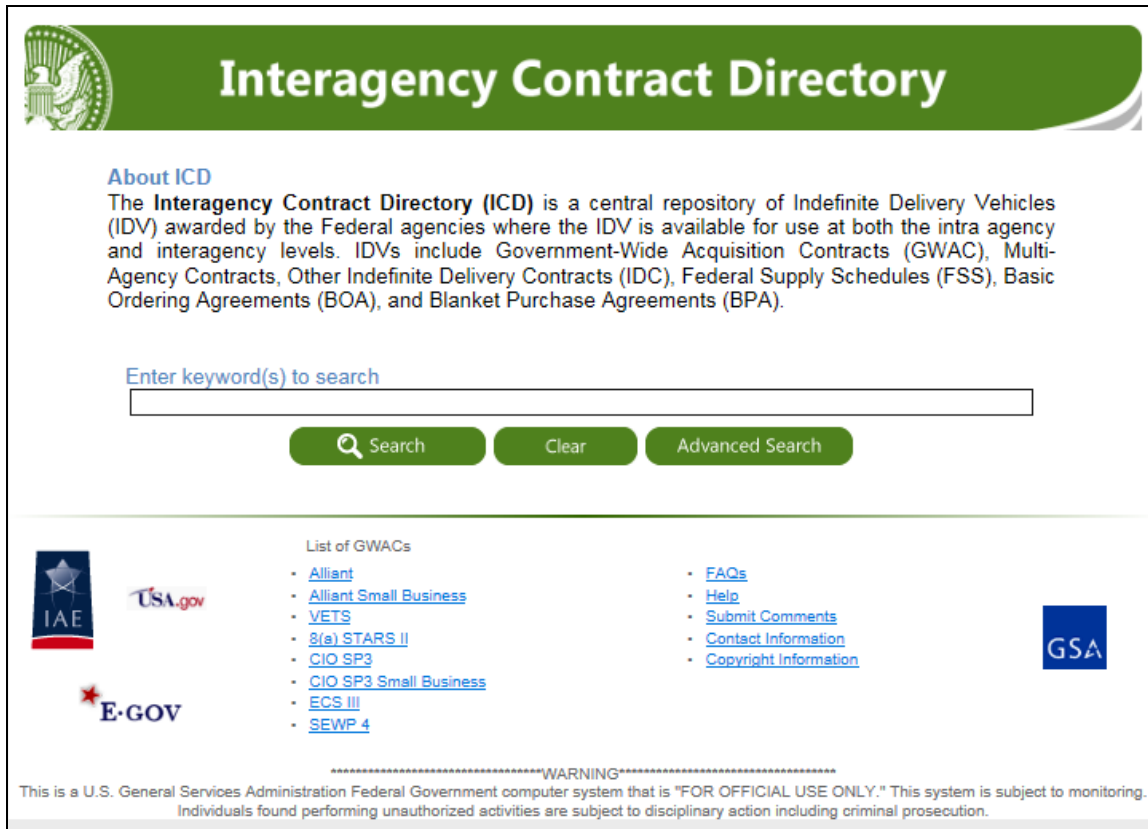


Figure 6-9 Interagency Contract Directory (ICD)

A.14. Federal Strategic Sourcing Initiative (FSSI)

FSSI solutions provide easy access to common procurement vehicles that offer greater discounts as volume increases, business intelligence, and best practice solutions. Federal government purchasing is decentralized and there are duplicative contracts over many organizational components. Procurement is limited by the number of contracts, the prices paid on the contracts, and the number of other existing government-wide or agency-wide solutions. This results in significant price variations across the government for the same products and services, sometimes with the same contractor. FSSI solutions provide easy access to its procurement vehicles which offer business intelligence, best practice solutions, and greater discounts with volume increases ([Figure 6-10](#)).

Current FSSI commodity solutions include:

- Express and ground domestic delivery services;
- Maintenance, repair & operations supplies;
- Janitorial & sanitation supplies;
- Office supplies;
- Print management;

- Wireless; and
- Information services (FSSI IS).

See the below links for ordering procedures for Customer requirements not available via other mandatory sources and meet FSSI sourcing requirements. If the Customer's requirements are not available via FSSI, the Buyer documents in block 21a on the [DHS Form 1501](#) and proceeds to a commercial source (open market).

FSSI links:

<https://strategicsourcing.gov/>

<http://www.gsa.gov/portal/content/112561>

GSA StrategicSourcing.Gov
A fact-based and analytical process for optimizing the government's supply base while reducing Total Cost of Ownership and Improving mission delivery

Username: * Password: *

EXPLORE The **New** Prices Paid Tool
For Domestic Delivery Services [Click Here](#)

Quick Links

- Strategic Sourcing and FSSI
- Current Solutions
- Future Solutions
- FAQ
- News and Events
- Points Of Contact
- Prices Paid Tool *new

News & Events

- GSA's FSSI Third-Generation Office Supplies (OS3) Solution Ready for Business
- GSA Awards Comprehensive Managed Print Services Blanket Purchase Agreements
- Strategic Sourcing Could Save Billions without Harming Small Businesses (GovWin)
- New Vendors Available to Provide Printer Fleet Assessments for the Federal Government
- OMB: Historic Savings in Contracting – and Plans for More

[more...](#)

Office Supplies (OS)

The Federal Strategic Sourcing Initiative for Office Supplies Third Generation (FSSI OS3) is GSA's latest FSSI solution for office supplies. GSA has awarded multiple Indefinite Delivery-Indefinite Quantity (IDIQ) contracts for office supply products and commodities through this purchasing channel acquisition. Twenty-three of the twenty-four awards have gone to small business entities. This solution provides a great opportunity to achieve significant savings and meet sustainable acquisition and other socioeconomic goals.

FSSI OS3 is anticipated to increase the volume of spend going to small businesses include Service-Disabled Veteran-Owned Small Businesses (SDVOSB), a HUBZone business, and two consortiums, one with 58 small business dealers and another with 188 small business participating dealers. Green products are coded and easy to locate, enabling full sustainability while meeting green purchasing goals. OS3 is expected to provide more than \$90 million in annual savings captured through lower prices. Learn more about OS3 and how the solution can benefit your agency at www.gsa.gov/os3.

Information Services (IS)

Newly Awarded Information Services Solution by Library of Congress (LOC)!!!

Expect to save 10% or more using FSSI Information Services

For more information visit www.loc.gov/flicc/strategicsourcing/index_strategic.html

Janitorial and Sanitation Supplies (JanSan)

Janitorial and Sanitation Supplies (JanSan) is a dynamic solution offering benefits to government agencies by way of better pricing, additional savings and discounts, and convenience. Through JanSan, there is now a streamlined process to buy supplies in the categories of cleaning compounds and related dispensers, non-motorized cleaning equipment and trash receptacles, paper products and related dispensers, and motorized floor cleaning equipment and accessories. Hundreds of thousands of products are available for purchase at an average savings of 15.9% off of standard government pricing.

The majority of purchase channel contractors have a strong focus on small business and meet socioeconomic factors like Women Owned Small Business and Disabled Veteran Owned Small Business. The solution also requires contractors to offer environmentally sustainable products to customers. Learn more about JanSan and how the solution can benefit your agency at www.gsa.gov/fssijansan.

Maintenance, Repair and Operations (MRO)

Maintenance, Repair, and Operations (MRO) is a dynamic solution offering benefits to government agencies by way of better pricing, additional savings and discounts, and convenience. Through MRO, there is now a streamlined process to buy supplies in the categories of hardware; tools and tool cabinets; and paints, sealants, and adhesives. Hundreds of thousands of products are available for purchase at an average savings of 12% off of standard government pricing.

The majority of purchase channel contractors have a strong focus on small business and meet socioeconomic factors like Women Owned Small Business, Disabled Veteran Owned Small Business, and Small Disadvantaged Business. The solution also requires contractors to offer environmentally sustainable products to customers. Learn more about MRO and how the solution can benefit your agency at www.gsa.gov/fssimro.

Figure 6-10 Federal Strategic Sourcing Initiative (FSSI)

**A.15.
Commercial
Source (Open
Market)**

Open market items are supplies not offered via all other mandatory sources as listed above and available on the 'open market' (i.e.; local vendors, online vendors, and companies not listed within the mandatory sources). The supplies are also known as incidental items, non-contract items, and non-schedule items. The Buyer can proceed with an “open market” purchase **only after** the requirements are determined not available from the mandatory sources or the mandatory sources cannot satisfy the government’s needs.

When purchasing supplies from commercial sources on the open market, the Buyer gains some knowledge regarding the vendor, the price, and quality of products which the Buyer wishes to obtain to ensure a fair and reasonable price.

The Buyer determines the price is “fair and reasonable” even when the [PR](#) estimate is less than the MPT. A “fair and reasonable” price is the price a reasonable business person pays for an item under competitive market conditions, given a strategic knowledge of the marketplace, and assuming their prices are determined fair and reasonable. Determine fair and reasonableness based on information obtained from previous purchases, assuming their prices are properly determined fair and reasonable, but orders rotate among qualified vendors. Oral quotes are acceptable. See Chapter 5:A.1 for further guidance.

The Buyer contacts vendors either by phone or by using online sourcing methods (email) to ascertain pricing and availability within the Customer’s requirements. If found and available meeting the requirements, the Buyer documents their findings (either listing the applicable information on the [DHS Form 1501](#), annotating in the [PR](#) package, or printing out on-line documentation) and encloses or includes in the [PR](#) package.

DHS has partnered with Amazon Business to take advantage of the wide selection and competitive prices of the Amazon marketplace. USCG Buyers register for a centralized DHS Amazon Business account. The Buyer contacts the CPOPC via their normal P&C Department chain of command for further guidance.

Use the following links to view a series of short tutorial videos that guide the Buyer through setting up their account, placing orders, and administrative functions:

<https://www.amazon.com/b2b/info/howto?layout=landing>

DHS and Component Internal Policies still apply when making a purchase through Amazon Business site using the DHS P-Card. Amazon can be used to make official normal purchases once all of the required sources have been verified. If the item(s) cannot be located with any of the required sources, a commercial vendor such as Amazon Business can be used. P-

Card records are still required to justify the use of a commercial vendor, especially if it is an item that the required source has available for purchase. See reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

If the Buyer annotates Commercial Source (Open Market) on [DHS Form 1501](#), the Buyer compares suggested source to mandatory source of information.

NOTE:

Only after determining the requirements are not to be available from the mandatory sources, or the mandatory sources cannot satisfy the government's needs, can the ordering office proceed with "open market" purchases. The Open Market is a last resort, which is used only if other sources as listed above are not available per reference (a).

NOTE:

AVOID UNAUTHORIZED COMMITMENTS (i.e. an agreement that is not binding because the Government representative making the agreement lacks the proper authority to enter into that agreement on behalf of the Government). In the case of MPT acquisitions, only an authorized KO or CH has delegated authority to obligate the government per reference (a).

NOTE:

As a best practice, end each vendor meeting/contact with the statement: "Nothing discussed in this meeting/contact authorizes you to work, start work, or bill for work. Any understanding on your part to the contrary is a mistake." Follow-up in an email with this information.

Chapter 7: Services/Construction

Introduction

This chapter discusses the Buyer's role in purchasing services/construction.

In This Chapter

This chapter contains the following section:

Section	Title	Page
A	Mandatory Source	7-2

Section A: Mandatory Source

A.1. Ability One The government is required to purchase all services, if available, from the procurement list of Ability One. (See Chapter 5:A.4.f of this guide for definition of services.) The two central nonprofit agencies under Ability One are NIB and Source America. The websites are:

Ability One ([Figure 6-1](#)):
<http://www.abilityone.gov/>

NIB ([Figure 7-1](#)):
<http://www.nib.org>

SourceAmerica ([Figure 7-2](#)):
<http://www.sourceamerica.org/>

NOTE:

GSA Advantage!® also lists Ability One services. Many items on the Procurement List are identified in the GSA Supply Catalog and GSA’s Customer Service Center Catalogs with a black square and the words “NIB/NISH Mandatory Source.”

The Buyer checks the Requiring Activity’s requirement against Ability One’s procurement listing of available services using the links above and orders against the source provided if the service is available. If Ability One is not available, the Buyer proceeds to Mandatory DHS wide Contracts. The Buyer verifies and documents required sources in block 21b on the [DHS Form 1501](#).

When the order is for services (including construction) under the MPT, in most cases, it is most effective to appoint a POC as identified by the requisitioning office to assist the contractor to obtain access to the work-site, observe work in progress, and report contractor actions to the P&C Department. The POC makes periodic inspections to verify the contractor is complying with the requirements of the order. The Buyer contacts the Requiring Activity/POC to provide any follow up status information and ensures the POC is aware to inform the Buyer of project status throughout the performance of the work being accomplished.

NOTE:

GPO is the mandatory source for requirements that involve printing (services or supplies). Printing and related supplies including printing, binding, and blank book work for the use of an executive department, independent agency, or establishment of the Government. Procedures for this type of service are addressed in section Chapter 5:A.4.d.

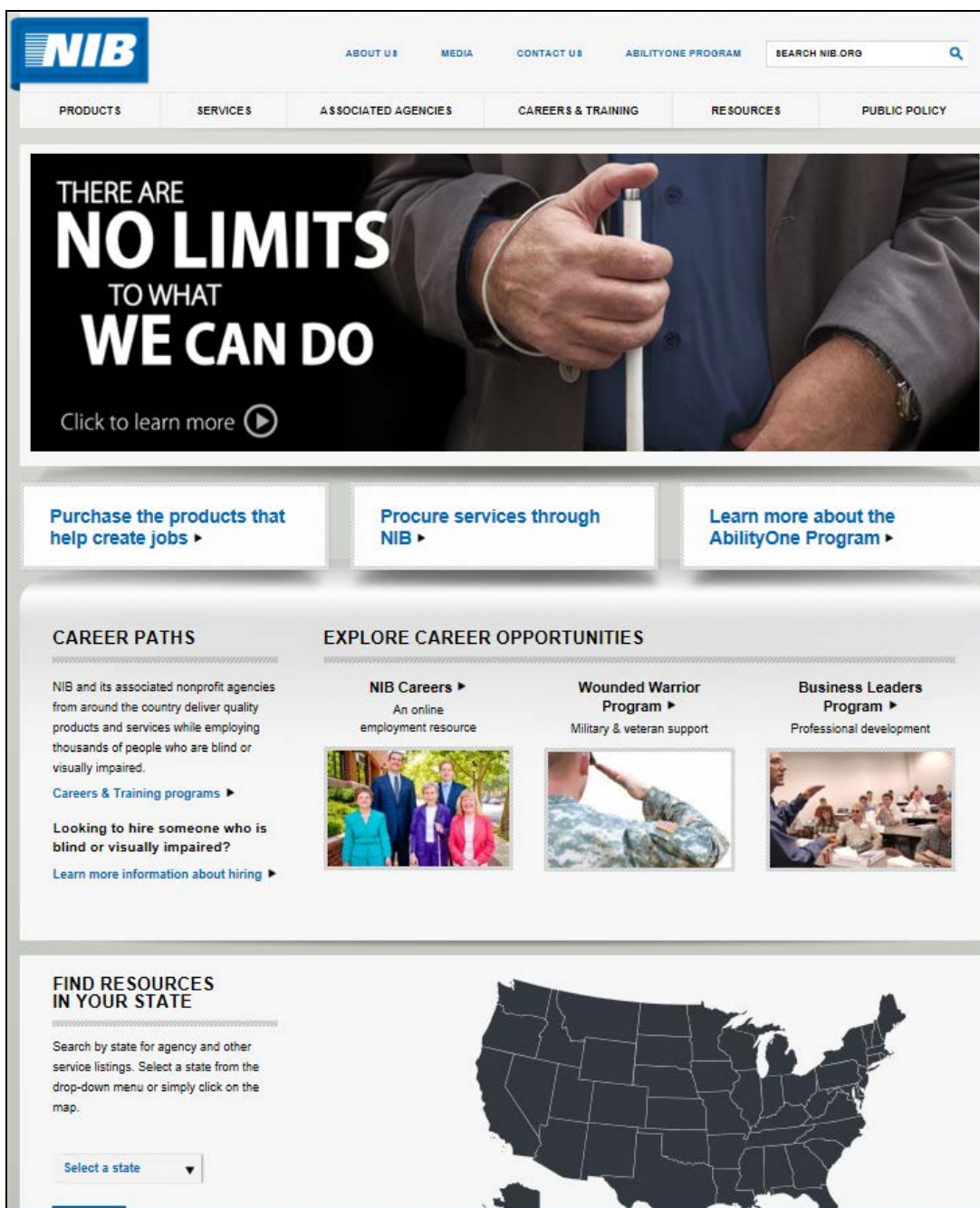


Figure 7-1 National Industries for the Blind (NIB) website

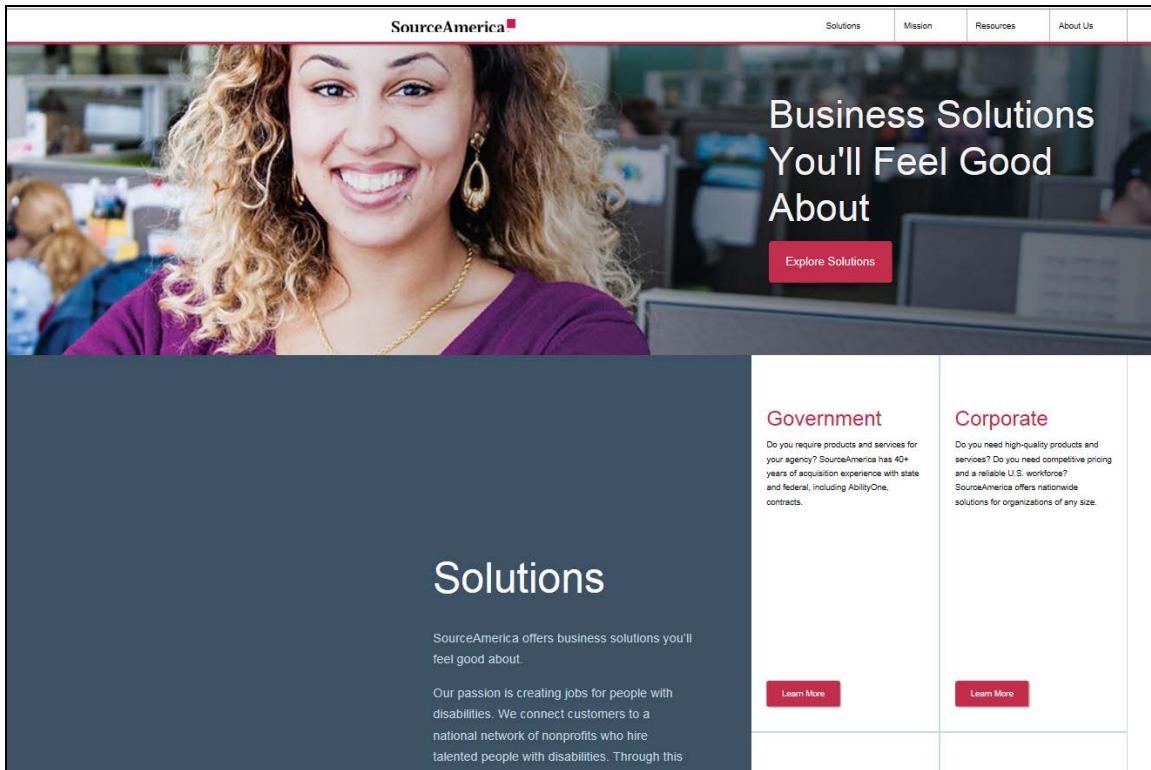


Figure 7-2 Source America website

NOTE:

Oral quotations for SAP construction procurements are only acceptable up to the MPT. Document quotes on the SAP Construction File Table of Contents Checklist/SAP summary per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

A.2. Purchase Exception

While services can be available via Ability One, there can be a purchase exemption that precludes the Buyer from using this source (e.g.: Ability One cannot provide the supplies or services within the time required, and other sources can provide them significantly sooner in the quantities required or quantity required cannot be produced or provided economically by the Ability One participating nonprofit agencies). The Buyer clearly articulates requirements and the reasons for requesting an exemption and submits this request to the Ability One producing agency (supplier) for approval. For further assistance, the Buyer can contact Ability One directly at 800-433-2304. Upon waiver approval, the Buyer documents exemption and encloses it in file, initiates purchase action within 15 days following the date of the exception by Ability One and provides a copy of the solicitation to the central nonprofit agency when it is issued. Use Ability One if the exemption is not approved.

NOTE:

All exemptions are on a one time basis for that particular request.

**A.3. Mandatory
DHS-wide
Contract**

If the Buyer is unable to satisfy requirements for services from the above sources, they use the following sources before proceeding to commercial sources:

- Mandatory DHS wide contracts and agreements (otherwise known as DHS SSV);
- FSS;
- GWAC;
- MACs; and
- Any other procurement instruments intended for use by multiple agencies (e.g. BPA under FSSI agreements and FPI).

The Buyer compares suggested sources to mandatory source information. Only if services are not available via these mandatory sources can they proceed to commercial (open) market sources.

The Buyer verifies Requiring Activity requirements against DHS-wide contracts (strategic source contract vehicles) to see if the service is available ([Figure 6-4](#)). If so, they initiate a procurement against the appropriate source. The below link provides information regarding these types of contracts:

<http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/oss/Pages/StrategicSourcing.aspx>

There are exceptions to use strategic source contract vehicles per reference (p) Homeland Security Acquisitions Manual (HSAM) 3017.7:

- Emergency operations where the use of a strategic sourcing contract vehicle would have a significant impact on the mission;
- The use would compromise national security;
- The use would constitute an intra-agency acquisition;
- Purchases where the savings from a non strategic source contract vehicle would exceed the savings from the strategic sourcing vehicle; and
- Purchases where the use of a non-strategic sourcing vehicle is required by statute or where reference (b) Federal Acquisition Regulation (FAR) specifies the use of other sources.

If the Buyer believes an exception applies that could prevent them from using a strategic sourcing contract vehicle, they obtain prior approval one level above their contracting officer. All exceptions must include written documentation in the [PR](#) package that demonstrates that one of the above authorized exceptions apply per reference (p) Homeland Security Acquisitions Manual (HSAM) 3017.7. If none of the exceptions above apply and the Buyer still believes they require an exception they must obtain a waiver from the DHS Chief Procurement Officer via their P&C Department chain of command prior to purchase per reference (p). Questions and waiver requests regarding strategic sourced contract vehicles can be sent to the Chief Procurement Officer through their P&C Department chain of command to sspo@hq.dhs.gov.

The Buyer verifies and documents required source in block 21b on the [DHS Form 1501](#).

In addition, the Buyer becomes familiar with the DHS MD 060-01-001 procedures. This directive can be found at the following link and identifies the use of Strategic Sourcing Contract Vehicles:
<http://dhsconnect.dhs.gov/policies/Pages/directives.aspx>

If source is not available, the Buyer documents this on block 21b of [DHS Form 1501](#), files documents, and proceeds to FSS.

A.4. Use of Other Sources

FSS (also known as GSA schedules or MAS) are long-term government-wide contracts GSA establishes with commercial firms to provide access to millions of commercial products and services at volume discount pricing. They are task order or delivery order contracts for products and services established by one agency for government-wide use. GSA Schedule contractors are required to accept the P-Card for payments equal to or less than the MPT. The Buyer can access GSA Schedules via the following link:

GSA Schedules ([Figure 7-3](#)):
<http://www.gsa.gov/portal/category/100611>

Buyers apply the Customer's requirement to a SIN to view categories of services available. SINs are a categorization method GSA uses that groups similar products, services, and solutions together to aid in the acquisition process.

Buyers can also search the Customer provided suggested source to ascertain whether the vendor has a GSA contract by the following link and clicking 'contractor directory' at the top left ([Figure 7-4](#)):
<http://www.gsaelibrary.gsa.gov/ElibMain/home.do>

Order services directly from GSA Schedule contractors using the above information, and through the GSA Advantage!® online shopping and ordering system. Buyers use the 'advanced' search option within GSA to search for services that are available ([Figure 7-5](#) and [Figure 7-6](#)). GSA Advantage!® link:

https://www.gsaadvantage.gov/advantage/main/start_page.do

GSA Advantage!® is an electronic online shopping and ordering system. GSA Advantage!® provides online access to thousands of contractors and millions of services.

GSA Advantage!® provides Customers product and ordering information including:

- Maximum order provisions;
- Geographic coverage (delivery area);
- Contract prices or discounts;
- Quantity discounts;
- Prompt payment terms;
- Government P-Card terms;
- Environmental attributes and energy efficiency;
- Expedited delivery;
- Ordering address(es);
- Payment address(es);
- Warranty provisions;
- Export packing charges; and
- Applicable terms and conditions of rental, maintenance, installation, and repair.

In addition, GSA Advantage!® lists special programs (environmental, Ability One, FSSI, etc.) that can apply to particular products to assist Buyers with meeting mandatory sourcing requirements.

When using GSA Schedules and GSA Advantage!®, ordering activities have the opportunity to meet small business goals, while promoting compliance with various environmental and socioeconomic laws and regulations.

The Buyer checks the Requiring Activity's requirement against GSA Schedules and/or GSA Advantage!® list of available vendors using the link below and orders against the source provided if the service is

available. If GSA Schedule vendor is not available, the Buyer considers a GWAC. The Buyer verifies and documents required sources in block 21b on the [DHS Form 1501](#).

Schedule List	
Source	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing requirements, GSA is developing a number of MAS Blanket Purchase Agreements for selected commodities and services. government's buying power and achieve significant cost savings through the aggregating of federal demand. Click here for info on BPA ordering procedures.
00CORP	The Professional Services Schedule (PSS) - The Professional Services Schedule (PSS) enables Federal agencies to procure a wide variety of professional services using a single Schedule contract.
03FAC	FACILITIES MAINTENANCE AND MANAGEMENT - GSA offers a vast array of innovative, customer-focused facilities products and services. Facilities Maintenance and Management, Schedule number 03FAC, is a Multiple Award services necessary to maintain and manage a facility.
23 V	AUTOMOTIVE SUPERSTORE - GSA purchases many types of new vehicles and vehicle related products for government agencies and DoD. Use AutoChoice to purchase: Alternative fuel vehicles; Ambulances; Buses; Light truck carriers. When using this schedule, you can access vendors directly to place an order for vehicles or accessories or you can contact GSA to place the order on your behalf. More information on these options is available through our CA Schedule: Aerial Devices and Digger/Derricks; Construction Equipment, Road and Snow Maintenance; Fire Trucks; Low Speed Vehicles (Gas or Electric); Mobile Command Centers; Remanufactured Engines; Snow Maintenance and Vehicle Accessories and Equipment.
36	THE OFFICE, IMAGING AND DOCUMENT SOLUTIONS
48	TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS
51 V	HARDWARE SUPERSTORE - Includes Household and Office Appliances; Commercial Coatings, Adhesives, Sealants and Lubricants; Hardware Store Catalog and Store Front; Lawn and Garden Equipment, Machinery and Imple Tool Boxes; Woodworking and Metal Working Machinery; All Parts and Accessories Related to Products Offered Under This Schedule.
56	BUILDINGS AND BUILDING MATERIALS/INDUSTRIAL SERVICES AND SUPPLIES - This Schedule provides a full range of commercial products and services covering such areas as buildings and building materials/industrial sen energy solutions, and related services.
58 I	PROFESSIONAL AUDIO/VIDEO TELEMETRY/TRACKING, RECORDING/REPRODUCING AND SIGNAL DATA SOLUTIONS
599	TRAVEL SERVICES SOLUTIONS - Click here to view GSA BPAs for Emergency Lodging Services
621 I	PROFESSIONAL AND ALLIED HEALTHCARE STAFFING SERVICES
621 II	MEDICAL LABORATORY TESTING AND ANALYSIS SERVICES
65 I B	PHARMACEUTICALS AND DRUGS - Includes Antiseptic Liquid Skin Cleansing Detergents and Soaps, Dispensers and Accessories.
65 II A	MEDICAL EQUIPMENT AND SUPPLIES
65 II C	DENTAL EQUIPMENT AND SUPPLIES
65 II F	PATIENT MOBILITY DEVICES - Includes Wheelchairs, scooters, walkers.
65 V A	X-RAY EQUIPMENT AND SUPPLIES - Includes medical and dental x-ray film.
65 VII	INDUSTRIAL DIAGNOSTICS, READING, TEST KITS AND TEST SETS
66	SCIENTIFIC EQUIPMENT AND SERVICES - Test and Measurement Equipment, Unmanned Scientific Vehicles; Laboratory Instruments, Furnishings and LIMS; Geophysical and Environmental Analysis Equipment; and Mechanic
66 III	CLINICAL ANALYZERS - LABORATORY, COST-PER-TEST
67	PHOTOGRAPHIC EQUIPMENT - CAMERAS, PHOTOGRAPHIC PRINTERS AND RELATED SUPPLIES & SERVICES (DIGITAL AND FILM-BASED)
70	GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES - Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local gover the Corporate contracts for associated special item numbers. Contracts with the COOP PURC icon indicate that authorized state and local government entities may procure from that contract.
71	FURNITURE
71 II K	COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS)
72	FURNISHING AND FLOOR COVERINGS
73	FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES - offers a variety of cleaning equipment and accessories, and cleaning products for daily cleaning - products that keep facilit enjoy the full range of Hospitality Solutions under this Schedule. In addition, all food service needs from eating utensils to an entire custom designed food court kiosk concept that supports new branding initiatives are availa
736	TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS) - Temporary Administrative and Professional Staffing Services
738 X	HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES

Figure 7-3 GSA schedule list

GSA Federal Acquisition Service

Welcome! GSA eLibrary is your one source for the latest GSA contract award information. GSA offers unparalleled acquisition solutions to meet today's acquisition challenges. GSA's key goal is to deliver excellent acquist federal agencies and taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's specific needs including Multiple Award Schedules, Governmentwide Acquisition Contracts, Technology Contracts, and Assisted Acquisition Services. For more information:

Search

enter Keywords, Contract Number, Contractor / Mfr Name, Schedule / SIN / GWAC Number, NAICS

[Contractor Directory \(e-s\)](#)

[Cross-Schedule Search](#)

Category Guide

- Spring/Summer Supplies & Services
- Disaster Relief
- Hospitality, Cleaning, & Chemicals
- Laboratory, Scientific, & Medical
- Office Solutions
- Security Solutions
- Tools, Hardware, & Machinery
- Vehicles & Watercraft

Building & Industrial

- Furniture & Furnishings
- IT Solutions & Electronics
- Law Enforcement, Fire, & Security
- Recreation & Apparel
- Services
- Travel & Transportation Solutions
- Wildland Fire & Equipment

News...

Announcing the new Building Maintenance and Operations (BMO) Zone 1 strategic sourcing solution. The BMO solution will give government agencies a streamlined process for acquiring facility maintenance and operations maintenance, janitorial, landscaping, fire alarm and suppression system maintenance, roofing, pest control, commissioning and more. Additional information can be found on the [BMO webpage](#), or from the [BMO Interact Page](#)

Get Quotes

GSA eBuy is an easy-to-use electronic Request for Quotation (RFQ) system designed to facilitate the request for submission of quotations. With eBuy, getting quotes is just a click away!

[go to eBuy >>](#)

Additional Information

- Customers
- Training Opportunities
- PRO-Net
- EPUS
- GSA Strategic Sourcing BPAs
- Acquisition Gateway

Figure 7-4 GSA contractor search

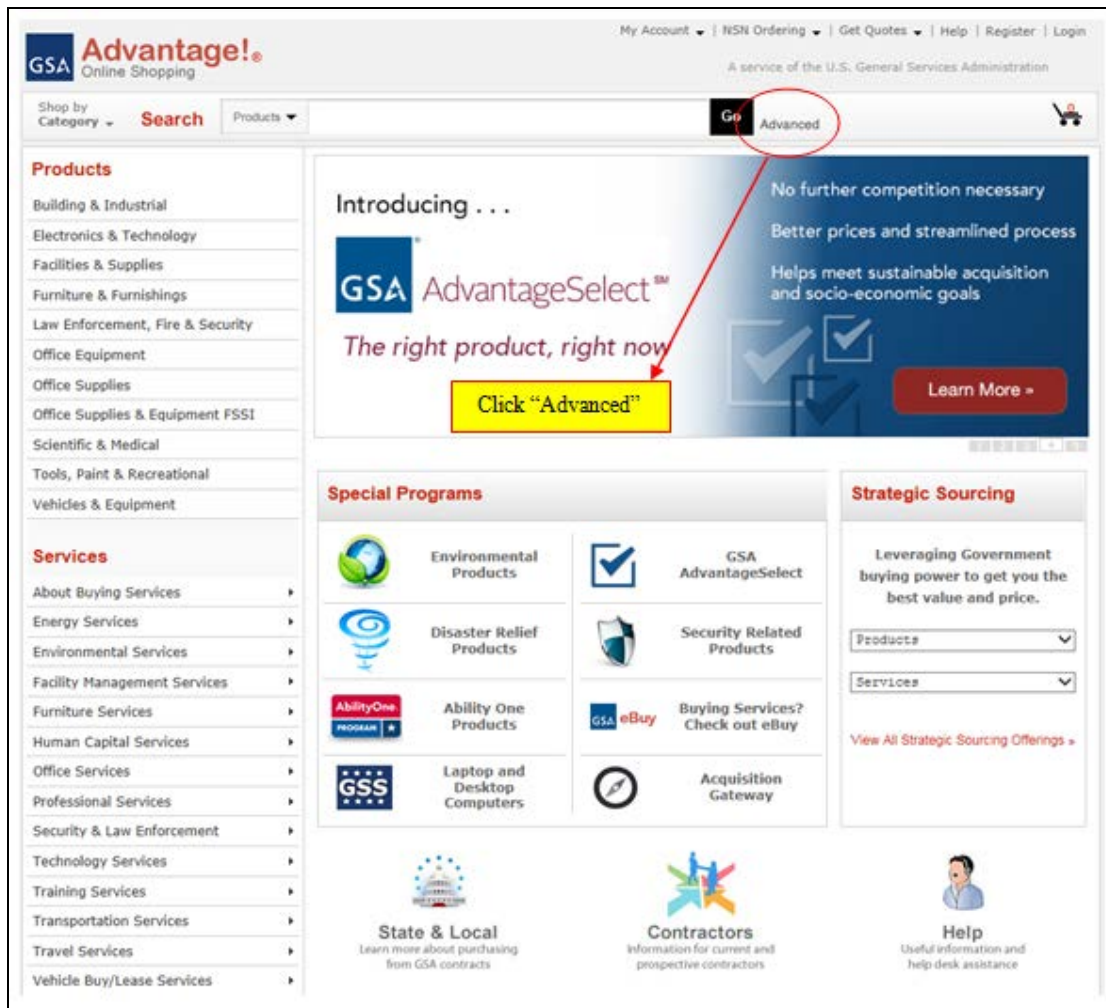


Figure 7-5 GSA Advantage!® advanced search

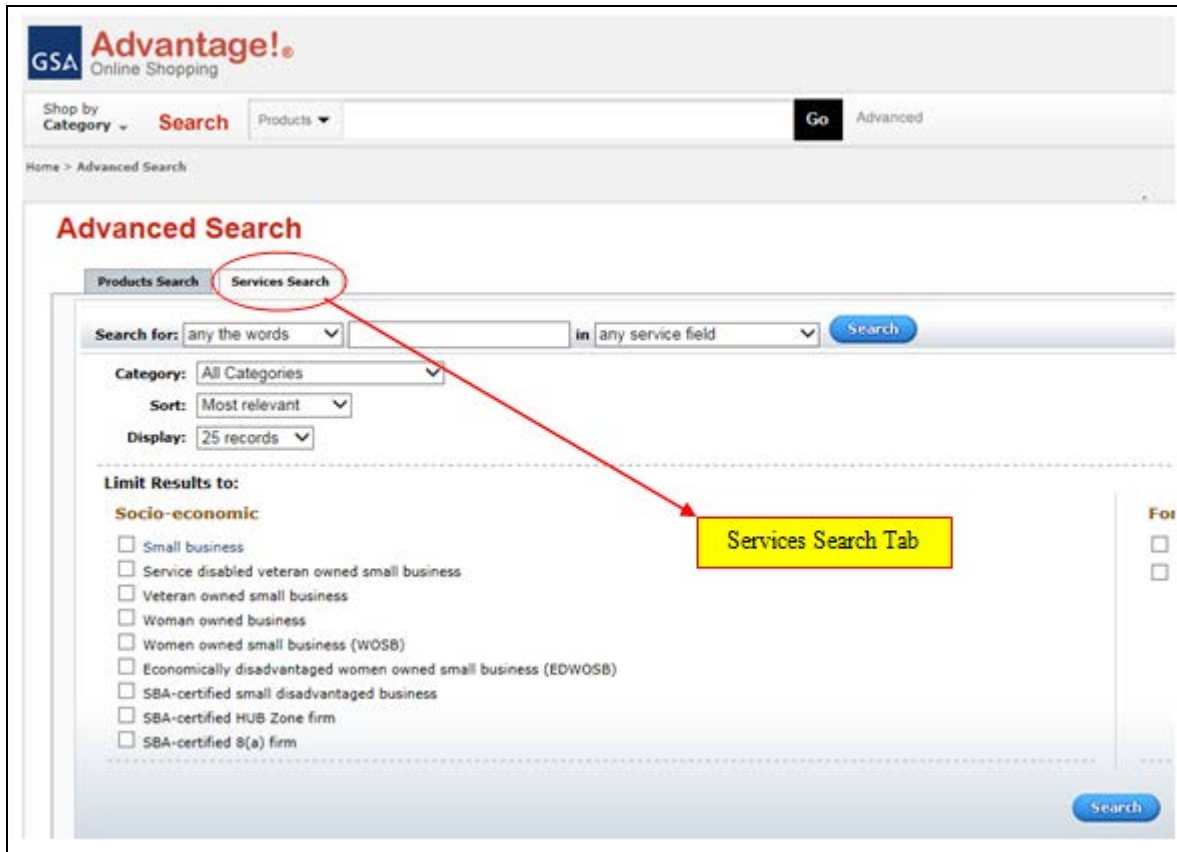


Figure 7-6 GSA Advantage!® advanced services search

A.5. Government Wide Acquisition Contract (GWAC)

A GWAC is a contract between a commercial service or product vendor and the US government that consolidates the procurement of solutions across multiple Federal agencies. A GWAC is a multiple-award, MA/IDIQ contract, meaning that Federal agencies can purchase an unlimited number of products or service hours under a single GWAC during a specified period of time. Using pre-competed GWACs helps your agency acquire solutions more efficiently and economically. However, the Buyer must follow certain procedures to use GWACs per reference (b) Federal Acquisition Regulation (FAR). If an agency is contemplating use of a GWAC contract order, then a written determination of "best procurement approach" is required (as outlined in reference (b) 17.502).

For more information regarding GWACs use the following link ([Figure 6-8](#)):

<http://www.gsa.gov/portal/content/104874>

If services are available via a GWAC, the Buyer compares the suggested source to the mandatory source information. If services are not available via a GWAC, the Buyer verifies availability through the other sources (MACs, BPAs under FSS contracts (e.g. FSSI agreements and FPI (UNICOR)).

MACs are task order or delivery order contracts established by one agency for use by government agencies to obtain a variety of supplies and services. If an agency is contemplating the use of a MAC, GSA directs the user to complete a written determination by drafting a "best procurement approach" see the below links for guidance. The Buyer uses the ICD for assistance in searching MACs.

For more information regarding the use of other sources listed above use the following links:

<http://www.gsa.gov/portal/category/100611>

<http://www.gsa.gov/portal/content/104874>

If a GWAC or MAC is not available, the Buyer documents this on block 21b of [DHS Form 1501](#), files documents, and proceeds to FSSI.

NOTE:

Agencies satisfy requirements for the following supplies or services from or through specified sources, as applicable, (see reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook for additional guidance):

- **Public Utility Services**
- **Printing and related supplies**
- **Leased Motor Vehicles**
- **Strategic and Critical Materials (e.g., metals and ores) from inventories exceeding Defense National Stockpile requirements:**
<http://www.dla.mil/HQ/Acquisition/StrategicMaterials.aspx>
- **Helium—(Acquisition of Helium)**

A.6. FSSI

FSSI solutions provide easy access to common procurement vehicles that offer greater discounts as volume increases, business intelligence, and best practice solutions. Federal government purchasing is decentralized and there are duplicative contracts over many organizational components. Procurement is limited by the number of contracts, the prices paid on the contracts, and the number of other existing government-wide or agency-wide solutions. This results in significant price variations across the government for the same products and services, sometimes with the same contractor. FSSI solutions provide easy access to its procurement vehicles which offer business intelligence, best practice solutions, and greater discounts with volume increases.

Current FSSI commodity solutions include:

- Express and ground domestic delivery services;
- Maintenance, repair & operations supplies;
- Janitorial & sanitation supplies;
- Office supplies;
- Print management;
- Wireless; and
- Information services (FSSI IS).

FPI (commonly referred to by its trade name UNICOR) is a wholly-owned government corporation established by Congress on June 23, 1934. Its mission is to protect society and reduce crime by preparing inmates for successful reentry through job training. UNICOR produces over 80 types of products and services for sale to the Federal Government. Agencies are encouraged to consider FPI as a source for services.

FPI link:

<https://www.unicor.gov/index.aspx>

The ICD is a central repository of IDV Federal agencies award where the IDV is available for use at both the intra agency and interagency levels. IDVs include GWAC, MACs, other IDC, FSS, BOA, and BPA.

Use this link to obtain information regarding possible other sources ([Figure 6-9](#)):

<https://www.contractdirectory.gov/contractdirectory/>

See the below links for ordering procedures for Customer requirements not available via other mandatory sources and meet FSSI sourcing requirements. If the Customer's requirements are not available via FSSI, the Buyer documents in block 21b on the [DHS Form 1501](#) and proceeds to using a commercial source (open market).

FSSI links:

<https://strategicsourcing.gov/>

<http://www.gsa.gov/portal/content/112561>

A.7. Commercial Sources (Open Market)

Open market items are services not offered via all other mandatory sources as listed above and available on the 'open market' (i.e.; local vendors, online vendors, and companies not listed within the mandatory sources). The services are also known as incidental items, non-contract items, and non-schedule items. The Buyer proceeds with an "open market" purchase **only after** the requirements have been determined not to be available from the mandatory sources or the mandatory sources cannot satisfy the government's needs.

When purchasing services from commercial sources on the open market, the Buyer gains some knowledge regarding the vendor, the price and quality of the services in which the Buyer wishes to obtain to ensure a fair and reasonable price is obtained.

Even when the [PR](#) estimate is less than the MPT (except for construction), the Buyer is encouraged to solicit three competitive quotes before making a open market selection, but multiple quotes are not required as long as the price can be determined “fair and reasonable”. A “fair and reasonable” price is described as the price that a reasonable business person would pay for a service under competitive market conditions, given a strategic knowledge of the marketplace and assuming their prices were properly determined fair and reasonable. Fair and reasonableness can be determined based on information obtained from previous purchases (assuming their prices were fair and reasonable), but orders rotate among qualified vendors. Oral quotes are acceptable. See Chapter 5:A.1 for further guidance.

The Buyer contacts vendors either by phone or by using on-line sourcing methods to ascertain pricing and availability within the Customer’s requirements. If found and available meeting the requirements, the Buyer documents findings (listing the applicable information on the [DHS Form 1501](#), annotating in the [PR](#) package, or printing up on-line documentation) and encloses in the [PR](#) package.

The Buyer annotates the Commercial Source (Open Market) on [DHS Form 1501](#) and compares the suggested source to mandatory sources of information.

NOTE:

Commercial sources (Open Market) include educational and nonprofit institutions per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

NOTE:

AVOID UNAUTHORIZED COMMITMENTS (i.e. an agreement that is not binding because the Government representative making the agreement lacks the proper authority to enter into that agreement on behalf of the Government). In the case of MPT acquisitions, only a Buyer can commit the Government per reference (a).

NOTE:

As a best practice, end each vendor meeting/contact with the statement: “Nothing discussed in this meeting/contact authorizes you to work, start work, or bill for work. Any understanding on your part to the contrary is a mistake.”

Chapter 8: Vendor Selection/Order Preparation

Introduction This chapter discusses the Buyer selecting the vendor and preparing the order for supplies, services, or construction.

In This Chapter This chapter contains the following section:

Section	Title	Page
A	Source Comparison	8-2

Section A: Source Comparison

A.1. Suggested/ Mandatory Source Comparison

The Buyer making purchases up to the MPT is not required to obtain quotes from more than one merchant, but they are encouraged to compare value among merchants. The Buyer ensures the price paid for any good or service is fair and reasonable. This is achieved through comparing prices among merchants or personal knowledge of the items.

Once a complete [PR](#) package has been received, make a determination made on which SoS best meets the needs of the government during vendor selection. The Buyer compares the Customer's suggested source information (price, delivery, availability, etc.) to mandatory source information to make this determination. See reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook for further guidance. There are several ways the Buyer can compare price reasonableness (as defined in Chapter 6:A.15 and Chapter 7:A.7):

- Compare competitive quotes obtained from potential vendor(s).
- Use an online commercial catalog/published price list. Ensure that published price lists reflect prevailing competitive rates. Contact potential vendors (via phone or email) to verify the factors (cost, availability, etc.) to determine price reasonableness.
- Compare previous similar purchases with current prices. Obtain this information from previous purchase documents/files. Previously paid prices cannot be used to determine price reasonableness unless there is proof the prior purchase was fair and reasonable.
- Compare with the price/cost provided by the Customer (this could also be the IGE). Use this method when price comparisons with previous purchases are not possible. Do not assume because the quoted price is the same as or less than the government estimate that the quoted price is reasonable, as there could be fluctuations in the market.

Document price fair and reasonable on [DHS Form 1501](#) Block c2 under Determinations. Enclose all documentation in the [PR](#) package.

A.1.a. Split Purchase

Per reference (a), requirements shall NOT be split into two or more separate requirements to avoid exceeding the single purchase limit (SPL). A "split purchase" is also strictly prohibited. A split purchase occurs when a CH intentionally places two or more separate orders for a supply/service to avoid exceeding their SPL or competition threshold. The "requirement" is the quantity known at the time of the buy. If the Buyer conducts a purchase and subsequently becomes aware of another similar requirement, each requirement stands alone. If the Buyer consolidates requirements at

the end of the day (i.e. [PRs](#), contract service maintenance agreements, invoices), the requirement becomes the total number of [PRs](#) known/received at the time of the transaction. A Buyer that deliberately violates the FAR requirements regarding split purchases or splitting requirements can have their card accounts cancelled.

NOTE:

Split purchases include [PRs](#) with different LOA's the Buyer is aware of at the time of the buy. If the vendor is the same and each [PR](#) has a different LOA, it is still considered a split purchase. The Buyer consolidates the [PRs](#) per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

**A.1.b.
Unauthorized
Commitments
(UAC) and
Ratifications**

An unauthorized commitment is any action by any other participant (including the COR), such as approving either expressed or implicit modifications the Contractor proposes or taking any other action that changes a contract's cost or terms and conditions. If an individual does not hold a KO's warrant or is not a designated Buyer, a delegation of procurement authority does not exist. Additionally, a KO or Buyer could also direct an unauthorized commitment if the value is over the respective warrant or Buyer authority. Only an authorized KO or Buyer has delegated authority to obligate the Government.

- Creating an unauthorized commitment violates Executive Orders, Federal law, or Federal, DHS, and USCG regulations (to include USCG Standards of Ethical Conduct);
- An unauthorized commitment is a non-binding agreement on the Government; and
- An unauthorized commitment is between the individual and the Contractor:
 - The individual can be subject to disciplinary action; and
 - The individual can be held personally and financially responsible.

A ratification is the act by which an unauthorized commitment can be approved. The COCO is the delegated authority as the ratifying official to approve/disapprove UAC.

**A.2. Selecting
Potential Vendor**

The Buyer identifies a potential vendor based on criteria (e.g. requirements, costs (price reasonableness), shipping, delivery date/availability) and information that was obtained through the mandatory sourcing requirements. The Buyer contacts the vendor and ascertains other criteria before initiating a purchase.

A.3. System of Award Management (SAM)

SAM is a worldwide website GSA provides as a public service for the purpose of efficiently and conveniently disseminating information on parties excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. To verify any vendor exclusion, the Buyer accesses the SAM website through the following link ([Figure 8-1](https://www.sam.gov/portal/SAM/#1)): <https://www.sam.gov/portal/SAM/#1>

For purchases under the MPT, the Buyer confirms the vendor is not listed on the SAM excluded parties list (EPL) before finalizing their vendor selection. If the Buyer confirms the vendor is ineligible for Government award via SAM, the Buyer selects another potential vendor.

Use the following steps to see if a vendor is subject to any active exclusions (e.g., suspensions, debarments) imposed by a Federal agency:

1. Perform a search in SAM for the vendor's name or Data Universal Numbering System (DUNS) number either from the homepage or from the Search tab;
2. Type the vendor name or DUNS number into the search box to "Search";

NOTE:

When performing a SAM search on an individual, individuals are not assigned DUNS numbers. If you are checking for an exclusion for an individual vs. a company name, search by typing in the name of the individual not the company name.

3. If no exclusion record is found for the vendor, the vendor does not have any active exclusions submitted in SAM by a Federal agency ([Figure 8-2](#));
4. If an exclusion record is found, it shows in a box marked "Exclusion"; check the status in the top-right corner of the box. If the status indicates "Active", there is an active exclusion on the vendor;

NOTE:

Just seeing if a vendor has an active exclusion is not sufficient. Continue to the next steps.

5. Open "View Details" to view the vendor's dashboard for more information to verify the exclusion applicability to the award;
6. Use the navigation links on the left side of the screen to review the vendor's specific exclusion;

7. Review the “Active Exclusions” link to view all current exclusions;
8. Select “View Exclusion” to view the data in the specific exclusion record; and
9. Scroll through the exclusion record to review details.

NOTE:

As a Government awarding official you MUST review the “Effect” section of the exclusion record to determine exactly how to apply the exclusion to your specific award\modification per reference (q) SAM User Guide (www.sam.gov) (must have a user account to access). The language in the “Effect” section indicates if the vendor is excluded from procurement actions and/or non-procurement (e.g. grants, financial assistance) actions.

The vendor cannot be used if there is an Active Exclusion Record listed within the vendor’s profile *and* it applies to the purchase criteria. If an exclusion is found but does not apply to the purchase criteria, use the vendor with Supervisor authorization. For example, a vendor can have an exclusion, but only for purchases over a certain amount, if the amount of your purchase does not exceed the amount listed on the exclusion. Seek authorization from your Supervisor to use this vendor. If the vendor is not listed in SAM or they do not have any exclusion, they can be used as a SoS. The SAM list is continuously updated, which means the Buyer verifies the SAM record each time a purchase is made, even for vendors used on a frequent basis.

For questions regarding SAM use, contact the P&C Department Supervisor. See reference (r) System for Award Management (SAM) User Guide – v5.0 June 2016.

Upon verification of EPL, the Buyer checks box c1 and annotates the date verified on the [DHS Form 1501](#). Only use vendors WITHOUT exclusions for P-Card transactions.

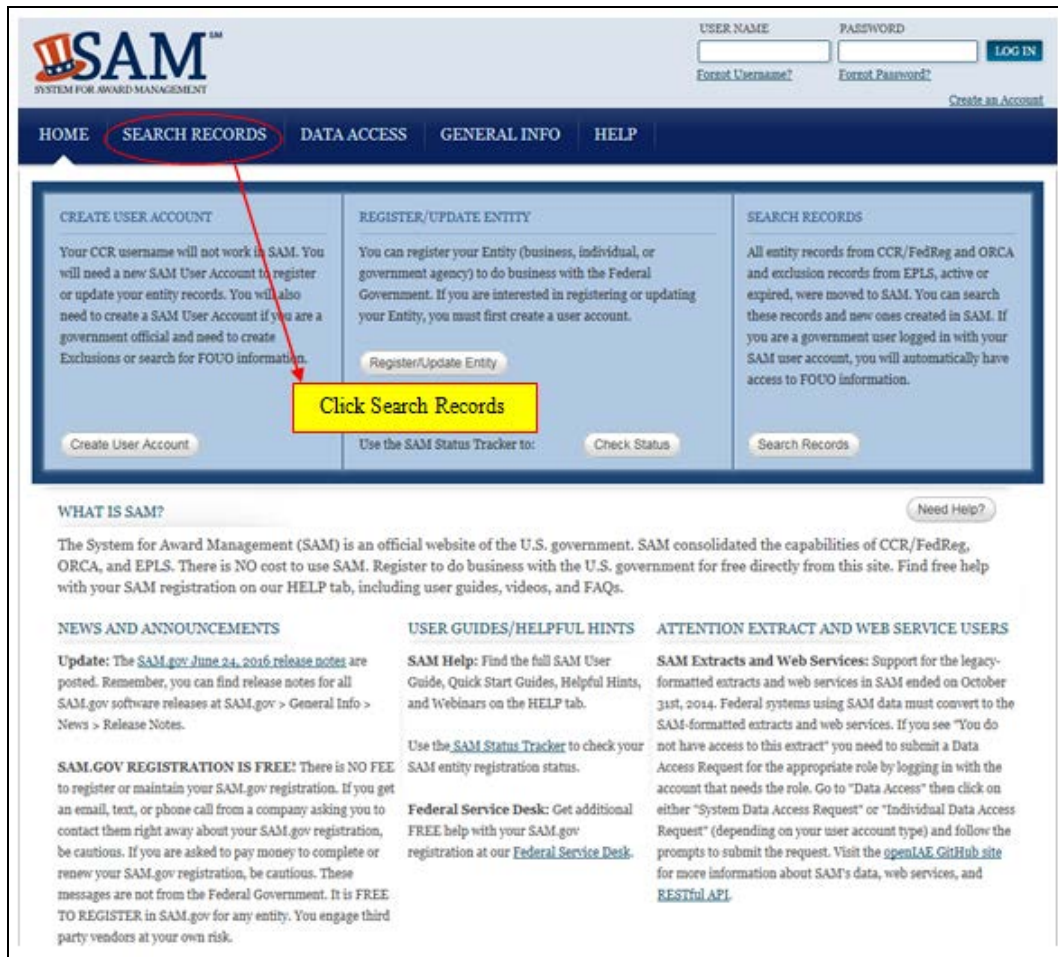


Figure 8-1 System for Award Management (SAM)

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE:** Please read this important message when searching for exclusion records.

Current Search Terms: atlantic* diving* supply*

[Clear Search](#)

TOTAL RECORDS: 1
Result page 1 of 1

Save PDF Export Results Print

Sort by: Modified Date Order by: Descending

FILTER RESULTS

By Record Status

☒ Active
☐ Inactive

By Record Type

☐ Entity Registration
☐ Exclusion

[Apply Filters](#)

Your search for "Atlantic* Diving* Supply*" returned the following results...

Entity	Status
Atlantic Diving Supply, Inc.	Active
DUNS: 027079776	CAGE Code: 1CAY9
Has Active Exclusion?: No	DoDAAC:
Expiration Date: 09/22/2017	Delinquent Federal Debt? No
Purpose of Registration: All Awards	

[View Details](#)

Glossary

[Search Results](#)
[Entity](#)
[Exclusion](#)
[Search Filters](#)
[By Record Status](#)
[By Record Type](#)

Figure 8-2 System for Award Management (SAM) exclusion results

A.4. Vendor Accepts Government P-Card

The Buyer contacts a potential vendor and inquires whether the Government P-Card is accepted and they do not use a third party processor (e.g. CC Bill, PayPal, SpeedPay, CCNow, 2Check, or iBill). If the vendor accepts the government P-Card and DOES NOT use a third party processor, they can proceed to use this vendor for the purchase. If the vendor uses a third party processor, the Buyer determines if the vendor accepts a PO before proceeding to another vendor that accepts a Government P-Card (Chapter 7:A.5).

A.5. Vendor Accepts PO

It is out of this process guide's scope if the Vendor accepts a PO. If the vendor does not accept a PO or Government P-Card, the Buyer first attempts to find another merchant that does before proceeding to Chapter 7:A.6 (Convenience Check (C-Check)). If no other merchant is available to provide the service or supply, the Buyer obtains written confirmation from the merchant/individual that the P-Card and PO are not acceptable before the Buyer pays the merchant using a C-Check.

A.6. Convenience Check (C-Check) The authorization to issue C-Check is out of scope for this process guide. If CPOPC denies authorization to issue C-Check, the Buyer selects another potential Vendor.

A.7. Tax Exempt The Buyer verifies if the vendor adds state or local taxes to the P-Card transaction. The Buyer contacts the potential Vendor and makes this determination. The Vendor can require a copy of the USCG Tax Exempt form ([Figure 8-3](#)) and the USCG tax exempt number (TEN) B239641. If so, the Buyer completes the form and provides to the vendor (retaining correspondence in the [PR](#) package). If the merchant refuses to remove the tax, the Buyer locates another merchant that does not add tax to the purchase price. If no other vendor is available the Buyer notifies their P&C Department chain of command to negotiate a resolution through the CPOPC.

Government purchases using the P-Card for payment are normally tax-exempt. For further information on items that can be taxed, refer to the P&C Department Supervisor. Vendors can require the purchasing personnel to present the USCG TEN at time of purchase to claim the exemption. The US Tax Exempt Certificate SF1094 can also be used for this purpose.

An employer identification number (EIN) is also known as a Federal Tax Identification Number (TIN), and is used to identify a business entity. A TIN is required by all businesses. The USCG's TIN is 54-6010204.

For more information regarding state tax, Buyers use the GSA Smart Tax link ([Figure 8-4](#)):

<https://smartpay.gsa.gov/content/state-tax-information>

As a best practice, if the proposed tax is \$10 or less, ask if the merchant will grant a tax exemption without requiring a tax exemption letter. If so document this to file.



U.S. TAX EXEMPTION CERTIFICATE		DEPARTMENT, AGENCY, OR OFFICE UNITED STATES COAST GUARD		U.S. COAST GUARD TAX EXEMPT IDENTIFICATION NO. B-239641	
ITEM PURCHASED FOR EXCLUSIVE USE OF THE U.S. GOVERNMENT <i>(Describe)</i>				QUANTITY	UNIT PRICE
VENDOR FROM WHICH PURCHASED	NAME		A tax exemption certificate has not previously been issued and the described item(s) has (have) been delivered and in- voiced pursuant to:	AMOUNT OF TAX EXCLUDED	
	ADDRESS (No., Street, City, State, and ZIP Code)			STATE	
				P.O. OR CONTRACT NO.	
I certify that the information on this form is true and correct to the best of my knowledge and belief:				LOCAL	
PURCHASER'S, SIGNATURE,  OFFICE TITLE, AND ADDRESS			DATE	FOR ADMINISTRATIVE OFFICE	
			DATES		
Certified correct and just:			DATE		
SIGNATURE AND TITLE OF VENDOR'S REPRESENTATIVE 			DATE		
Instructions <ol style="list-style-type: none"> This form will be used to establish the Government's exemption or immunity from State or Local taxes when ever no other evidence is available. This form shall NOT be used for: <ol style="list-style-type: none"> Purchases of quarters or subsistence made by employees in travel status. Expenses incident to use of privately owned motor vehicle for which a mileage allowance has been authorized, or Merchandise purchased which is subject only to Federal Tax. If the spaces provided on the face of this form are inadequate, attach a separate statement containing the required information. If both State and Local taxes are involved, use a separate form for each tax. The certificate will be provided to the vendor when the prices excluded State and Local Taxes. <p style="text-align: center;">THE FRAUDULENT USE OF THIS CERTIFICATE FOR THE PURPOSE OF OBTAINING EXEMPTION FROM OR ADJUSTMENT OF TAXES IS PROHIBITED.</p>					

Figure 8-3 USCG tax exempt form

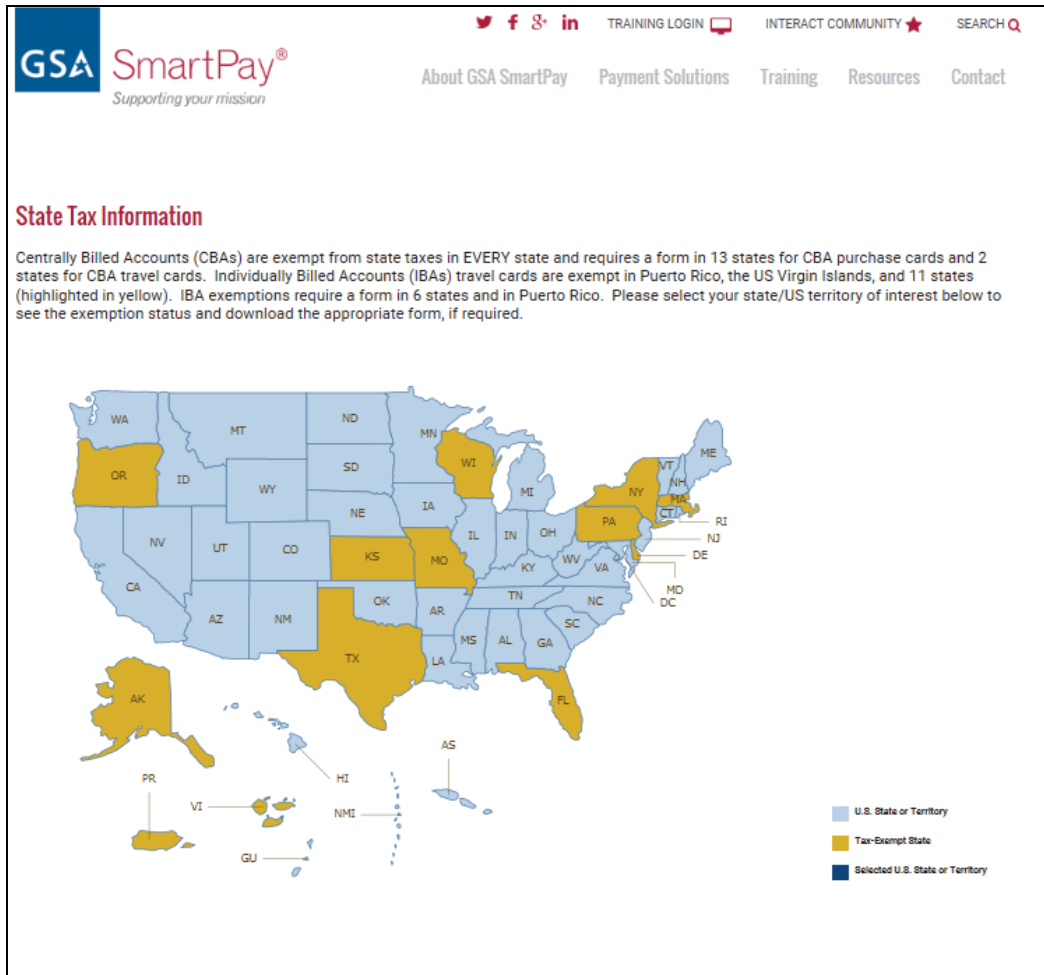


Figure 8-4 GSA Smart Tax Information

A.8. Surcharge

Surcharges are fees a retailer adds to the cost of a purchase when a Customer uses a charge/credit card. A surcharge is usually a percentage of the value of the sale. Since January 27, 2013, vendors in the United States and US Territories have been permitted to impose a surcharge on consumers when they use a credit card. Surcharges can be no more than 4% per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

Additional information regarding surcharges, including maximum surcharge rates, can be accessed at:

<https://usa.visa.com/support/consumer/visa-rules.html>

Per reference (a), if a surcharge is applied, vendors *must* disclose surcharge policies before the purchase is made. This disclosure must also be on invoice/receipt. The Buyer obtains clear disclosure practices, ensures that the vendor itemizes surcharge on invoice/receipt, and documents this information within the [PR](#) package.

NOTE:

The surcharge can increase the cost of the [PR](#) and require additional funding approval by the FM.

A.9. Bill Upon Shipment

The Buyer ensures vendors understand they cannot charge the P-Card until all items are shipped and NOT before. In addition, per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook, the Buyer must not place orders for items/services that are not billed in arrears (billed after the service is rendered; i.e. cable or satellite service).

If the vendor communicates the items/material is backordered or there is a delay effecting the Customer's RDD, the Buyer confirms this is acceptable to the Customer by contacting (email is preferred) before proceeding with an order. If the backorder/delay is acceptable to the Customer and the vendor is aware that they cannot charge the P-Card until shipment, the Buyer can proceed with ordering procedures. The Buyer documents this to the [PR](#) package and the appropriate [PR](#) log (or tracker) as defined by the P&C Department procedures. If the Customer does not accept the backorder/delay, the Buyer prints this verification, inserts in the [PR](#) file, and identifies another potential vendor.

NOTE:

Ensure a separate carrier receipt is issued for freight bills of more than \$100.

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Chapter 9: Order Placement

Introduction This chapter discusses procedures for the Buyer to place the order.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Placing the Order	9-2
B	PR File Contents	9-6

Section A: Placing the Order

A.1. Determine Total Price

Before placing an order, the Buyer confirms total price of the [PR](#) (including item/service cost, shipping/handling charges, tax, and surcharge fees), delivery time(s) and address (destination), and any vendor return policies. In addition, the Buyer inquires if the vendor offers any discounts for U. S. Government purchases. If so, the Buyer annotates the [PR](#) and makes financial adjustments accordingly. After confirming this information and the total does NOT exceed the amount the [PR](#) is authorized, the Buyer initiates ordering procedures.

NOTE:

If, after contacting the vendor there are factors that increase the cost of the purchase that exceed the amount authorized on the [PR](#), the Buyer contacts the applicable FM to authorize the increased amount. For additional guidance, the Buyer contacts their P&C Department Supervisor for local procedures that can apply for FM approval.

A.2. Placing the Order

The Buyer can place the order in person, via telephone, or over the Internet, however, the Buyer exercises caution in communicating their P-Card information. Never transmit a copy of the card via electronic means (scanned via Internet or via fax), or allow a vendor to maintain a copy of the card (card on file).

If ordering by phone, the Buyer contacts the vendor and:

- Confirms the ordering information (either via a quote number or by contacting the vendor POC that the order information was confirmed with previously);
- Places the order with the vendor POC, provides the last five numbers of the [PR](#), and requests that this number be used on shipping and invoice documents;
- Requests the vendor list the USCG POC on shipping and invoice documents; and
- Retains all correspondence in the [PR](#) package.

NOTE:

Before completing an order, the Buyer ensures the purchase is with the Buyer limit. The Buyer must not split requirements or exceed their monthly cycle limit per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

If placing an order via Internet, the Buyer:

- Navigates to the applicable vendor page;
- Confirms the ordering information and ensures the vendor site is encrypted or entrusted (usually a padlock icon) prior to proceeding with an order. If the vendor site is not encrypted or entrusted, DO NOT place order, document this to file, and use another vendor;
- Completes the vendor order online order form; and
- Prints/retains a copy of the online order form in the [PR](#) package (noting the vendor's confirmation number).

When ordering, ask the vendor for the total including any shipping and handling charges at FOB destination (this means the merchant is responsible for loss of or damage to the shipment during transit to the delivery point). Also, request that a copy of the charge slip be delivered with the item and that a packing slip is included if the order is shipped.

NOTE:

Buyers ensure the vendor knows the invoice date is after the shipment date, unless it is an online order (e.g. GSA Advantage!®). In those cases, the invoice date or e-mail confirmation date can also be used as the shipment date. See reference (d) Department of Homeland Security (DHS) Purchase Card Manual.

After placing an order, the Buyer:

- Creates the obligation document in the financial system by transferring all relevant information from the [PR](#) to the obligation document;
- Annotates the following information on [DHS Form 1501](#):
 - Obligation document number in block 22;
 - Checks block B; and
 - Writes the order total in block 32.
- Updates the Procurement Tracker;
- Contacts the Customer via electronic correspondence to notify the order was placed (document to file) and provides any shipping and order status known at time of correspondence; and
- Contacts the Customer at any point once they obtain status changes.

NOTE:

Do not show the P-Card account number on the shipping label under any circumstances.

NOTE:

PALT ends upon order placement and acceptance/confirmation by the vendor.

NOTE:

The Buyer documents all correspondence and changes to a [PR](#) and encloses it in the [PR](#) package.

A.3. Declined Transactions

If the transaction is declined during the card authorization process, the Buyer determines the reason for the declined transaction and contacts their P&C Department Supervisor for guidance.

The Buyer:

- Ascertains whether the transaction amount exceeds their single purchase limit or the monthly limit. If either limit is exceeded, the transaction will be declined;
- Checks the card expiration date to determine if the card is still valid;
- Asks the merchant to verify that it has recorded the account number and expiration date correctly for telephone or online purchases that do not use electronic card readers;
- Contacts the servicing bank using the toll-free number on the card and tries to determine why the transaction was declined; or
- Contacts the FOPC (via the P&C Department chain of command) to determine the reason the transaction was declined. The merchant category code (MCC) can have been blocked by default as an ineligible business type for use with the card under the SmartPay® Program. Some merchants can have a different MCC assigned to their business, which the servicing bank can block. If the merchant has a blocked code, but upon review is determined to be a valid business for use with the card, the Buyer contacts the CPOPC through their P&C Department chain of command and requests to have the restriction temporarily lifted. Only the FOPC can request the CPOPC to make the change.

A.4. Arrange Delivery

The Buyer establishes the delivery times based on the [priority](#)/RDD the Customer provides and coordinates with the vendor:

For supplies, the Buyer provides:

- Clear and precise shipping instructions for delivery of the item including the last 5 digits of the [PR](#). This can include the Customer or Buyer name, office/building, complete address, phone numbers, and email addresses; and

- Confirmation of the vendor's ability to comply with the required or proposed delivery.

For services/construction, the Buyer provides:

- Place of performance (specify the location of service to be performed, USCG POC, office/building number, complete address, phone numbers and email addresses);
- Unit POC who ensures work is completed per the [SOW](#). The Buyer provides the [SOW](#) that details the actual work to be performed and the unit POC ensures work is performed per the [SOW](#); and
- Period of performance (hours of the day, days of the week, etc.).

NOTE:

The Buyer ascertains any security concerns (base access) and relays information to the USCG POC (as required) to facilitate the work to be performed.

The Buyer confirms with the vendor:

- The method of shipment (USPS, FEDEX, UPS, etc.); and
 - Any inspection and acceptance criteria (as applicable).
-

Section B: PR File Contents

B.1. PR package Contents

Maintain detailed files containing the documentation for each P-Card transaction per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. The Buyer maintains all applicable required transactional information relating to the purchase. An accurate and complete [PR](#) package provides an accurate road map of the purchase for others not involved with the purchase (other Buyers, Supervisors, AOs) and assist the Buyer with audit requests.

Contents of an accurate [PR](#) package could be the following documents as applicable:

- [DHS Form 1501](#), (required);
 - [DHS Component Purchase Card Transaction Review \(19 Attribute list\)](#);
 - Obligation document, (required); and
 - Other documents, including:
 - Accurate and complete [PR](#), (required); includes complete and accurate accounting information, valid approvals, one [PR](#) for each vendor, vendor and destination information, and a valid RDD;
 - Increased funding approval (as applicable);
 - Requirements/[SOW](#) (required); requirements are clear and precise description of item/material needed including model/stock numbers, quantities, etc. [SOW](#)'s clearly define the work or scope of work and the time-line required for the vendor to execute the work. [SOW](#)'s direct the vendor specifically how to do the job;
 - Special approval documents (HAZMAT, IT CCB, Office furniture/Organizational Clothing Memo, Property, etc.) (required, as applicable);
 - Evidence of Mandatory source verification (required) (Chapter 6);
 - Documentation of a fair and reasonable price determination (Chapter 8:A.1); and
 - Correspondence documentation (emails, phone logs, etc.) (required); The Buyer documents any correspondence that supports the purchase transaction and their actions throughout the purchase process.
-

B.2. DHS Form 1501 Purchase Card Transaction Worksheet

The [DHS Form 1501](#) is required for an intended purchase and lists all items being purchased and the estimated total dollar value of the purchase. The Buyer uses it throughout the procurement process to ensure all the proper steps are taken to complete a compliant transaction, and provides an informal checklist to meet acquisition policies. It is essential to obtain all the information on the current [DHS Form 1501](#), and the form is accurately and fully completed for each purchase. Inaccurate or incomplete forms are deemed non compliant with DHS standards as outlined in the reference (d) Department of Homeland Security (DHS) Purchase Card Manual and during DHS component P-Card transaction reviews. See [DHS Form 1501](#) for a completed example.

NOTE:

[PR](#) packages must always be complete and readily available for submission within 3-5 business days of an audit request per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

B.3. Obligation Document

Obligations are legally binding agreements to the USCG resulting in immediate or future outlays (payments) and are the amounts of orders placed, contracts awarded, services received, or similar transactions during an accounting period. Obligation documentation consists of a complete record of the transaction and created/maintained by the Buyer.

The Buyer:

- Completes the obligation document in USCG financial system by accessing the financial system and create the obligation document; and
- Ensures all applicable information is listed within the financial system to ensure accountability and that the vendor is paid correctly and the proper steps have been initiated to ensure the Vendor is paid. The Buyer prints a copy of the obligation document and inserts it within the file.

NOTE:

The Buyer performs the maintenance on the [PR](#) package until the supplies/services are received and final payment made.

B.4. Procurement Log

The [PR](#) Tracker provides an tool for the Requiring Activity to ascertain the [PR](#) status, and provides a source of documentation for others in the P&C Department in case the Buyer is unavailable. In addition, it allows the P&C Department Supervisor to monitor status and hold personnel accountable. Buyers update the [PR](#) Tracker and contact the Requiring Activity throughout process as required to notify them of purchase status as per their local P&C Department policy. The [PR](#) Tracker sends the Customer an email when the Buyer places the order.

NOTE:

The [PR](#) package is not closed until final charge and receipt actions are completed.

NOTE:

The acquisition related to the completed Form 1501 must be made within five business days of completion of the form per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

Chapter 10: Updating the Purchase Card Application (PCA)

Introduction This chapter discusses verifying the purchase after the order is placed.

In This Chapter This chapter contains the following section:

Section	Title	Page
A	Updates and PCA Verification	10-2

Section A: Updates and PCA Verification

A.1. Order Status Updates

Accuracy and timely [PR](#) package updates are critical as they are subject to USCG, DHS Office of the Inspector General (OIG) audits.

Modifications to purchase documents can be for relatively minor administrative issues or more substantial changes. Modifications are in writing and can include:

- Omission of/change in information (i.e.: incorrect model number, description, etc.);
- Change in the government's accounting/appropriation or P-Card data;
- Typographical errors; or
- Change in any of the government's internal information (requirement/scope, price or delivery).

NOTE:

The FM approves price changes that exceed the original amount of the [PR](#). Contact the Buyer for local procedures after the Buyer receives the [PR](#).

A follow-up's intent is to make sure the order and [PR](#) package is complete and correct.

After an award is made, it is important to ensure what is ordered is received within the stipulated time limits. Because of the large volume of buys or limitation on available time, the Buyer monitors scheduled delivery dates and follows up as necessary to ensure timely delivery and receipt actions are made.

A follow-up can often be accomplished by a simple phone call to vendors, but can require a more detailed effort such as an email. It is important to keep the Customer informed on the status of purchases. The Buyer contacts the Requiring Activity via a traceable means to notify them of order statuses and shipping dates and documents this correspondence and status within the [PR](#) package.

As a best practice, the Buyer uses the reminder feature in the Outlook calendar, flag emails for follow-up, or customize emails with an automatic follow-up on specific dates to prompt follow-ups.

A.2. Purchase Card Application (PCA) Updates

PCA ([Figure 10-1](#)) is a system CG-913 maintains that maintains and generates monthly P-Card statements for the USCG. PCA allows the Buyer/unit to view their P-Card transactions, verify transactions, and reallocate the accounting line associated to a transaction by changing the Appropriation Code, Appropriation Code Limit, Program Element, Cost Center, and or Object Class. PCA certifications are required to be completed by the AO by the 26th of each month. Certifications that are not completed by the due date result in specific 'Tier' violations issued by CG-913 (per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook).

Purchases made during the monthly billing cycle are reflected on a monthly statement for the Buyer and AO to verify and certify. The Buyer regularly reviews and updates the PCA statement to ensure all transactions and charges are correct.

The Buyer verifies the PCA statement daily to update PCA for LOA issues (contact the P&C Department Supervisor for local procedures).

Obtain information regarding PCA from the following link:
<https://cg.portal.uscg.mil/units/fincen/SitePages/PCA.aspx>

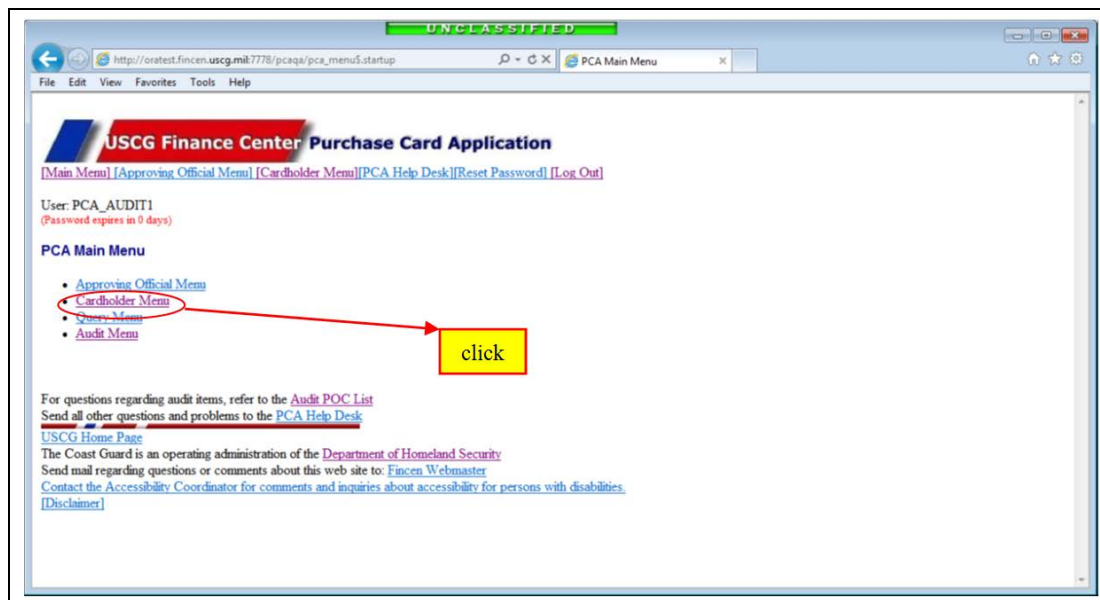



Figure 10-1 PCA CH entry

UNCLASSIFIED

http://oratest.fincen.uscg.mil:7778/pcaqa/web_verify_alloct.startup

File Edit View Favorites Tools Help



USCG Finance Center Purchase Card Application

[Main Menu] [Approving Official Menu] [Cardholder Menu] [PCA Help Desk] [Reset Password] [Log Out]

User:
(Password expires in 0 days)

Transaction Verification and Reallocation

To perform a query enter in the last 10 digits of your account number, or the last 10 digits of your account number and a statement period, or a document id

Enter query criteria for Transaction Verification and Reallocation

Enter last 10 digits of p-card

Utilize the LOV icon


Enter applicable month and year

Submit Clear

For questions regarding audit items, refer to the [Audit POC List](#)
Send all other questions and problems to the [PCA Help Desk](#)

[USCG Home Page](#)
The Coast Guard is an operating administration of the [Department of Homeland Security](#)
Send mail regarding questions or comments about this web site to: [Fincen.Webmaster](#)
[Contact the Accessibility Coordinator for comments and inquiries about accessibility for persons with disabilities.](#)

Figure 10-2 PCA CH statement access



USCG Finance Center Purchase Card Application

[Main Menu] [Approving Official Menu] [Cardholder Menu] [PCA Help Desk] [Reset Password] [Log Out]

User:
(Password expires in 43 days)

Transaction Verification and Reallocation

To save changes on this page, please click on the Update button at the bottom of the page.

Search results for: Card Number Statement: 1508 Document Id:
1 of 1 Transactions Verified/Disputed

1

Choose applicable field

Status: <input type="radio"/> Verified <input checked="" type="radio"/> Disputed <input type="radio"/> Unknown		Audit: Doc Id	AO Certified: Amount
Card Number:	Trans Date:	Posting Date	PCR Date
Fuel Transaction Type: <input type="text"/> (Fleet Fuel only)	Fuel Type: <input type="text"/> (Fleet Fuel only)	Fuel Gallons: <input type="text"/> (Fleet Fuel only)	Statement (YMM): 1508
Merchant:	Purchase Description: <div style="border: 1px solid red; padding: 2px;"> </div>	Obligation Date (MM/DD/YYYY): <input type="text"/> Calc	Comments
Accounting:	New OE (Only for FY OE): <input type="text"/>	New Cost Center: <input type="text"/>	
New Lim: <input type="text"/>	New PE: <input type="text"/>		
New Object Class: <input type="text"/>			

3

2

UPDATE upon verification

If 'Valid': Enter last 4 numbers of PR, a brief description of purchase, and date of receipt

Record 1 of 1

Update Clear

Transaction Search

For questions regarding audit items, refer to the [Audit POC List](#)
Send all other questions and problems to the [PCA Help Desk](#)

[USCG Home Page](#)
The Coast Guard is an operating administration of the [Department of Homeland Security](#)
Send mail regarding questions or comments about this web site to: [Fincen.Webmaster](#)
[Contact the Accessibility Coordinator for comments and inquiries about accessibility for persons with disabilities.](#)
[Disclaimer](#)

Figure 10-3 PCA CH verification

NOTE:

Weekly PCA reviews save time, eliminate issues the Buyer can run into, and quickly identify potential unauthorized charges.

The Buyer accesses PCA and navigates to the 'cardholder' menu to view their monthly statement and verify P-Card transactions ([Figure 10-1](#)).

The Buyer enters the last 10 digits of their P-Card number and the year and month of the applicable statement period or use the 'LOV' icon to access their statement ([Figure 10-2](#)) (i.e. 1608, for AUG 2016), and submit.

This pulls up each statement under the particular P-Card number.

Within the PCA CH transaction verification page, the Buyer:

- Reviews and verifies each transaction by selecting either 'verified', 'disputed' or 'unknown'. (See reference (s) PCA User Guide for additional assistance) ([Figure 10-3](#));
- Completes the 'Purchase Description' field if the transaction is valid;
- **Verifies correct LOA is attached to the charge** (use the credit card for multiple accounting lines but can allocate under a default account in PCA. In these cases, the CH needs to update manually); and
- Updates the PCA record upon page verification.

NOTE:

As a best practice, enter the following information in the Purchase Description field: last 5 digits of [PR](#) number, brief description of purchase, and date of receipt.

See Chapter 10:A.3 for 'disputed' and 'unknown' transactions.

A.3. PCA Discrepancy

A discrepancy is a disputed or unknown transaction. It can be a clerical error by the vendor (i.e.: incorrect description of item/service, misspelling, or an unknown or false charge). The Buyer can be held personally liable for failure to dispute incorrect or improper charges, so it is imperative the Buyer reviews and updates the PCA regularly to ensure the vendors are billing promptly.

If there is a discrepancy with PCA, the Buyer first contacts the vendor to attempt to resolve the issue. If not resolved then the Buyer commences dispute procedures. If there is not a PCA discrepancy, the Buyer updates the Unit [PR](#) log. A dispute only occurs if the Buyer and vendor are unable to resolve a questioned transaction. In this case, the servicing bank must be involved in the resolution per reference (a) Head of Contracting Activity

A.4. Resolution

The Buyer attempts to contact the vendor for resolution before disputing the charge within PCA. The Buyer contacts the vendor immediately to ascertain the reason for the discrepancy and attempts to resolve. The Buyer documents all communication with the vendor within the [PR](#) package.

If not resolved with the vendor, the Buyer disputes the transaction with the servicing bank. The Buyer selects 'disputed' within PCA, and immediately notifies the AO (via email) and submits the statement verification (Chapter 10:A.5). If the account has been compromised, the CH immediately notifies the servicing bank, AO, and FOPC. The Buyer documents all dispute correspondence within the [PR](#) package.

For example, contact the vendor immediately if the Buyer receives a charge and has not confirmed shipment. As a general practice, vendors normally charge upon shipment or completion/acceptance of services because this invoice is needed to include the shipping cost (if applicable).

If the vendor does charge prior to shipment, the Buyer contacts the vendor and obtains a credit against the charge and ensures that the vendor (re)charges upon shipment. If the vendor does not agree, the Buyer can dispute the charge via PCA and the servicing bank (if the charge is listed on the PCA report before receipt). The Buyer must communicate the issue with the P&C Department chain of command and document within the [PR](#) package per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

If resolved, the Buyer obtains the corrected documentation from the vendor, the Buyer documents to the file, and completes PCA verification (see reference (s) PCA User Guide). As a best practice, the Buyer notifies the P&C AO of all discrepancies and resolutions.

A.5. Dispute

If there is an error within PCA and it cannot be resolved with the vendor, the Buyer contacts the servicing bank and files a dispute with the servicing bank (see reference (a)) for additional information).

The Buyer checks the dispute box with in PCA and completes the applicable bank dispute form and submits to the servicing bank, Forms are provided by USCG HQ, CG-913 (Office of Procurement Policy and Oversight):

<https://cg.portal.uscg.mil/units/cg9/1/CG913/CG9131/Purchase%20Card/Pages/default.aspx>

The Buyer maintains all correspondence within the [PR](#) package.

NOTE:

A disputed status cannot be changed once the statement has been certified by the AO. Make a note of dispute resolution and keep it in the unit files.

Some examples of disputes could be:

- Incorrect transaction amounts;
- Cancelled transactions not credited on your account;
- Duplicate transactions;
- Products/services ordered but never received;
- Missing credits; and
- Unrecognized charges.

The Buyer resolves shipping charges and taxes with the vendor and cannot dispute these charges with the servicing bank.

While the dispute is being processed, the servicing bank issues a temporary credit. Upon resolution, the servicing bank provides a written statement detailing the resolution.

The Buyer contacts the P&C Department Supervisor for further guidance or sees reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook for additional information on dispute procedures and examples.

NOTE:

The Buyer has 90 days from the date the transaction was processed to notify the servicing bank of a disputed transaction. Failure to submit the dispute within the 90 day time frame can cause the Buyer to be held personally liable for the charge per reference (a).

NOTE:

SAP files are closed within 30 days upon evidence of receipt, acceptance, and final payment.

Retain records related to all transactions paid for with the government P-Card and valued less than the simplified acquisition threshold (SAT), for six (6) years following the end of the FY in which the transaction occurred. See reference (t) Life Cycle Management Manual CIM5212.12 (series).

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Chapter 11: Customer Receipt

Introduction This chapter discusses the processes to receive shipments.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Receiving/Delivery of Item	11-5
B	Inspection	11-10
C	Discrepancies	11-12
D	Sending Receipt Documentation	11-15

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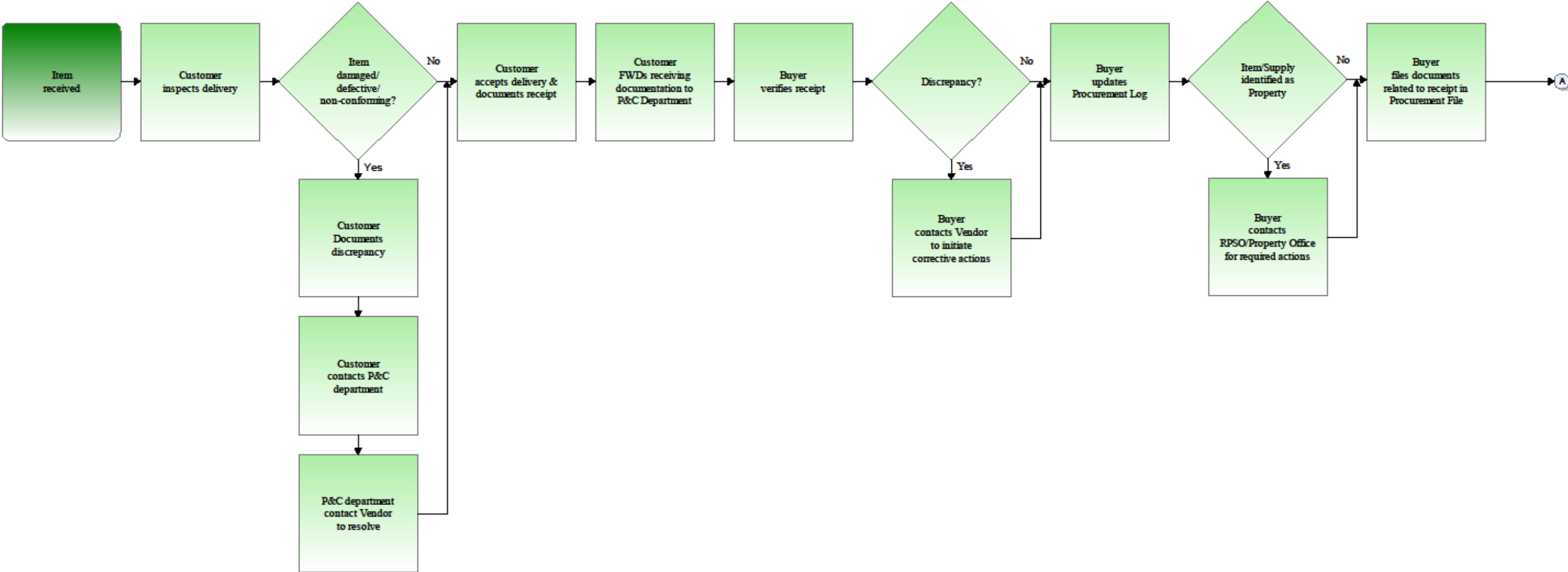


Figure 11-1 Micro-purchase P-Card Receiving process map

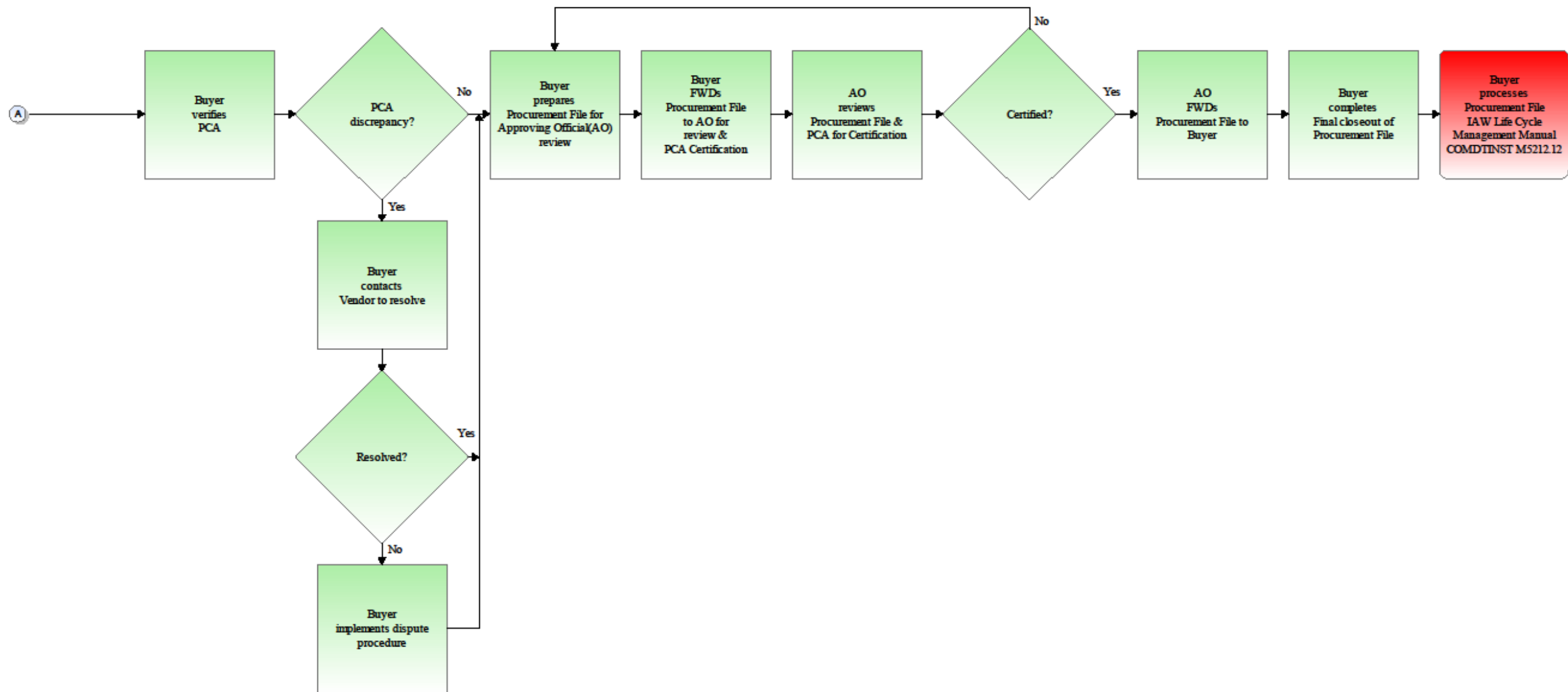


Figure 11-2 Micro-purchase P-Card Receiving process map continued

Section A: Receiving/Delivery of Item

A.1. Process Start The Micro-Purchase P-Card receiving process begins when the shipment is delivered to the Customer or USCG warehouse facility.

A.2. Definitions **Receiving** – Taking the delivery of an item.

Acceptance – Verifying a shipment is inspected, is in good condition, and conforms to the terms of the purchase documentation. It is an official acknowledgment by an identifiable individual that supplies delivered or services performed conform to what was ordered or contracted (such as work performed for repairs, installations, etc.). Forward all receiving and acceptance documents to the P&C Department by the fifth calendar day after acceptance.

Receipt – Documentation of acceptance.

A.3. Receiving The receiving process consists of taking into custody the supplies or service at the destination. Receiving for simplified acquisitions usually takes place at destination (i.e. the government facility designated as the receiving point).

There are two potential locations for receiving shipments:

1. Delivery at the Customer's unit; or
2. Delivery at a USCG warehouse facility.

The Receiver inspects the box/packaging for damage.

The Receiver verifies the shipment was delivered to the correct location (verify address).

The following information is required on or with a receiving document or delivery ticket as provided by the vendor or shipping company:

- Carrier name;
- Vendor name;
- Purchase number or other delivery authorization;
- Item description, unit of measure, and quantity received;
- Dates of receipt and acceptance; and
- Name of the accepting person, title, telephone number, and signature (or electronic alternative).

NOTE:

Receipt and acceptance is not required for shipping (e.g. FedEx), subscriptions, training, or similar purchases. Receiving at a USCG warehouse facility can not include a robust inspection of supplies (i.e. opening packages). Acceptance and receipt does not occur until the actual Customer receives the shipment and inspects the item(s) for condition/conformance to the order.

Items or services received directly at requesting unit are to be immediately received and inspected to include third party signature.

A.4. Inspection and Receipt

Acceptance is ordinarily evidenced by execution of an acceptance certificate on an inspection, receiving report form, or commercial shipping document/packing list. Acceptance is verifying that a shipment has been inspected, is in good condition, and conforms to the terms of the purchase document.

The person accepting the delivery CANNOT be the Buyer or AO (i.e. third party rule). Timely inspection and receipt of materiel reduces the risk of loss or theft and maintains and/or improves operational readiness by ensuring materiel is available for use. Unit personnel sign and date receipt documents (include printed name and title) when materiel is received at final destination. Keep shipments in a safe and secure location between receiving and acceptance.

Receiving personnel examine and count all containers and pieces received in each shipment (i.e. boxes). Check each item as it is unloaded, prior to departure of the delivery carrier when possible, to record any damage.

NOTE:

When a container shows evidence of damage or pilferage, call it to the delivery carrier's attention and segregate damaged items from other items being unloaded to ensure that a proper record is made.

Keep a record of count and condition of supplies when shipment is received. This record shows shipment identification, delivery carrier's equipment number, time, date, seal number, condition of seals (as applicable), and receiver's name. Use consignee's copy of bill of lading, packing slip, or other approved forms for this purpose.

Complete the following actions when receiving a product from a shipper:

- Receipt of supplies;
- Verify the shipper delivered to the correct location (verify address);

- Verify the delivery receipt lists the date and time the delivery carrier arrived for unloading, the date and time the carrier departed, and the number of pieces unloaded (as applicable);
- Verify the delivery carrier vehicle checked seal integrity prior to opening the trailer and seal numbers are written down on the delivery carrier delivery receipt (as applicable);
- Verify labels on all containers to ensure the property belongs to the consignee and the labels match the piece, Transportation Control Number (TCN), and weight as shown on the delivery carrier delivery receipt or the government bill of lading (GBL)/commercial bill of lading (CBL);
- Check each container for possible damage and immediately notify the delivery carrier of all damage (see section B.1 for further guidance);
- Annotate the delivery receipt with the number of pieces damaged or short, along with the TCN number and type of damage (e.g., bent, crushed, leaking, etc.) (take pictures if possible);
- Have the Customer (if available) verify the number of cartons, packs, or pieces received against shipping documents and check for damage and note any damage, shortage, or overage on all copies of the receipt document;
- Count and supplies material against receiving documents;
- Compare the description (model number, stock numbers, part numbers), quantity, vendor name/[PR](#), etc. (as applicable);
- Compare the product(s) delivered with what was ordered to ensure that the proper item(s) was received and is not damaged or defective (if known); and
- Note all issues or discrepancies on shipping document.

For receipt of service/construction (takes place at Requiring Activity/unit that submitted the [PR](#)):

- The designated POC verifies that the service or work corresponds to the description of work within the requirement ([PR](#), [SOW](#), etc.) including the period of performance.

For service or work deemed not acceptable, see Chapter 11:B.1.

NOTE:

The completion of block 35 on [DHS Form 1501](#) is acceptable documentation to demonstrate receipt of goods or services.

If any discrepancies are discovered during the inspection process, follow the instructions outlined in the following section.

If no discrepancies are discovered, the Customer signs and dates the receipt document and prints the name of person receiving the applicable supplies or service in BLOCK letters.


Within five calendar days of materiel being received at the USCG warehouse or Requiring Activity, sign the receipt documents, date, and forward to the P&C Department.

Receipt documents can be the following: a receiving report form, commercial shipping document or packing list, or an e-mail indicating that the items listed (and only those listed) are present in the delivery.

NOTE:

The Buyer works with the Customer to ensure that the third party making acceptance compares the product(s) delivered with what was ordered to ensure that the proper item(s) was received and is not damaged or defective.

Units retain copies of all receipt documents until forwarded to the P&C Department or as long as the unit deems necessary to update any unit logs/files related to the purchase.



call 855.289.9676 email askZoro@zoro.com
 click www.zoro.com or www.zorocanada.com

PACKING LIST U663777987

BUYER: MSRT

SHIPPED TO: MSRT
 BLDG 41A
 1260 SHOTGUN RD
 Chesapeake VA 23322

ORDER # SO1766265
 DELIVERY # 6276094827

Buyer/Unit delivery info

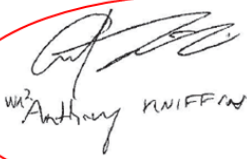
Vendor has referenced the purchase document as requested by the buyer.

DATE	SHIPPED VIA	CUSTOMER P.O.	Page 1 of 1
11/12/2014	UPS GROUND	JC092MAT	

Order Qty	Ship Qty	B.O. Qty	Product Number	MSDS Number	Stock	Description
2	2	0	G2659787		1CH09	Degreaser, Size 32 oz., PK 12

In this case the receiver has verified the amount received by circling the amount.

Order weight is : 58.4 lbs



19 Nov 14

Anthony KIFFIN

Signature, date and printed name of individual receiving the material.

Figure 11-3 Packing List

Section B: Inspection

B.1. Inspection of Item at Destination

The Customer or receiving unit can act as receiver and inspector. Accurate and timely acceptance and receipt processing, coupled with the retention of documentation directly supports, and is essential to achieving and maintaining audit compliance.

To perform these steps, the Customer at the final destination opens the package and inspects the contents.

The Customer performs inspection duties at final destination. For example:

- Verify against what was ordered to ensure proper supplies or service was received;
- Verify quantity (amount ordered was received);
- Check for damage; and
- Verify operability (if readily determinable).

Upon delivery or pickup, the Customer verifies the number of items received, checks for damage, and records all discrepancies on the receipt documents.

The Customer compares description (model number, stock numbers, part numbers) and quantity to receipt documents and unit ordering documents (if available).

During the inspection process, if discrepancies are recorded, notify the P&C Department directly to resolve.

NOTE:

At no point is the Customer to contact the vendor. The P&C Department is the sole interface with the vendor for redressing discrepancies.

For services or construction at the unit, the Customer or POC verifies service or construction was completed as per the [SOW](#) or ordering document and compares to the requirement documents, and signs acceptance documents.

Contact the P&C Department for further guidance if damage or discrepancies are discovered.

NOTE:

In the case of supplies or services, Customers or POCs CANNOT instruct contractors/vendors to do something which results in a change to the terms of purchase or has an impact on item (replacement), quantity, price, or continued performance beyond the terms of the purchase requirements. Customers or POCs closely monitor services while on site to ensure the work is authorized. The Buyer authorizes any deviations from original ordering requirements.

The ability to account for supplies upon receipt to accurately reflect any changes is not routine and is limited to a minimum number of personnel. Timely receipting of supplies reduces the risk of loss or theft and maintains and/or improves operational readiness by ensuring supplies are accounted for and available for immediate issue or to fill a requirement of the USCG unit, and ensures timely financial transactions are accounted for by the P&C Department.

Each unit maintains a roster of personnel who are trained and have the ability to physically receipt supplies and provide this list to the P&C Department. By designating specific receipt functions to personnel, units are able to reduce security gaps, fraud, theft, or human, procedural, or system errors that create errors in receipting actions and financial data.

Section C: Discrepancies

C.1. Shipment Damaged/ Defective/ Non- Conforming

Potential problems could include, but are not limited to:

- Shortages;
- Overages;
- Wrong item;
- Damaged item; or
- Nonconformance to requirements document (i.e. ordering document or [SOW](#)).

Customers confirm receipt of the supplies or services. When the items have been received, the Customer provides the required third party signature and the appropriate supporting documentation to the P&C Department in the form of signed receiving report forms, commercial shipping document or packing list, or invoices, and e-mails confirming receipt and delivery. Rather than just submitting the packing slip noting a discrepancy, the Customer immediately contacts the P&C Department upon discovery for further guidance and immediately forward the receiving documents as instructed by the P&C Department.

C.2. Documenting Discrepancies

The Customer annotates any/all issues on receipt documents (i.e. missing items/damaged items and what kind of damage (takes pictures to document) or incorrect items and what was substituted (if provided)), signs, prints name in BLOCK letters, dates the receiving document, and retains copies as unit procedures require.

It is important to document receipt actions throughout the process because when the delivery carrier holds a clear delivery (accepted with no annotations of discrepancies) receipt for goods later found to have been short or damaged, the receipt cannot be construed as final since the terms of the receipt can be varied by the facts developed during receipt between the warehouse and final destination (unit). The actual facts can be explained through the use of signed statements or affidavits made by personnel who executed such clear receipt and then discovered the shortage or damage. This way, it can be possible to prove the discrepancy did, in fact, exist at the time of delivery.

Concealed damage claims require almost undeniable proof of delivery carrier/vendor responsibility for the damage, especially if any significant amount of time has elapsed between the delivery and the discovery of the damage. The burden of proof is upon the owner of the property (USCG unit) to overcome the evidence of the clear delivery receipt. This can be done only by development of the most complete factual data to establish

where, how, and in whose possession the property was when the damage occurred. Signed statements or affidavits by transportation or shipping and receiving personnel that provide complete details about the time, place, and circumstances of delivery acceptance at origin and concealed damage discovery from the warehouse to destination are required to support a claim of delivery/vendor liability. This documentation greatly assists the P&C Department with working with vendors to obtain a favorable resolution.

**C.3. Damage/
Shortage**

For damaged or short orders, the Customer:

- Acknowledges the shortage or damage notation on the delivery receipt (both the delivery carrier driver (when possible) and the person receiving);
- Takes photographs of all damaged supplies, shipping containers/boxes (before and after opening);
- Ensures the delivery carrier representative (driver) inspects damaged property and retains a record of the name of the driver, date, and time of their response;
 - If a delivery carrier chooses not to inspect damaged property, contact technically qualified personnel at your activity to perform an inspection;
- Immediately reports the damage to the delivery carrier representative, obtains statements from personnel who found the damage, and reports this information to the warehouse Supervisor (as applicable) and P&C Department;
- Reports all discrepancies to the warehouse Supervisor (as applicable) and P&C Department immediately upon discovery; and
- Immediately forwards all receiving documentation (including photographs) to the P&C Department.

**C.4. Contacting
the P&C
Department**

The Customer immediately (within 5 days) notifies the P&C Department via electronic correspondence of discrepancies and provides appropriate documents. If provided via hardcopy, the Customer follows up with an email to the P&C Department to confirm receipt of documents. Follow up any non-traceable report of discrepancy (i.e. phone call) by traceable means (i.e. email).

**C.5. P&C
Department
contacts Vendor
to Resolve**

Only the P&C Department is authorized to contact the vendor regarding discrepancies. In order to prevent potential UAC, the Customer shall not contact the vendor per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. The P&C Department Buyer informs the contractor of the discrepancy and the precise reasons for it. It is usually in the government's best interest

contractor's are provided an opportunity to correct or replace nonconforming supplies or services with the contract schedule and without additional cost to the government. The Buyer works with the contractor to arrive at a solution that works best for that supply or service.

The Buyer contacts the vendor to confirm the issue and attempts a resolution. If item(s) cannot be replaced, an approved substitution provided, or the service cannot be completed in a reasonable amount of time that meets the Customer requirements, the Buyer starts dispute procedures. In these cases, the Buyer contacts the Customer to inform them of the issue and advise to draft a new [PR](#) with a different vendor.

If the vendor agrees to replace the item, the Buyer requests a credit for the incorrect or damaged supplies and informs the Customer of status.

In all cases, the Buyer consults the Customer to ensure all actions meet their requirements.

The Buyer, whenever possible, obtains documentation from the vendor when returning supplies and attaches a copy of the documentation to the card statement on which the credit appears. If the vendor is unwilling to issue documentation, the Buyer notes the returned purchase(s) on the card statement and attaches a postal or shipping receipt indicating the item was returned. The Buyer files a dispute per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook with the servicing bank in cases where the Buyer cannot obtain a resolution from the vendor.

Buyer documents all correspondence with vendors and files within [PR](#) package. In addition, the Buyer notifies the Supervisor and Customer of the status of the issue(s), resolutions, and disputes.

Section D: Sending Receipt Documentation

D.1. Sending Receiving Documentation

If the destination unit and the P&C Department are NOT co-located at the same base, scan and send all receipt documents (e.g. receiving report form, commercial shipping document or packing list, or invoices) via electronic correspondence to the Buyer. For units co-located with their P&C Department, hand carry or forward receipt documents per local procedures. Contact the P&C Department for questions regarding the proper methods to forward receipt documentation.

Upon receipt and acceptance of supplies, the Customer submits signed and dated receipt documents to the P&C Department. Ensure the name of the individual receiving the supplies are printed on receipt documents in BLOCK letters.

Upon completion of service or construction work, the unit POC, if designated, submits a signed/dated acceptance for the supplies, services, construction or supplies to the P&C Department. Ensure name of individual receiving the supplies is printed on receipt documents in BLOCK letters.

Within five calendar days of materiel received at the final destination, forward signed and dated receipt documents to the P&C Department.

As a best practice, units retain copies of all receipt documents until forwarded to the P&C Department or as long as the unit deems necessary to update any unit logs/files related to the purchase. Email confirmation of receipt can be used ([Figure 11-4](#)).

FROM CUSTOMER TO P&C DEPARTMENT

-----Original Message-----

From: Seaman, Joseph MK3
Sent: Tuesday, October 18, 2016 10:03 AM
To: P&C Department
Cc: Unit Supervisor; Unit Funds Manager,
Subject: Receipt of supplies/services for PR#_____

PR# _____ for vendor _____ has been received in full/partial by _____ on _____ and (with) / (with no) discrepancies and conforming.

Signed:

MK3 Joe Seaman
USCG Any Station
Anywhere, US 12345
(123)456-7890

FROM P&C DEPARTMENT TO CUSTOMER

-----Original Message-----

From: P&C Department
Sent: Wednesday, October 12, 2016 13:30 PM
To: Seaman, Joseph MK3
Cc: Unit Supervisor; Unit Funds Manager, P&C Department
Subject: Order of supplies/services for PR#_____

A receiving report is required for PR#_____, Vendor _____, A email response or signed scanned copy indicating services/supplies have been received in full/partial by (MBR's name) and/or a packing list signed and dated when the items or services were received (not today's date) with/or no discrepancies and conforming to the order.

For any questions contact the P&C Department.

Regards, P&C Department

Figure 11-4 Email receipt

Chapter 12: Receipt Verification

Introduction

This chapter discusses the processes for validating receiving documents and verification of purchases within the PCA.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Validating Receiving Documentation	12-2
B	Purchase Card Application (PCA)	12-8

Section A: Validating Receiving Documentation

A.1. Customer Receiving Documentation Verification and Vendor Invoice Validation

Following the order delivery and receipt of receiving documents from the Customer, the Buyer verifies the documents and ensures the third party making acceptance has signed the receiving documents. If the Customer identified items as damaged or defective or does not match the order, only the Buyer contacts the vendor to resolve discrepancies.

The Buyer confirms receipt of the supplies or services and maintains all receipt documents within the [PR](#) package. In addition, the Buyer monitors those purchases not received.

The Buyer obtains all receipt documents related to [PR](#) from the receiving unit. Acceptable receipt documents are:

- [DHS Form 1501](#) with block 35 signed
- Receiving report form
- Commercial shipping document or packing list; or
- E-mail from the Customer indicating receipt.

The Buyer validates and verifies third party receipt/acceptance on all receipt documentation the Customer provides. The Buyer also validates receiving documents are signed and dated and the Receiver's name is legibly printed. If not, the Buyer contacts the Customer and obtains required information. The Buyer verifies (received vs. ordered):

- Destination;
- Vendor name;
- Quantity;
- Description of supplies or task;
- Pricing and extensions (if applicable);
- Shipping costs (separate GBL if over \$100);
- Purchase number (as applicable);
- Proper signature (including printed name); and
- Date received.

The Buyer verifies the shipping documents against the ordering documents for accuracy to ensure what was received met order requirements (what was received vs. what was ordered).

If a supplier delivers supplies or performs services not conforming with the PO, use the decision table below to determine the correct course of action.

If	Then
The supplier replaces the items which are defective, or re-perform the service as requested, within a reasonable period of time.	Reject the non-conforming supplies and let the supplier make the changes at its expense or re-perform the service.
You elect to accept non-conforming supplies or services.	Adjust the price prior to acceptance.
The supplier cannot correct or replace the supplies, or re-perform the service within a reasonable period of time, and the item or service is readily available from another source.	Reject the defective supplies or services and adjust the price and quantities accordingly.

Table 12-1 Receipt Decision Table

A.2. Vendor Invoice

The Buyer obtains a valid receipt.

The Buyer verifies vendor invoices to ensure they correlate with the ordering documents, and compares the invoices to the receiving documents the Customer supplies to verify what was billed for was shipped.

The Buyer can receive invoices electronically from the vendor, via mail from the vendor, or from the Customer (if the receipt was included with the supplies when shipped). The Buyer ensures the invoice date is after the shipment date, unless it is an on-line order (e.g. GSA Advantage!®). In these cases, use the invoice date or e-mail confirmation date as the shipment date. Upon receipt of invoice, the Buyer verifies the following information against the obligation document/[DHS Form 1501](#):

- Billing address;
- Vendor name;
- Quantity;
- Description of supplies or task;
- Pricing and extensions (if applicable);
- Shipping costs (Freight bills over \$100 require a separate carrier receipt/invoice. Identify a separate [PR](#) or line item on a [PR](#) for freight charges (reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook)); and
- Purchase number (as applicable).

A.3. DHS Form 1501 Receipting Documentation

Annotate partial shipments on the receiving documents and the Buyer follows up with the vendor to confirm status of remaining items if not already known. The Buyer notifies the Customer of all status and documents correspondence in the [PR](#) package.

If the Customer provides a signed and dated receiving document, the Buyer completes block 35 of the [DHS Form 1501](#) and writes “see signed packing slip/receipt”.

**A.4.
Discrepancies**

It is usually in the government’s best interest that the contractor or vendor is given an opportunity to correct or replace non-conforming supplies or services with the contract schedule and without additional cost to the government. The Buyer works with the contractor to arrive at a solution that works best for that supply or service based on the Customer’s requirements.

If a vendor delivers supplies or performs services not conforming with the purchase, the Customer identifies this to the Buyer, either on the receiving documentation or via documented correspondence. Examples of a discrepancy can be:

- Incorrect quantity;
- Damage to the supplies;
- Work completed does not match requirement/obligation document;
- Incorrect destination;
- Unauthorized substitution;
- Incorrect pricing (invoice only); or
- Missing shipping information (cost, carrier, etc.).

See the P&C Department Supervisor for specific unit guidelines that address discrepancies for receipt and invoicing.

**A.5. Initiating
Corrective
Actions**

The P&C Department, in conjunction with the Customer, works with the contractor to arrive at a solution that works best for the supply or service (Table 12-1).

Before contacting a vendor, the Buyer reviews the receiving documents the Customer/POC provides and ascertains the following information:

- Did the Customer elect to reject the non-conforming supplies/service?
- Why did the Customer/POC reject (provided written explanation)?
- Was the item damaged in shipment/defective (noted by the Customer)?
- Did the Customer/POC elect to accept the non-conforming supplies/services?
- Did the Customer/POC provided required/supporting documentation (i.e. was the issue documented accurately on receiving documentation provided by the Customer)? If not, contact the Customer/POC for information (statement, pictures, etc.).

- Did the item delivered meet the order requirements?

If the Customer/POC did not provide the required documentation immediately, the Buyer contacts to obtain required documents or supporting information to assist with communications with the vendor.

For all approved discrepancies, the Buyer contacts the vendor to resolve the issue and, if necessary, obtains adjustment to the price/costs and ensures the vendor issues a new receipt/invoice.

The Buyer contacts the vendor via electronic communication and documents all correspondence to the [PR](#) package. The Buyer notes the following information within the [PR](#) package:

- Restocking fees (as applicable, if a return is required, the Buyer ensures the vendor issues a credit.);
- Person(s) spoken to (vendor);
- Time and date of call; and
- Time frame for shipment of replacement items, etc.

NOTE:

Restocking fees could increase the cost of the [PR](#). If so, follow local P&C Department procedures to obtain FM approval for the increase in funds.

NOTE:

If the transaction is not a straight exchange, the Buyer resolves all funding issues. If there is a funding increase, the Buyer obtains FM approval and modifies obligation documents as required.

If the supplier delivers supplies or performs services not conforming with the purchase requirements, the Buyer uses Table 12-1 to determine the correct course of action.

If the Customer/POC elects to accept non-conforming supply/service/construction, the Buyer ensures the terms of the original order are not modified in such a way to increase the cost of the purchase. Document all changes from the original order on receiving documentation and approved by the Customer or POC.

The Buyer contacts the vendor to resolve any discrepancy if the receiving documentation differs from what was ordered or if the item is damaged or defective.

For supplies or services the Customer/POC rejects, the Buyer contacts the vendor to initiate a credit to the P-Card and return procedures for the supplies (as applicable). Document all correspondence within the [PR](#) package. The Buyer initiates actions within the financial system to account

for all financial variances and contacts their P&C Supervisor for local procedures that can apply.

NOTE:

Any increases to cost must have funds approval prior to the obligation of additional funds per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

A.6. Update PR Tracker

The Buyer ensures completion of any remaining/applicable fields in the procurement log to document the receipting action. Use the procurement log to provide Customers (requestor, Supervisor, APO, and FM) purchase status.

A.7. Item/Supply Identified as Property

The Buyer reviews the [PR](#) package ([PR](#) or [DHS Form 1501](#)) for property identification by the RPSO/Property Office. If the shipment was identified as property, the Buyer contacts the RPSO/Property Office.

A.8. Contacting RPSO/Property Office for Required Actions

The Buyer contacts RPSO/Property Office and supplies the documents as directed. Documents that can be required:

- Original acquisition document ([PR](#), obligation document);
- Material Inspection and Receiving Report (signed/accepted receipt); and
- Invoice.

The Buyer ensures all correspondence with the Property Office is documented in the file to support acquisition rules that property action/requirements were met.

The Buyer provides the Property Office with all documents as requested via electronic correspondence and records within the [PR](#) package (copies of e-mails, etc.). For any questions, the Buyer contacts their P&C Department Supervisor.

NOTE:

It is not the P&C Departments responsibility to provide item information (serial numbers, model numbers, etc.) other than the documentation related to the purchase. The RPSO/Property Office coordinates this information with the unit APO/Property Custodian.

**A.9. Buyer Files
Documents
Related to
Receipt in PR
package**

The Buyer verifies all receipt documents received to date:

- Related endorsed receiving documents;
- Electronic correspondence (e.g. e-mails);
- [DHS Form 1501](#);
- Obligation document;
- Receipts/invoices;
- Shipping documents; and
- Any information related to receipt actions.

The Buyer files all documents and correspondence relating to the acquisition within the [PR](#) package.

NOTE:

Freight bills over \$100 require a separate carrier receipt. A separate [PR](#) or line item on a [PR](#) is identified for freight charges over \$100 per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

Section B: Purchase Card Application (PCA)

B.1. Verifying PCA

The PCA allows the Buyer to view their P-Card transactions, verify transactions, and reallocate the accounting line associated to a transaction by changing the appropriation code, appropriation limitation code, program element, cost center, and object class. The PCA can be used for the following actions:

- Correct accounting line on card transactions;
- Provides the Buyer with the ability to view their transactions via the USCG intranet;
- Enables the Buyer to verify each transaction is valid or the bank disputed;
- Allows the AO to view the transactions of each Buyer;
- Enables the AO to certify statements of individual credit card accounts for each statement period; and
- Allows the Buyer to reallocate the accounting line for each individual transaction.

NOTE:

The Buyer can make changes to appropriation code, appropriation limitation code, obligation date, cost center, program element and or object class. If the Buyer needs different values for other segments of the accounting line, the Buyer contacts the Comptroller Department.

For further guidance see the PCA User Guide.

Buyers verify all transactions the servicing bank reports and reconcile them within PCA. The Buyer reviews the PCA account **daily** to ensure vendors are billing promptly and accurately and to ensure accurate information is readily available for the Comptroller. The Buyer reviews the monthly statement to ensure all of the listed transactions are correct. An incorrect or improper charge could be the result of a vendor's clerical error, or it could be an indicator that the account is compromised.

If the Buyer suspects an error and cannot resolve it with the vendor, the Buyer follows dispute procedures and notifies the AO via their P&C Department chain of command. Buyers can be held personally liable for failure to dispute incorrect or improper charges per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

The AO accesses the CH menu in PCA to verify a CH(s) statement in his/her absence. Access the PCA via the following link:

<https://cg.portal.uscg.mil/units/fincen/SitePages/PCA.aspx>

P-Card statement certifications are due by close of business (COB) on the 26th of each month. The Buyer ensures verification of all transactions for the respective billing cycle so the AO can successfully certify all outstanding statements. The suspension date for each cycle is shortly after the 26th of each month. For guidance on timelines for PCA statement verification deadlines, the Buyer contacts the AO via their P&C Department chain of command.

The Buyer logs into the PCA program and chooses the 'Cardholder Menu' option to start their PCA review.

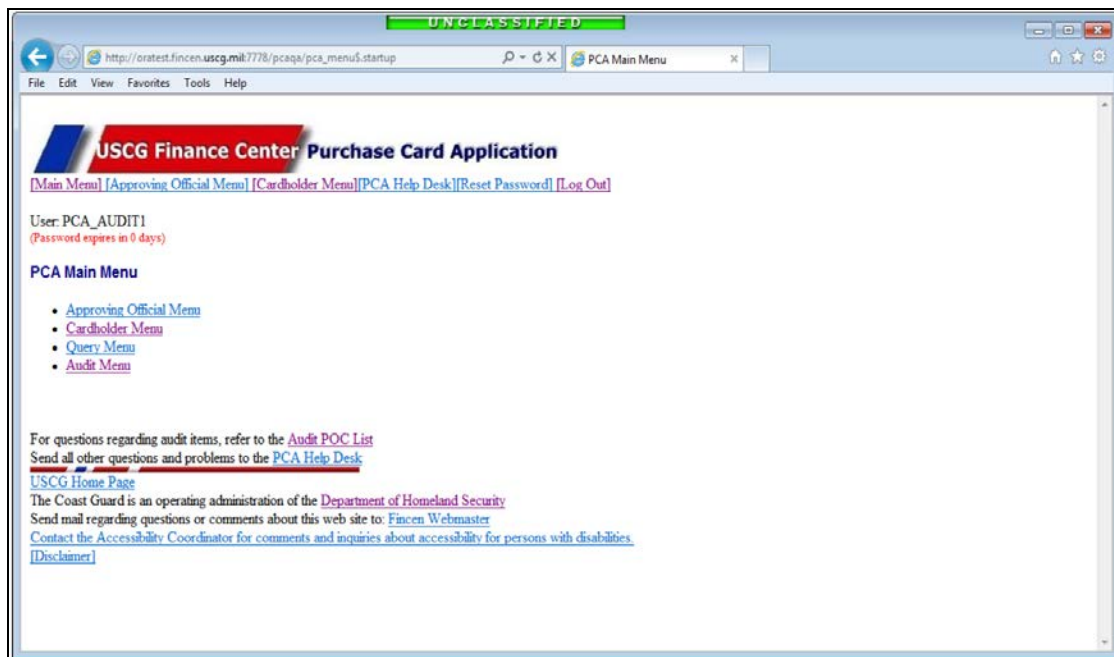


Figure 12-1 PCA main screen

The Buyer chooses 'Transaction Verification and Reallocation - PE'.

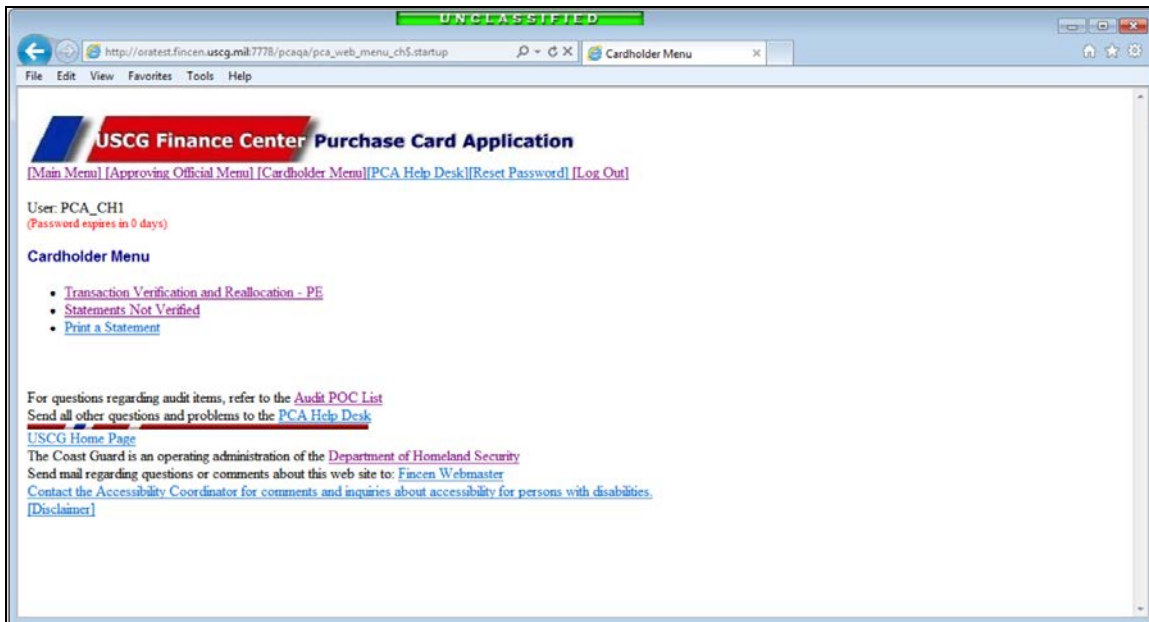


Figure 12-2 opening PCA transaction page

The Buyer enters the year and month (YYMM) or the desired statement followed by the last 10 digits of the applicable P-Card or chooses the 'LOV' option and chooses the applicable fields to access the P-Card statement.

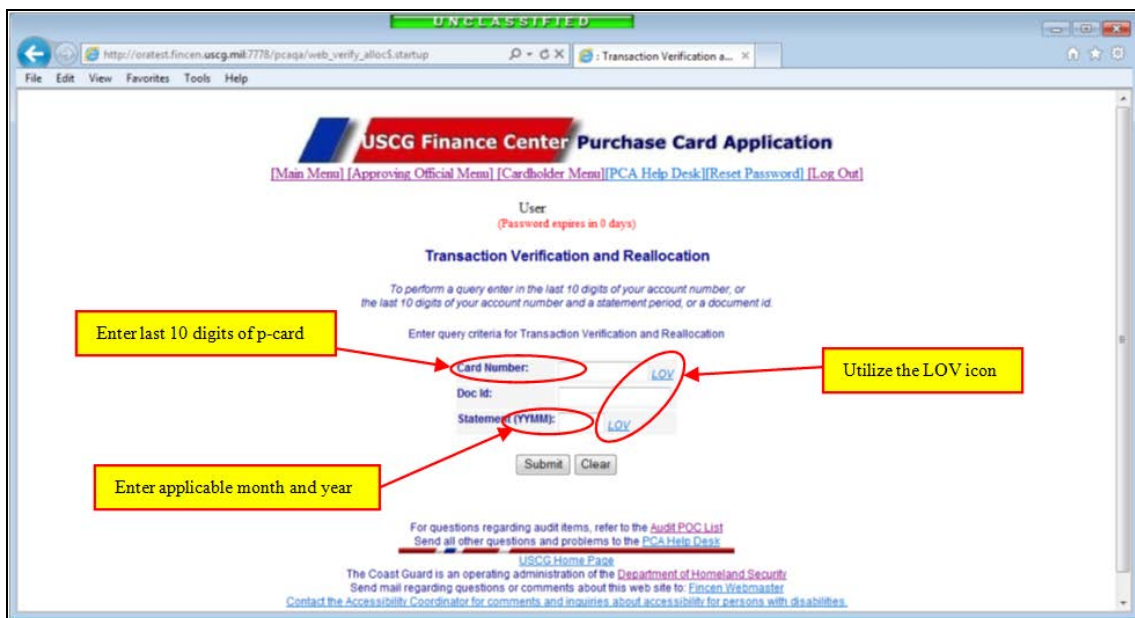


Figure 12-3 PCA CH statement access

The Buyer compares the P-Card documentation with information within PCA (document ID, amount, vendor, etc.) for each transaction listed to verify the statement.

NOTE:

Complete the purchase description field before verifying the charge; otherwise the Buyer receives an error message.

If the transaction is valid, the Buyer verifies the statement and updates the PCA. If it is not valid and the Buyer has not resolved with vendor, the Buyer indicates disputed or unknown as applicable and updates the PCA.

The screenshot displays the 'USCG Finance Center Purchase Card Application' web interface. The browser address bar shows 'http://oratest.fincen.uscg.mil:7778/pcaqa/stmts_not_verified_ch5cccd.startup?P_CC'. The page title is 'UNCLASSIFIED'. The main heading is 'USCG Finance Center Purchase Card Application'. Below the heading are navigation links: [Main Menu], [Approving Official Menu], [Cardholder Menu], [PCA Help Desk], [Reset Password], and [Log Out].

The page is titled 'Transactions Not Verified'. A message states: 'To save changes on this page, please click on the Update button at the bottom of the page.' There are three yellow callout boxes with red arrows pointing to specific fields:

- A box labeled 'Check the appropriate box' points to the 'Status' field, which has radio buttons for 'Verified', 'Disputed', and 'Unknown'. The 'Unknown' option is selected.
- A box labeled 'Verify' points to the 'Verify' button.
- A box labeled 'Enter last 5 numbers of purchase number, brief description, and date received. (e.g. JC235, generator, RCVD 10DEC16)' points to the 'Purchase Description' field.

The interface shows a table of transactions. The first transaction is highlighted with a red circle around the 'Status' field and another around the 'Purchase Description' field. The second transaction is also highlighted with a red circle around the 'Purchase Description' field. The third transaction is partially visible at the bottom.

Status	Card Number	Trans Date	Purchase Description	Statement(YMMM)	AO Certified	Doc Id	Amount	Merchant	Fuel Info	Comments
<input checked="" type="radio"/> Verified <input type="radio"/> Disputed <input type="radio"/> Unknown		06/12/2014			No	32	\$357.00	CAPP USA 610-394-1142.PA		
<input type="radio"/> Verified <input type="radio"/> Disputed <input checked="" type="radio"/> Unknown		06/13/2014			No	32	\$140.83	SADDLE POINT SYSTEMS 510-649-7500.CA		
<input type="radio"/> Verified <input type="radio"/> Disputed <input checked="" type="radio"/> Unknown		06/16/2014			No	32		CAPP USA 610-394-1142.PA		

Figure 12-4 PCA transaction verification

Upon updating PCA, the Buyer selects the applicable statement to print (based on the billing cycle) by submitting in the last 10 digits of their account number. Once the statement is printed, the Buyer uses it to organize the PR packages for the AO to review. The Buyer places a printed statement on top of applicable billing cycle PR packages prior to submission to AO.



Figure 12-5 PCA statement

After PCA transaction updates are completed, the Buyer PRINTS verified PCA statement

As a best practice, the Buyer prints a PCA statement, notates document number next to each transaction, and arranges folders in that order for AO review/certification.

B.2. PCA Discrepancies

Discrepancies can occur throughout the credit card transaction. However, the Buyer take steps immediately to correct the discrepancy to ensure the accuracy of the [PR](#) package.

Examples of discrepancies can include (but are not limited to):

- Incorrect transaction amounts - request the vendor issue a corrected invoice;
- Duplicate transactions - request the vendor issue a corrected invoice;
- Products/services ordered but never received - request vendor complete the order and obtain specific status update (e.g. when it will be shipped/delivered);
- Credits never received - request vendor issue credit to card and forward credit documentation to Buyer;

- Fraudulent or invalid charges - verify charge authenticity with vendor; if fraudulent notify vendor and dispute charge. If invalid request vendor correct and re-issue invoice, if vendor does not agree, dispute charge;
- Shipping one item but billing for another - request vendor issue credit and shipment instructions for item and obtain status of correct item shipment; and
- Unrecognized charges - request vendor clarify charges and document on invoice. If still unclear or cannot obtain sufficient clarification from vendor, dispute charge.

The Buyer contacts the P&C Department Supervisor for further guidance on discrepancies.

First method of dispute resolution is with the vendor. If this action is unsuccessful, the Buyer contacts the credit card issuer to formally dispute the charge. Always keep the P&C Department chain of command informed as to issues/discrepancies/disputes within PCA.

B.3. Contact Vendor to Resolve

Before notifying the bank, the Buyer tries to resolve the dispute with the vendor.

The Buyer contacts the vendor via phone or email to inform them of the issue and attempts to resolve the issue (see section B.2 above). The Buyer documents all correspondence that attempts to resolve the discrepancies. The Buyer informs the P&C Department Supervisor of all matters relating to vendor contact/resolution of discrepancies.

B.4. Resolved

The Buyer contacts the Customer via phone or email with the potential resolution and status to ensure they accept the solution. The Buyer requests the Customer reply via email so that written documentation exists of their acceptance.

The Buyer documents all correspondence to the [PR](#) package and makes adjustments accordingly (amending purchase documents, financial system, etc.).

NOTE:

The FM approves any increases from the original approved funding. See P&C Department local procedures for guidance.

B.5. Dispute Procedure

Disputed transactions occur when the Buyer and the vendor are unable to resolve questioned transactions and the servicing bank must be involved in the resolution per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook. A disputed charge is a transaction that is either pending credit, unauthorized or questionable by the Buyer; or a disagreement between the Buyer and vendor regarding a

transaction on the Buyer's statement of account.

If the vendor refuses to resolve the problem, the Buyer has 90 days from the date the transaction was processed to notify the servicing bank of a disputed transaction. After 90 days, the right to dispute the charge is lost.

The Buyer contacts the servicing government P-Card bank to notify them of the issue with the vendor and completes/forwards a dispute form, as necessary.

The Bank reaches out if they need more information. The Buyer monitors PCA for credit and call the bank if disputed charges are not credited in a timely manner. The Buyer informs the P&C Department Supervisor and AO of the status of the disputed transaction throughout the resolution. If the dispute resolution is not in the unit favor, the unit is responsible for the payment.

Buyers that fail to submit the dispute within the 90 day time frame can be held personally liable for the charge. Report this infraction to the CPOPC through the P&C Department chain of command.

Although the Buyer has 90 days, they implement dispute procedures as soon as possible and notify the P&C Department Supervisor and the AO.

The servicing bank issues a temporary credit for the transaction while the dispute is being processed. Upon resolution of the dispute, the servicing bank provides the Buyer and vendor a written statement (i.e., resolved in favor of the vendor or Buyer). The Buyer makes the necessary adjustments to the [PR](#) package and encloses the servicing bank's written statement within the [PR](#) package. The Buyer notifies the P&C Department Supervisor and AO of the resolution.

NOTE:

A dispute form ([Figure 12-6](#)), or anything beyond the initial call to dispute, is usually unnecessary unless the vendor challenges the dispute. The Buyer contacts their P&C Department chain of command for additional guidance.



Dear Cardholder,

This form has been provided for your convenience. If you believe that a transaction on your statement is in error you can use this form to contact us. You must notify us within 90 days from the statement billing date of the disputed charge. Any notification received after this time frame may result in our inability to assist you with your dispute. Please be advised that MasterCard & Visa require that cardholders attempt to resolve the dispute with the merchant before initiating dispute.

Please complete and fax or mail this form to: Commercial Card Services, ATTN: Dispute Dept.
Fax to: (866) 865-2298
Or mail to: Commercial Card Disputes Chase, OH1-0553, PO BOX 182918, Columbus, OH 43272-5543

Name: _____
Account #: _____
Merchant Name: _____
Transaction Date: _____
Posting Date: _____
Reference #: _____
Transaction Amount: \$ _____

Please Circle one of the following choices applicable to your dispute. Include all necessary information and or documentation.

1. I do not recognize the above-mentioned charge. I have attempted to contact the merchant to obtain further information.
2. I have been billed more than once by the same merchant. I authorized only one charge with this merchant. My card was in my possession at the time of the transaction.

Valid Charge \$ _____ Reference # _____
Transaction Date _____

Invalid Charge \$ _____ Reference # _____
Transaction Date _____

3. I canceled: Service / Airline Ticket / Hotel Reservation on _____ (date) cancellation # _____
4. I have not received the merchandise that was to be shipped to me on _____ (date). I have requested credit.
5. Merchandise that was shipped to me arrived damaged or not as described. I returned it on _____ (date) and asked the merchant to credit my account. I am providing a copy of my returned mail receipt.

Dispute Form GSA

Figure 12-6 Dispute form

6. Merchant was to issue credit for merchandise I returned to the store. I have enclosed a copy of my credit receipt.

7. I have been charged for a purchase that was paid for by other means. I am providing a copy of the documentation showing the other method of payment.

8. I have been billed for an incorrect amount. My receipt shows \$_____, however, I was billed \$_____. I am providing a copy of my receipt showing the correct amount.

9. I did not authorize the above-mentioned charge. I have attempted to contact the merchant to resolve dispute.

10. Other: I am attaching detailed information that describes the dispute.

Signature _____

Date _____

Work Phone _____

Email _____

Figure 12-7 Dispute form continued

B.6. Preparing PR package for Review/ Approval (PCA)

The Buyer maintains a complete and accurate file of all P-Card transaction files and documents (original or scanned) related to each purchase. Include the following supporting documents for each transaction (not an exhaustive list):

- Completed [DHS Form 1501](#);
- AO ‘pre’ approval prior to purchase being made;
- Approved [PR](#);
- Obligation document;
- Signed/dated receiving documentation (including shipping documentation) by third party acceptance;
- Property review (as required);
- Invoices (if missing standard form of missing receipts is included) ([Figure 12-8](#)). Vendor name on invoice **MUST** match PCA statement per reference (b) Federal Acquisition Regulation (FAR);
- Dispute documentation (as applicable);
- All correspondence (emails/phone records); and
- All other information related to the purchase (e.g. authorization of restricted MCC waivers, etc.).

The Buyer documents a fair and reasonable price determination per reference (b). P-Card files must always be complete and readily available for submission within 3-5 business days of an audit request. Instances can occur which require a shorter response time.

The Buyer verifies all approvals (i.e. Supervisor, FM, AO) prior to purchase, maintains accurate and complete [PR](#) packages, and makes authorized purchases. The Buyer reviews all transactions reported by the servicing bank and reconcile them daily with PCA. The Buyer organizes the [PR](#) packages in order of the PCA statement per local P&C Department guidelines.

As a best practice, the Buyer periodically reviews the file for accuracy - verifying documents, signatures/dates, etc.

Appendix H. Statement of Missing Receipt

This document is to be used if a receipt is lost or stolen. Please print or type all information.

STATEMENT OF MISSING RECEIPT

- Name of merchant: _____
- Merchant address: _____

- Purchase card number: _____
- Date of charge(s): _____
- Purchase card charges:

TRANS DATE	TYPE OF MERCHANT	TRANS AMOUNT	STATEMENT DATE

- Reason why the above transaction(s) does not have a receipt:

Cardholder's Signature

Date

Approving Official's Signature

Date

Figure 12-8 Statement of missing receipt

**B.7. Forwarding
PR package for
Review and PCA
Certification**

A printed PCA statement ([Figure 12-5](#)) acts as a cover page for all documents within the [PR](#) package. Upon the Buyer's review and preparation of [PR](#) package, (following PCA verification) the Buyer ensures file organization and forwards applicable [PR](#) package(s) (corresponding to PCA Statement) to AO for review.

Forward means to hand carry/deliver a physical file. If scanning is required at this point, a best practice is to scan and upload each file per local P&C Department guidelines for digital review, if AO is located remotely. The Buyer contacts their AO directly to obtain further guidance on how to arrange and deliver files.

Chapter 13: Review and Completion

Introduction This chapter discusses the processes of final review and completion of the [PR](#) package.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	PR Package Review	13-2
B	PR Package Completion	13-6

Section A: PR Package Review

A.1. PR package Review

The AO reviews and approves transactions to ensure the transaction is legal, proper, mission essential, and per P-Card policy.

The AO is at a higher grade level than the Buyer, but if circumstances do not permit this distinction, the AO can be at an equivalent grade or rank per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

The AO performs the duties described in reference (d) Department of Homeland Security (DHS) Purchase Card Manual and perform the following duties:

- Ensure the Buyer verifies their statements and transactions in a timely manner;
- Reconcile and verify the Buyer's statements and transactions during Buyer absence;
- Certify P-Card statements each month using the PCA System;
- Ensure the Buyer has correct approvals and documentation for all transactions;
- Provide prior approval of purchases;
- Ensure the Buyer has correct approvals, separation of duties, and documentation for all transactions;
- Resolve any questionable purchases with the Buyer;
- Ensure the Buyer reconciles their statements and transactions in a timely manner;
- Update and verify Buyer statements and transactions during Buyer absences;
- Report any suspected cases of fraud and abuse to the FOPC;
- Assist the Buyer with dispute resolution;
- Validate and certify P-Card statements each month using the PCA System; and
- Manage the disposal of all [PR](#) packages per reference (t) Life Cycle Management Manual CIM5212.12 (series).

At the end of the billing cycle, the AO completes the PCA certification process of P-Card statements no later than the COB on the 26th of each month.

NOTE:

AOs who are also Buyers must not approve their own transactions. An AO and a Buyer must not serve as each other's Buyer and AO, respectively per reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook.

AOs verify the following documents within the [PR](#) package to ensure it is accurate, supported, and meets audit standards:

- [PR](#); required approvals; signed dated, FM approval, amounts match obligation document, accurate LOA, FY, quarter, shipping separate (as applicable);
- Supporting documents, required [special approvals](#), and all correspondence (emails, phone logs);
- [DHS Form 1501](#); prior AO approval (block 33), proper signatures and that form is completed properly (all applicable sections filed in and match the [PR](#)/obligation documentation;
- Obligation documents; vendor and obligation amount match the [PR](#);
- Receiving and shipping documents (signed/dated with third party receipt);
- Invoices/billing statements amount and vendor matches obligation document/[PR](#), packing slips, commercial shipping documents;
- Required signatures ([PR](#) and receipting, including unit POC acceptance for service/construction purchases); and

Dispute forms or statement of missing receipts (as applicable).

**A.2. PCA
Certification**

The AO certifies a statement, obtains a list of statements not verified, prints statements, and reviews unaudited items. In addition, the AO performs all Buyer functions within PCA if the Buyer is unavailable to verify their statements.

At the end of the billing cycle, the AO completes the PCA certification process of P-Card statements no later than COB on the 26th of each month. AOs access PCA via the Approving Official Menu to certify statements, view statements not verified, print statements, and review unaudited items.

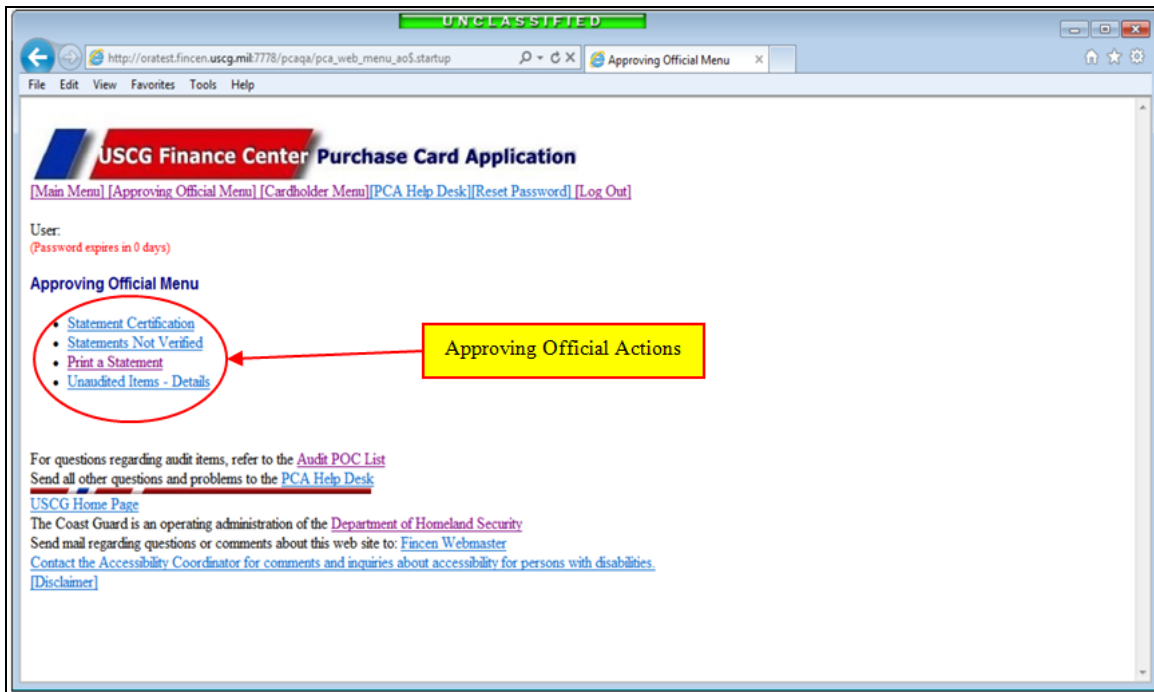


Figure 13-1 PCA AO menu

Within PCA, the AO performs the following actions to certify a P-Card statement:

- Accesses their " Statement Certification" Inbox to retrieve statements to be certified;
- Selects the applicable CH/Buyer statement;
- Reviews the transactions against the applicable P-Card file; and
- Certifies PCA statement based on review of file.

If there is a discrepancy, the AO returns the [PR](#) package to the Buyer immediately for correction. The Buyer corrects and immediately returns to the AO for review and certification.

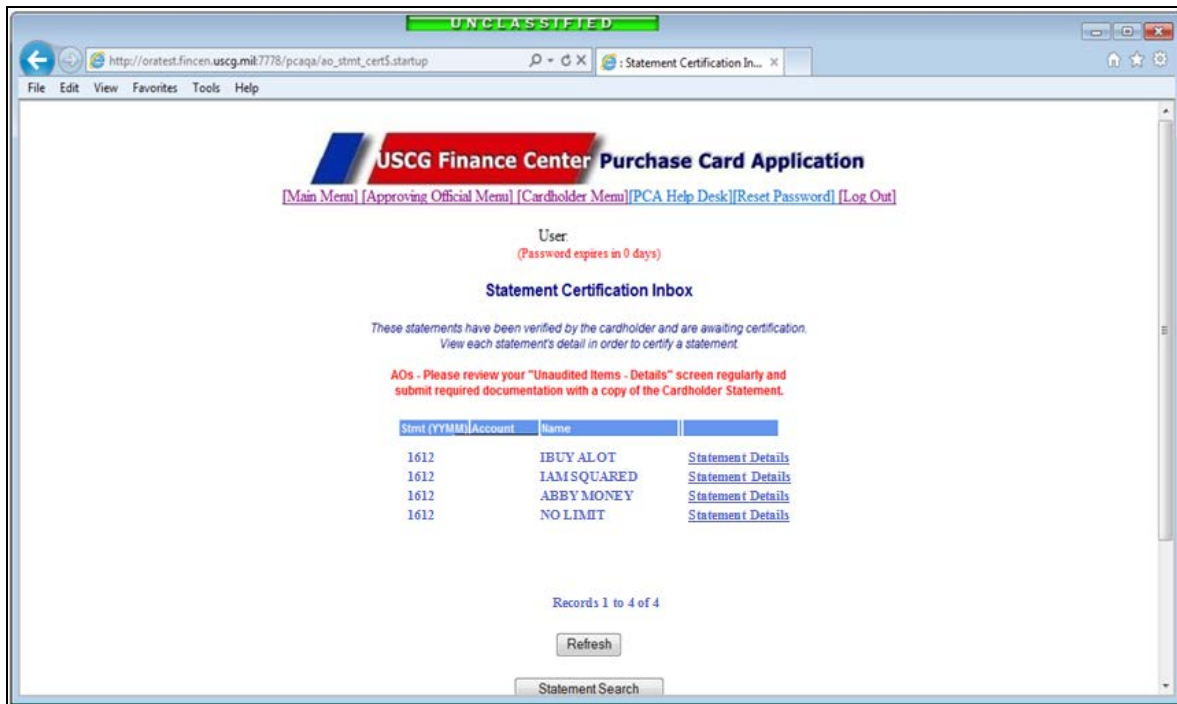


Figure 13-2 PCA AO statement inbox

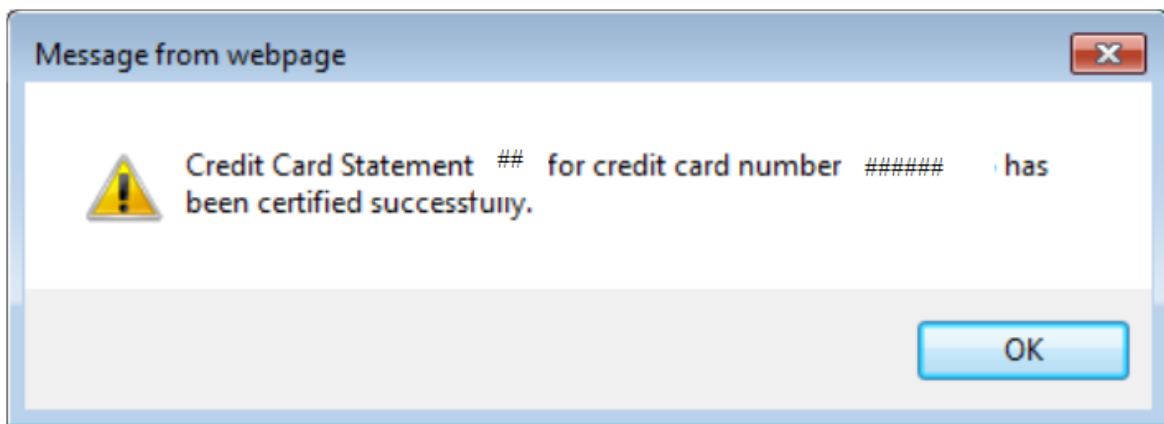


Figure 13-3 AO certification message

NOTE:

The AO is the first line of defense for audit compliance and reviews statements regularly to ensure Buyers submitted the required documentation to complete audit requests.

A.3. Forwarding PR package

The AO returns the [PR](#) package to the Buyer for file completion/finalization.

Section B: PR Package Completion

B.1. Final Completion

File Completion is the final stage of the procurement process. It begins when the purchase is complete, final payment made, all disputes settled, and all administrative actions required by reference (a) Head of Contracting Activity (HCA) Simplified Acquisition Procedures (SAP) Guidebook and reference (b) Federal Acquisition Regulation (FAR) and specific agency or P&C Department procedures accomplished.

The Buyer verifies entire [PR](#) package and places in order as directed by P&C Department guidelines.

Closing a purchase consists of verifying:

- Any AO directed corrections were completed;
- [PR](#) and supporting documentation are accurate and complete; [DHS Form 1501](#), Special approval documents, Market Research, Obligation documents, property accounted for, correspondence, etc.;
- Evidence of third party receipt (supplies or services have been received);
- Acceptance (the supplies or services were in conformance with the purchase requirements); and
- Final payment was paid to the vendor, to include any partial shipments.

Upon receiving all items and final certification, close the file per reference (t) Life Cycle Management Manual CIM5212.12 (series).

B.2. Filing

Procurement records are required to be retained for 6 years after final payment (reference (a)). After this period, dispose records per P&C Department guidelines.

For further guidance, P&C Department personnel refer to the following links:

FAR:

<https://www.acquisition.gov/?q=/browse/far/8>

General Records Schedule (GRS):

<https://www.archives.gov/records-mgmt/grs.html#page-header>

Appendix A: Glossary and Acronyms

AAMS	Agency Asset Management System
ADA	Anti-Deficiency Act
ALC	Aviation Logistics Center
ALMIS	Aviation Logistics Management Information Systems
AO	Approving Official
AOR	Area of responsibility
APO	Accountable Property Officer
BOA	Basic ordering agreement
BPA	Blanket purchase agreement
C-CHECK	Convenience check
CASREP	Casualty report
CBL	Commercial bill of lading
CCB	Configuration Control Board
CGPART	USCG Parts Availability Research Tool
CH	Cardholder
CO	Commanding Officer
COCO	Chief of Contracting Office

COMDTINST	Commandant Instruction
CPOPC	Component Primary Organization Program Coordinator
DHS	Department of Homeland Security
DLA	Defense Logistics Agency
DoD	Department of Defense
DUNS	Data Universal Numbering System
EIN	Employee identification number
EIT	Electronic and information technology
EPL	Excluded party list
FAR	Federal Acquisition Regulation
FEDEX	Federal Express
FEDLOG	Federal Logistics Record
FEDMALL	Federal Mall (replacing DoD EMALL)
FINCEN	Finance Center
FM	Funds Manager
FMPS	Financial Management and Procurement Services
FMR	Financial Management Regulation
FMVRS	Federal Motor Vehicle Registration System
FOB	Free on board

FOPC	Field Organization Program Coordinator
FPI	Federal Prison Industries
FSC	Federal Supply Class
FSS	Federal Supply Schedule
FSSI	Federal Strategic Sourcing Initiative
FTA	Funds Transfer Authorization
FY	Fiscal year
GBL	Government bill of lading
GFE	Government furnished equipment
GFP	Government furnished property
GPC	Green procurement compilation
GPO	Government Purchasing Office
GRS	General records schedule
GSA	General Services Administration
GSAXcess	GSA Excess Property System
GWAC	Government-wide acquisition contracts
HAZMAT	Hazardous material
HCA	Head of Contracting Activity
HVAC	Heating, ventilation, and air conditioning

ICD	Interagency Contract Directory
ICP	Inventory Control Point
ID	Identification
IDC	Indefinite Delivery Contracts
IDIQ	Indefinite Delivery, Indefinite Quantity
IDV	Indefinite Delivery Vehicle
IGCE	Independent Government Cost Estimate
IGE	Independent Government Estimate
IS	Information services
IT	Information technology
LOA	Line of accounting
MAC	Multi-agency contract/multiple award contract
MAS	Multi Award Schedule
MCC	Merchant category code
MD	Management directive
MFM	Motor Fleet Manager
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MMC	Master Medical Catalog
MPM	Motor Pool Manager

MPT	Micro-purchase threshold
MRE	Meals, Ready-to-Eat
MSDS	Material Safety Data Sheet
NIB	National Industries for the Blind
NESSS	Naval and Electronics Supply Support System
NMC	Not Mission Capable
NSN	National Stock Number
OAST	Office of Accessible Systems and Technology
OGA	Other Government Agencies
OIC	Officer-in-Charge
OIG	Office of the Inspector General
OPFAC	Operating Facility Code
P&C	Procurement and Contracting
P-CARD	Purchase card
PALT	Procurement Action Lead-Time
PCA	Purchase Card Application
PCTW	Purchase Card Transaction Worksheet
PMC	Partially mission capable
PO	Purchase order

POC	Point of contact
PPC	Pollution Prevention Coordinator
PPE	Personal protective equipment
PPMM	Personal Property Management Manual
PR	Purchase Request
PSC	Personal service contract
PSD	Personal Services Division
RDD	Required Delivery Date
RPSO	Regional Property Support Officer
SAM	System for Award Management
SAP	Simplified Acquisition Procedures
SAT	Simplified Acquisition Threshold
SEN	Statement of Essential Need
SFCAM	Shore Facilities Capital Asset Management
SFLC	Surface Forces Logistics Center
SFTool	Sustainable Facilities Tool
SIN	Special Item Number
SLA	Service Level Agreement
SOP	Standard Operating Procedure

SoS	Source of Supply
SOW	Statement of Work
SPPM	Supply Policy and Procedures Manual
SPA	Simplified purchase agreement
SPL	Split purchase limit
SSV	Strategic Source Contract Vehicles
TAS	Treasury Accounting Symbol
TCN	Transportation control number
TEN	Tax exempt number
TIN	Tax identification number
TISCOM	Telecommunications & Information Systems Command
TQC	Training Quota Management Center
UAC	Unauthorized Commitment
UNICOR	Trade name for Federal Prison Industries (FPI)
UPS	United Parcel Service
USCG	United States Coast Guard.
USPS	United States Postal Service
WebFLIS	Web Fleet Logistics Information Service

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Appendix B: Purchase Request (PR)

DEPARTMENT OF HOMELAND SECURITY										Page 1 of 1		
<div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> P R </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCESS REQUEST </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> RAPIDLY </div>										PROCUREMENT REQUEST NO. 21-- MOD 0		
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT										DATE RECEIVED		
3. ORIGINATING OFFICE DATA										2. TYPE OF REQUEST (Check one) <input checked="" type="radio"/> NEW REQUEST FOR CONTRACT _____ <input type="radio"/> CHANGE TO PENDING PR NO. _____ <input type="radio"/> MODIFICATION TO CONTRACT OR ORDER NO. _____		
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) <div style="display: flex; justify-content: space-between;"> <div> POC Name: POC Phone: POC Fax: Mailcode: </div> <div>Ext:</div> </div> Phone:												
5. APPROVALS										6. CONSIGNEE AND DESTINATION		
APPROVING OFFICIAL	ROUTING SYMBOL	DATE	INTERNAL ROUTING		7. DATE(S) REQUIRED 03/13/2016							
(A)	(B)	(C)	INITIALS	ROUTING SYMBOL								
					8. GOVERNMENT FURNISHED PROPERTY <input type="radio"/> YES <input checked="" type="radio"/> NO (If YES, SEE PAR. 6 OF INSTRUCTIONS ON PAGE 2.)							
9. DESCRIPTION OF ITEMS OR SERVICES												
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions.) (B)	QTY (C)	UNIT (D)	ESTIMATED COST								
				UNIT COST (E)	AMOUNT (F)							
1		0		\$0.00								
10. ACCOUNTING DATA												
SYSTEM DATA						CHECK APPLICABLE QUARTER						
<div style="display: flex; justify-content: space-around;"> <input type="radio"/> 1ST <input checked="" type="radio"/> 2ND <input type="radio"/> 3RD <input type="radio"/> 4TH </div>						TOTAL \$0.00						
AGY	DSTY	APPN CODE	LIM CODE	AFC CODE	ALIC	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NUMBER		PROJECT	ACCOUNTING AMOUNT
									TYPE	FY	P.R. NUMBER	SUFFIX
									21			P00

FORM DOT F 4200.1.2CG (Rev. 2-94)
PREVIOUS EDITIONS ARE OBSOLETE

Blank PR

DEPARTMENT OF HOMELAND SECURITY										PROCUREMENT REQUEST NO. 21-16-8165XX742 MOD 0											
<div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> P R </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCUREMENT PROCESS REQUEST RAPIDLY </div>										DATE RECEIVED											
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT JOE COASTIE (252) 334-5482										Requestor and TAS number											
2. TYPE OF REQUEST (Check one) <input type="radio"/> CHANGE TO PENDING PR NO. _____ <input type="radio"/> ORDER NO. _____																					
3. ORIGINATING OFFICE DATA TAS 070/2016/2016/0610/000										Vendor info with POC											
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) ARGON OFFICE SUPPLIES POC Name: TINA MARK 20 CORTE ALBRE POC Phone: 650-5529965 Ext. _____ MILLBRAE, CA 940302109 POC Fax: 6505529965 Mailcode: _____ USA Phone: _____																					
5. APPROVALS										Shipping destination, RDD, and property information											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>APPROVING OFFICIAL (A)</th> <th>ROUTING SYMBOL (B)</th> <th>DATE (C)</th> <th>INTERNAL ROUTING</th> </tr> </thead> <tbody> <tr> <td>1. Supervisor IAM SUPERVISOR</td> <td></td> <td>08/11/2016</td> <td></td> </tr> <tr> <td>2. Funds Manager FUNDSMANAGER</td> <td></td> <td>08/12/2016</td> <td></td> </tr> </tbody> </table>												APPROVING OFFICIAL (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING	1. Supervisor IAM SUPERVISOR		08/11/2016		2. Funds Manager FUNDSMANAGER	
APPROVING OFFICIAL (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING																		
1. Supervisor IAM SUPERVISOR		08/11/2016																			
2. Funds Manager FUNDSMANAGER		08/12/2016																			
Supervisor and FM approval										6. CONSIGNEE AND DESTINATION USCG AIRSTA ELIZABETH CITY Hanger 55 Elizabeth City, NC 279095004 (252) 334-5482											
										7. DATE(S) REQUIRED 07/30/2016											
8. GOVERNMENT FURNISHED PROPERTY <input type="radio"/> YES <input checked="" type="radio"/> NO (IF YES, SEE PAR. 8 OF INSTRUCTIONS ON PAGE 2.)																					
9. DESCRIPTION OF ITEMS OR SERVICES																					
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions.) (B)							QTY (C)	UNIT (D)	ESTIMATED COST											
										UNIT COST (E)	AMOUNT (F)										
1	PROFESSIONAL AIRGRID BACK AND MESH SEAT Mfr Part No.: 55403 No shipping charges. 25601 105300PD/ 20130/2674/C130J/DRP. TASK \$1909.28							8	EA	\$238.66	\$1,909.28										
Clear description, shipping information and cost																					
10. ACCOUNTING DATA																					
SYSTEM DATA						CHECK APPLICABLE QUARTER															
						<input type="radio"/> 1 ST <input type="radio"/> 2 ND <input checked="" type="radio"/> 3 RD <input type="radio"/> 4 TH															
						TOTAL \$1,909.28															
AGY	DSTY	APPN CODE	UM CODE	AFC CODE	ALIC	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NUMBER		PROJECT	ACCOUNTING AMOUNT									
									TYPE	FY	P.R. NUMBER	SUFFIX									
2	5	601	105	30	0	PD	20130	2674	21	16	8165PD742	P00									
									21	16	8165PD742	000									
											C130J	\$1,909.28									

LOA, including applicable QTR

FORM DOT F 4200.1.2CG (Rev. 2-94)
PREVIOUS EDITIONS ARE OBSOLETE

Completed PR

Appendix C: Sample Statement of Work (SOW)

Statement of Work

1. SCOPE:
 - 1.1. Describe the overall scope of the project. (Example- Contractor shall provide all supervision, labor, equipment, parts and materials necessary to...)
2. GOVERNMENT FACILITIES AND UTILITIES:
 - 2.1. Describe what facilities or utilities that will/will not be available for the contractor (electric/phone, etc)
3. MATERIALS AND LOCATIONS:
 - 3.1. Describe all relevant factors that pertain to the work site and the storage of work materials. (delivery/storage of materials, who will approve, and debris/cleanup of site)
4. SCHEDULE OF WORK:
 - 4.1. Describe the hours available to the contractor for the completion of work. (workday hours, whether work outside normal hours is permissible)
5. EXISTING CONDITIONS:
 - 5.1. Describe to the contractor the requirement that they accept the work site as is.
6. SITE VISIT: (whether a site visit is applicable and list POC info.)
7. LIABILITY OF CONTRACTOR:
 - 7.1. "Any damage to government property caused by the contractor shall be repaired or replaced by the contractor at no cost to the government. The contractor shall not disconnect any service without approval from (government POC).
8. INSPECTION AND ACCEPTANCE: (who will perform the government inspection/acceptance)
9. LABOR LAWS: (as applicable) Describe any Labor Laws that apply to this contract. For any questions please contact Procurement/Contracting.
10. SAFETY: (Describe safety responsibilities of contractor)
11. GOVERNMENT FACILITIES AND REGULATIONS: (Statement that the contractor will adhere to/obey all base/unit regulations and what areas they have access to... (job site only))
12. CONTRACTING OFFICER'S REPRESENTATIVE or Unit POC (under micro): List who will represent the government to serve as a liaison for the P&C shop/contractor and sign off the work/job.
13. TECHNICAL REQUIREMENTS:
 - 13.1. **GENERAL:** Describe the overall scope of the project. More detailed reiteration of section 1.1.
Requirement 1: Detailed and specific requirement. (list more as appropriate)

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Appendix D: SF-182

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING				A. Agency, code agency subelement and submitting office number (Example -- x000-x000)		01		B. OFFICE USE ONLY																						
								C. Request status (Mark (X) one)																						
								<input type="checkbox"/> Initial or Resubmission <input type="checkbox"/> Correction or Cancellation																						
Section A -- TRAINEE INFORMATION																														
1. Applicant's name (Last-First-Middle Initial)				Enter first 5 letters of last name		03		2. Social Security Number																						
						04		3. Date of birth (Year and month)																						
						05		(Example--born January 14, 1943 Show as 4301)																						
4. Home address (Number, Street, City, State, Zip code)				5. Home telephone		6. Position level (Mark (X) one only)																								
Same as block 7				Area Code Number		<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> c. Manager <input type="checkbox"/> b. Supervisory <input type="checkbox"/> d. Executive																								
7. Organization mailing address (Branch-Division/Office/Bureau/Agency) (CG-RBG), U.S. Coast Guard Stop 7418, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593				8. Office telephone		9. Continuous civilian service		10. Number of prior non-government training days																						
				Area Code Number Extension		Years Months																								
				202 372																										
11a. Position title/function				11b. Applicant hand-carried or disabled (See instructions)		12. Pay plan/series/grade/step		13. Type of appointment																						
								Permanent																						
								14. Education level																						
								MA																						
Section B -- TRAINING COURSE DATA																														
15a. Name and mailing address of training vendor (No., Street, City, State, ZIP Code)						15b. Location of training site (If same, mark box) <input checked="" type="checkbox"/>																								
Graduate School USA 600 Maryland Ave, S.W. Washington, D.C. 20004-2000						Online																								
16. Course title and training objectives (Benefits to be derived by the Government) Principles of Accounting I: Basic Principles This course will enable me to better perform my job function as an economist in regards to User Fee																														
17. Catalog/Course No.																														
18. Training period (6 digits)			06		19. No. of course hours (4 digits)		07		20. Training codes (See instructions)																					
Year Month Day			a. During duty		b. Non-duty		a. Purpose		08 c. Source																					
a. Start 16 4 1			1		1		1		1																					
b. Complete 13 3 31			c. TOTAL		1		b. Type		09 d. Special interest																					
							1		NA																					
AGENCY USE ONLY																														
The United States Coast Guard pays \$ for tuition and fee for . The student is responsible for any additional fees.																														
Section C -- ESTIMATED COSTS AND BILLING INFORMATION					Section D -- APPROVALS																									
21. Direct costs and appropriation/fund chargeable					25a. Immediate Supervisor -- Name and title																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Amount</th> <th>Appropriation/fund</th> </tr> <tr> <td></td> <td>Dollars Cents</td> <td></td> </tr> </thead> <tbody> <tr> <td>a. Tuition</td> <td></td> <td>List accounting line here.</td> </tr> <tr> <td>b. Books or materials</td> <td></td> <td></td> </tr> <tr> <td>c. Other (Specify)</td> <td></td> <td></td> </tr> <tr> <td>d. (Enter 4 digits in dollar column)</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>					Item	Amount	Appropriation/fund		Dollars Cents		a. Tuition		List accounting line here.	b. Books or materials			c. Other (Specify)			d. (Enter 4 digits in dollar column)			TOTAL	\$0.00		b. Signature Date				
Item	Amount	Appropriation/fund																												
	Dollars Cents																													
a. Tuition		List accounting line here.																												
b. Books or materials																														
c. Other (Specify)																														
d. (Enter 4 digits in dollar column)																														
TOTAL	\$0.00																													
22. Indirect costs and appropriation/fund chargeable					27a. Second-line Supervisor -- Name and title																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Amount</th> <th>Appropriation/fund</th> </tr> <tr> <td></td> <td>Dollars Cents</td> <td></td> </tr> </thead> <tbody> <tr> <td>a. Travel</td> <td></td> <td></td> </tr> <tr> <td>b. Per Diem</td> <td></td> <td></td> </tr> <tr> <td>c. Other (Specify)</td> <td></td> <td></td> </tr> <tr> <td>d. (Enter 4 digits in dollar column)</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>					Item	Amount	Appropriation/fund		Dollars Cents		a. Travel			b. Per Diem			c. Other (Specify)			d. (Enter 4 digits in dollar column)			TOTAL	\$0.00		I. M. SUPERVISOR 123-456-7890				
Item	Amount	Appropriation/fund																												
	Dollars Cents																													
a. Travel																														
b. Per Diem																														
c. Other (Specify)																														
d. (Enter 4 digits in dollar column)																														
TOTAL	\$0.00																													
					b. Signature Date																									
23. Document/Purchase Order/Requisition No.					28a. Training Officer -- Name and title																									
30-12-G82MSR---					MR. T. O. 098-765-4321																									
24. 8-Digit station symbol					b. Signature Date																									
(Example --12-34-5678) →																														
25. BILLING INSTRUCTION (Furnish invoice to):					Section E -- APPROVAL/CONCURRENCE																									
CO (4108) U.S. Coast Guard Finance Center P.O. Box 4108 - Attention: Team 4B Chesapeake, VA. 23327-4108 FOR PAYMENT INQUIRIES: 1-800-564-5504 x0 x1					29a. Authorizing Officer -- Name and title																									
					I. M. AUTHO 456-789-0123																									
					b. Signature <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date																									
					Section F -- CERTIFICATION OF TRAINING COMPLETION																									
					30a. Certifying Official -- Name and title																									
					b. Signature Date																									
TRAINING FACILITY ▶ Bills should be sent to office indicated in item 25. • Please refer to number given in item 23 to assure prompt payment.																														

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Appendix E: Statement of Essential Need (SEN)

Statement of Essential Need

I certify that this hazardous material procurement is essential to the mission of this unit, and that minimum quantities are being ordered. In addition,

_____ The MSDS for this product is currently on file and listed in the hazardous material inventory (MSDS reference # _____), and the personnel are properly trained in its use. There is currently _____ in inventory.
(qty)

OR

_____ This is a new product not currently on file in the Hazardous Materials Inventory; the MSDS for the product is attached. Personnel will be trained in proper use.

Authorized Requisitioner / _____ date

_____ Approved _____ Disapproved

Pollution Prevention Coordinator / _____ date

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Appendix F: Purchase Card Transaction Worksheet (PCTW), DHS Form 1501

PURCHASE CARD TRANSACTION WORKSHEET							
1. Name of Cardholder:		2. Cardholder Telephone Number:		3. Cardholder Email Address:		4. Component:	
5. Program/Office:		6. Requestor Name:		7. Requestor Phone Number:		8. Date of Request:	
9. Document ID Number:		10. Ship To Address:		11. City:		12. State:	
13. Zip Code:		14. Vendor Name:		15. Vendor POC:		16. Vendor Phone Number:	
17. Vendor Address:		18. City:		19. State:		20. Zip Code:	
21. (a) REQUIRED SOURCES for SUPPLIES				(b) REQUIRED SOURCES for SERVICES		(c) SPECIAL APPROVALS NEEDED	
<input type="checkbox"/> 1. Agency Inventories <input type="checkbox"/> 2. Food Svc: DLA Prime Vendor <input type="checkbox"/> 3. Excess Property from other agencies <input type="checkbox"/> 4. UNICOR <input type="checkbox"/> 5. ABILITY ONE/Source America				<input type="checkbox"/> 6. Wholesale Supply Sources <input type="checkbox"/> 7. DHS BPAs or GSA/FSS <input type="checkbox"/> 8. Optional Use Federal Supply Schedules <input type="checkbox"/> 9. Commercial <input type="checkbox"/> 1. ABILITY ONE/Source America <input type="checkbox"/> 2. GSA/FSS <input type="checkbox"/> 3. Optional Use Federal Supply Schedules <input type="checkbox"/> 4. UNICOR or Commercial <input type="checkbox"/> 5. DHS Strategic Sourcing Vehicles		<input type="checkbox"/> 1. IT Request <input type="checkbox"/> 2. Printing <input type="checkbox"/> 3. Branding <input type="checkbox"/> 4. Legal <input type="checkbox"/> 5. Memberships <input type="checkbox"/> 6. Organizational Clothing <input type="checkbox"/> 7. OGC-Awards <input type="checkbox"/> 8. Office Furniture <input type="checkbox"/> 9. Office Machine Certification <input type="checkbox"/> 10. Other i.e. Conference	
22. Purchase Log ID:				23. Estimated Order Total: \$ 0.00			
24. Item #	25. Item Description	26. Stock Number	27. Quantity	28. Unit of Issue	29. Unit Price	30. Subtotals	31. Date Received
1						\$ 0.00	
2						\$ 0.00	
3						\$ 0.00	
4						\$ 0.00	
5						\$ 0.00	
6						\$ 0.00	
7						\$ 0.00	
ITEM DOCUMENT				FAR/HSAR/HSAM/COAST GUARD REFERENCE			
A. Procurement Request Documentation:							
<input type="checkbox"/> 1. Fully executed Procurement Request includes: Accounting Data, Printed/Typed Names & Signatures of FM, AO or Alternate AO, on the PR				DHS Purchase Card Manual, COMDTINST M4200.13H, COMDTINST M4061.5			
<input type="checkbox"/> 2. Detailed justification for purchase							
<input type="checkbox"/> 3. Section 508 Compliant, Hazmat, Energy Star and IT Approval.				FAR 23.302, FAR 39.203(c)(2) & 39.204(e)(2), HSAM 3039 & 3053.103 & COMDTINST M4200.13H			
<input type="checkbox"/> 4. Treasury Account Symbol (TAS)				HSAM 3032.702-70 and COMDTINST M4200.13H			
B. Required Documentation:							
<input type="checkbox"/> 1. Doc 32				COMDTINST M4200.13H			
<input type="checkbox"/> 2. Copy of Convenience Check (C-Check). C-Checks are only to be used as a last resort. Copies of C-Checks shall be sent to CPOPC.				DHS Purchase Card Manual			
<input type="checkbox"/> 3. Special Approvals				COMDTINST M4200.13H and M7100.3			
<input type="checkbox"/> 4. Invoice/Sales Receipts/Charge Slips				DHS P-Card Manual, COMDTINST M4200.13H			
<input type="checkbox"/> 5. Separate invoice required if shipping charges greater than \$100.				DHS P-Card Manual, COMDTINST M4200.13H			
C. Determinations:							
<input type="checkbox"/> 1. Vendor Responsibility Determination: The cardholder affirms that the SAM Excluded Parties List was checked prior to purchase and the vendor was not listed. Date SAM checked:				FAR 9.103, FAR 4.1102			
<input type="checkbox"/> 2. Quotes or Price / Reasonableness Determination				FAR 13.106-3(a), COMDTINST M4200.13H			
D. Personal Property Management:							
<input type="checkbox"/> 1. Property Accountability/Coordination of Reportable Property				COMDTINST 4500.5D			
32. PURCHASE CARD HOLDER INFORMATION							
Print Cardholder Name:				Purchase Date:		Amount Paid:	
						SIGNATURE & DATE:	
						<div style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></div>	

33. APPROVING OFFICIAL INFORMATION			
Print Approving Official Name:	Phone Number:	Date:	SIGNATURE: <small>RENAME</small>
34. FUNDING OFFICIAL/FM INFORMATION			
Print Funding Official Name:	Phone Number:	Date:	SIGNATURE: <small>RENAME</small>
35. ALL THE ABOVE ITEMS HAVE BEEN RECEIVED AND ACCEPTED Third Party- Cannot be the PCH or the AO			
Printed Name and Title:	Phone Number:	Date:	RECEIVER SIGNATURE: <small>RENAME</small>
Printed Name and Title:	Phone Number:	Date:	ACCEPTOR SIGNATURE: <small>RENAME</small>
36. PROPERTY CUSTODIAN INFORMATION (Property Accountability)			
Printed Name and Title:	Phone Number:	Date:	SIGNATURE: <small>RENAME</small>
37. LOCAL USE SIGNATURES (If needed)			
Printed Name and Title:	Phone Number:	Date:	SIGNATURE: <small>RENAME</small>
Purchase Card Worksheet Guidance			
<p>The following guidance should be used to complete the Purchase Card Worksheet. This worksheet provides a consolidated source for documenting and tracking purchase card requirements as established by applicable laws, regulations, and guidance. You must retain this form and all supporting documents in a central location for auditing purposes. This worksheet, along with the applicable documentation, should be submitted to joanne.skinner@hq.dhs.gov for review during the Post Payment Audit process. Contact Joanne Skinner (Purchase Card Agency Program Coordinator) at 202-447-5213 or via email at joanne.skinner@hq.dhs.gov for questions regarding the purchase card program.</p>			
Field	Guidance		
1. Cardholder Name:	Name of the actual cardholder making the purchase.		
2. Cardholder Telephone Number:	Phone number of the cardholder.		
3. Cardholder Email Address:	Email address of the cardholder.		
4. Component:	Component where the cardholder works.		
5. Program/Office:	Physical location where the cardholder works.		
6. Requestor Name:	Name of person requesting the supplies/services. Requestor cannot be the cardholder.		
7. Requestor Phone Number:	Phone number of person requesting the supplies/services.		
8. Date of Request:	Date the requestor submits the request.		
9. Document ID Number:	Unique number to identify the transaction. Determined by component.		
10. Ship to Address:			
11. City: 12. State: 13. Zip Code:	Address supplies/services are to be delivered or consumed. Use the address where the goods are consumed for in-store purchases.		
14. Vendor Name:			
15. Vendor POC:	Information of the vendor that the requestor got the initial quote for supplies/services from. This may or may not be the actual vendor the items are purchased from based on the Required Sources of Supplies/Services. If the vendor changes at the time the order is placed based on mandatory sources or pricing the cardholder will annotate the vendor the items were actually purchased from in these blocks by living through the information and writing in the actual.		
16. Vendor Phone Number:			
17. Vendor Address:			
18. City: 19. State: 20. Zip Code:			
21. Required Sources of Supplies:	Use as a check list to make sure you are looking at required sources in the proper sequence		
22. Purchase Log ID:	Purchase Log ID Number or the Document ID number, if the bank system does not generate a Purchase Log ID Number.		
23. Estimated Order Total:	Calculated field no input required if filling out in excel. If written then the unit price times the quantity.		
24. Item #:	Count function only. If more space is required, enter "See Attachment PR" or similar statement		
25. Item Description:	Requestor needs to give enough information in the item description to make sure the correct items are purchased. You can insert more lines if necessary or you may indicate "See Attached Sheet" if items are listed on another document.		
27. Quantity:	Number of items requested.		
28. Unit of Issue:	List the unit issue stated price listing (EA, BX, PQ, RO, etc.) 30 Unit Price List the price of the requested item. The sum of unit pricing should be to the estimated total.		
31. Date Received:	The date the item was actually received.		
32. Purchase Card Holder:	Cardholder signs, enters date of purchase and the actual amount paid		
33. Approving Official:	The card holders approving official (that is set up in the bank system) signs and dates PRIOR to the purchase being made. Typed name may be prepopulated by the card holder. Signature and date are required. Can be an email if official is not physically available to sign prior to the purchase.		
34. Funding Official/FM:	Signature and date of person authorized to validate funds availability. Date must be PRIOR to the purchase being made. Can be an email if official is not physically available to sign prior to the purchase.		
35. Third Party Receipt:	This signature indicates the items purchased were received by the government. Normally the person that requested the items would sign indicating receipt of the requested items. If items were delivered to a remote location an email from the person receiving the items can be used. Packing lists from the shipper with "Received By" and the persons printed name, date and signature is acceptable. This signature can not be the card holder, approving official, or alternate approving official of the card holder making the purchase.		
36. Property Accountability:	Required for all items that require accountability		
37. Local Use Signature:	These blocks can be used to put in any locally required approvals if needed. Some offices require some internal approvals based on total cost, prior to the purchase being made. If none are required for your office, you can remove them from the PCTW.		
NOTES:			
<ul style="list-style-type: none"> * OMB A-123 requires that duties of approver, purchaser, and receiver be separate unless a separation of duties waiver is on file in CG-013 * Special Items certifications and/or approvals for these items contains documentation required for approval from CG personnel responsible for oversight of special items, included but not limited to those listed. The PCH must ensure the approval or authorization is obtained in writing on the designated form or letter prior to making the purchase. * Copy of SF-182 required for all training classes. * If AO gives email approval for purchase a copy of an email indicating this must be attached. 			

PURCHASE CARD TRANSACTION WORKSHEET							
1. Name of Cardholder: SK2 J. COASTIE		2. Cardholder Telephone Number: 123-456-7890		3. Cardholder Email Address: JOE.COASTIE@USCG.MIL		4. Component: CG UNIT	
6. Requestor Name: MK2 IAM UNDERWAY		7. Requestor Phone Number: 098-765-4321		8. Date of Request: 06/08/2016		9. Document ID Number: 21-16-1524XX235	
10. Ship To Address: 100 COAST GUARD ROAD				11. City: ANYTOWN		12. State: VA	
14. Vendor Name: ACME				15. Vendor POC: WILEY		13. Zip Code: 12345	
17. Vendor Address: 123 DESERT				18. City: HOLLYWOOD		19. State: CA	
20. Zip Code: 90120							
21. (a) REQUIRED SOURCES for SUPPLIES				(b) REQUIRED SOURCES for SERVICES		(c) SPECIAL APPROVALS NEEDED	
<input checked="" type="checkbox"/> 1. Agency Inventories <input checked="" type="checkbox"/> 2. Food Svc: DLA Prime Vendor <input checked="" type="checkbox"/> 3. Excess Property from other agencies <input type="checkbox"/> 4. UNICOR <input checked="" type="checkbox"/> 5. ABILITY ONE/Source America				<input checked="" type="checkbox"/> 6. Wholesale Supply Sources <input checked="" type="checkbox"/> 7. DHS BPAs or GSA/FSS <input checked="" type="checkbox"/> 8. Optional Use Federal Supply Schedules <input type="checkbox"/> 9. Commercial		<input type="checkbox"/> 1. IT Request <input type="checkbox"/> 2. Printing <input type="checkbox"/> 3. Branding <input type="checkbox"/> 4. Legal <input type="checkbox"/> 5. Memberships <input checked="" type="checkbox"/> 6. Organizational Clothing <input type="checkbox"/> 7. OGC-Awards <input type="checkbox"/> 8. Office Furniture <input type="checkbox"/> 9. Office Machine Certification <input type="checkbox"/> 10. Other i.e. Conference	
22. Purchase Log ID: 32-16-1524XX235				23. Estimated Order Total: \$ 2,650.00			
24. Item #	25. Item Description	26. Stock Number	27. Quantity	28. Unit of Issue	29. Unit Price	30. Subtotals	31. Date Received
1	SEE PR		01	EA	\$ 2,650.00	\$ 2,650.00	
2						\$ 0.00	
3						\$ 0.00	
4						\$ 0.00	
5						\$ 0.00	
6						\$ 0.00	
7						\$ 0.00	
ITEM DOCUMENT					FAR/HSAR/HSAM/COAST GUARD REFERENCE		
A. Procurement Request Documentation:							
<input checked="" type="checkbox"/> 1. Fully executed Procurement Request includes: Accounting Data, Printed/Typed Names & Signatures of FM, AO or Alternate AO, on the PR					DHS Purchase Card Manual, COMDTINST M4200.13H, COMDTINST M4061.5		
<input checked="" type="checkbox"/> 2. Detailed justification for purchase							
<input type="checkbox"/> 3. Section 508 Compliant, Hazmat, Energy Star and IT Approval.					FAR 23.302, FAR 39.203(c)(2) & 39.204(e)(2), HSAM 3039 & 3053.103 & COMDTINST M4200.13H		
<input checked="" type="checkbox"/> 4. Treasury Account Symbol (TAS)					HSAM 3032.702-70 and COMDTINST M4200.13H		
B. Required Documentation:							
<input checked="" type="checkbox"/> 1. Doc 32					COMDTINST M4200.13H		
<input type="checkbox"/> 2. Copy of Convenience Check (C-Check), C-Checks are only to be used as a last resort. Copies of C-Checks shall be sent to CPOPC.					DHS Purchase Card Manual		
<input checked="" type="checkbox"/> 3. Special Approvals ELSE COMDTINST M13520.1C (7-12)					COMDTINST M4200.13H and M7100.3		
<input checked="" type="checkbox"/> 4. Invoice/Sales Receipts/Charge Slips					DHS P-Card Manual, COMDTINST M4200.13H		
<input type="checkbox"/> 5. Separate invoice required if shipping charges greater than \$100.					DHS P-Card Manual, COMDTINST M4200.13H		
C. Determinations:							
<input checked="" type="checkbox"/> 1. Vendor Responsibility Determination: The cardholder affirms that the SAM Excluded Parties List was checked prior to purchase and the vendor was not listed. Date SAM checked: 06/08/2016					FAR 9.103, FAR 4.1102		
<input checked="" type="checkbox"/> 2. Quotes or Price / Reasonableness Determination					FAR 13.106-3(a), COMDTINST M4200.13H		
D. Personal Property Management:							
<input checked="" type="checkbox"/> 1. Property Accountability/Coordination of Reportable Property					COMDTINST 4500.5D		
32. PURCHASE CARD HOLDER INFORMATION							
Print Cardholder Name: JOE COASTIE		Purchase Date: 06/09/2016		Amount Paid: \$ 2,650.00		Note: Attach all documents BEFORE signing SIGNATURE & DATE: 06/2016	

33. APPROVING OFFICIAL INFORMATION			
Print Approving Official Name: SKC D. BOSS	Phone Number: 123-456-7809	Date: 06/09/2013	SIGNATURE: <i>[Signature]</i> 06/09/2016
34. FUNDING OFFICIAL/FM INFORMATION			
Print Funding Official Name: SEE PR BLOCK 5.A	Phone Number:	Date:	SIGNATURE:
35. ALL THE ABOVE ITEMS HAVE BEEN RECEIVED AND ACCEPTED			
			Third Party- Cannot be the PCH or the AO
Printed Name and Title:	Phone Number:	Date:	RECEIVER SIGNATURE:
Printed Name and Title:	Phone Number:	Date:	ACCEPTOR SIGNATURE:
36. PROPERTY CUSTODIAN INFORMATION (Property Accountability)			
Printed Name and Title:	Phone Number:	Date:	SIGNATURE:
37. LOCAL USE SIGNATURES (If needed)			
Printed Name and Title:	Phone Number:	Date:	SIGNATURE:
Purchase Card Worksheet Guidance			
The following guidance should be used to complete the Purchase Card Worksheet. This worksheet provides a consolidated source for documenting and tracking purchase card requirements as established by applicable laws, regulations, and guidance. You must retain this form and all supporting documents in a central location for auditing purposes. This worksheet, along with the applicable documentation, should be submitted to joanne.skinner@hq.dhs.gov for review during the Post Payment Audit process. Contact Joanne Skinner (Purchase Card Agency Program Coordinator) at 202-447-5213 or via email at joanne.skinner@hq.dhs.gov for questions regarding the purchase card program.			
Field	Guidance		
1. Cardholder Name:	Name of the actual cardholder making the purchase.		
2. Cardholder Telephone Number:	Phone number of the cardholder.		
3. Cardholder Email Address:	Email address of the cardholder.		
4. Component:	Component where the cardholder works.		
5. Program/Office:	Physical location where the cardholder works.		
6. Requestor Name:	Name of person requesting the supplies/services. Requestor cannot be the cardholder.		
7. Requestor Phone Number:	Phone number of person requesting the supplies/services.		
8. Date of Request:	Date the requestor submits the request.		
9. Document ID Number:	Unique number to identify the transaction. Determined by component.		
10. Ship to Address:			
11. City 12. State 13. Zip Code:	Address supplies/services are to be delivered or consumed. Use the address where the goods are consumed for in-store purchases.		
14. Vendor Name:			
15. Vendor POC:	Information of the vendor that the requestor got the initial quote for supplies/services from. This may or may not be the actual vendor the items are purchased from based on the Required Sources of Supplies/Services. If the vendor changes at the time the order is placed based on mandatory sources or pricing the cardholder will annotate the vendor the items were actually purchased from in these blocks by lining through the information and writing in the actual.		
16. Vendor Phone Number:			
17. Vendor Address:			
18. City 19. State 20. Zip Code:			
21. Required Sources of Supplies:	Use as a check list to make sure you are looking at required sources in the proper sequence.		
22. Purchase Log ID:	Purchase Log ID Number or the Document ID number, if the bank system does not generate a Purchase Log ID Number.		
23. Estimated Order Total:	Calculated field no input required if filling out in excel. If written then the unit price times the quantity.		
24. Item #:	Count function only. If more space is required, enter "See Attachment PR" or similar statement.		
25. Item Description:	Requestor needs to give enough information in the item description to make sure the correct items are purchased. You can insert more lines if necessary or you may indicate "See Attached Sheet" if items are listed on another document.		
27. Quantity:	Number of items requested.		
28. Unit of Issue:	List the unit issue stated price listing (EA, BX, PG, RO, etc.). 30 Unit Price List the price of the requested item. The sum of unit pricing should tie to the estimated total.		
31. Date Received:	The date the item was actually received.		
32. Purchase Card Holder:	Cardholder signs, enters date of purchase and the actual amount paid.		
33. Approving Official:	The cardholders approving official (that is set up in the bank system) signs and dates PRIOR to the purchase being made. Typed name may be prepopulated by the card holder. Signature and date are required. Can be an email if official is not physically available to sign prior to the purchase.		
34. Funding Official/FM:	Signature and date of person authorized to validate funds availability. Date must be PRIOR to the purchase being made. Can be an email if official is not physically available to sign prior to the purchase.		
35. Third Party Receipt:	This signature indicates the items purchased were received by the government. Normally the person that requested the items would sign indicating receipt of the requested items. If items were delivered to a remote location an email from the person receiving the items can be used. Packing lists from the shipments with "Received By" and the persons printed name, date and signature is acceptable. This signature can not be the card holder, approving official, or alternate approving official of the card holder making the purchase.		
36. Property Accountability:	Required for all items that require accountability.		
37. Local Use Signature:	These blocks can be used to put in any locally required approvals if needed. Some offices require some internal approvals based on total cost, prior to the purchase being made. If none are required for your office, you can remove them from the PCTW.		
NOTES:			
* OMB A-123 requires that duties of approver, purchaser, and receiver be separate unless a separation of duties waiver is on file in CG-813			
* Special items certifications and/or approvals for these items contains documentation required for approval from CG personnel responsible to oversight of special items, included but not limited to those listed. The PCH must ensure the approval or authorization is obtained in writing on the designated form or letter prior to making the purchase.			
* Copy of SF-182 required for all training classes.			
* If AO gives email approval for purchase a copy of an email indicating this must be attached.			

Appendix G: 19 Attribute List

Component: **United States Coast Guard**

Process:

Month:



Purchase Card Transaction Checklist				
DHS Component Purchase Card Transaction Review				
RANDOM Sample Identification			SAMPLE #:	
Cardholder (CH) Name:			Results of Testing	PASS
Vendor Name:			10 Percent Pass	100.00%
Transaction Date:			0 Percent Fail	0.00%
Transaction amount: \$				
Monthly PPA Test Attributes	Guidance	Pass/Fail	Comments	
Cardholder and Approving Official				
1 Does the Supporting Documentation include (the amount, vendor name, CH name) reconcile to the card charges?	Validate that the CH name in Box 1 of the PCTW matches the CH name on all supporting documentation. The attribute passes if the CH name matches on all supporting documentation for the sample. Please note that the name of the CH is the person making the purchase and the CH is personally liable (legally responsible) to the Government for each transaction made with the purchase card.	PASS		
2 Did the CH or the Approving Official (AO) provide evidence that funds were available prior to the purchase?	Validate that the funds certifying official's name, signature, and date are included in Box 34 of the PCTW and that the funds certifying official is someone other than the CH making the transaction. The attribute passes if supporting documentation includes evidence that the funds certifying official has certified that funds are available for purchase prior to the transaction date. Evidence of funds certification may be documented via email if the official is not physically available to sign prior to the transaction.	PASS		
3 Did the assigned AO/alternate AO approve the transaction prior to the purchase? If the transaction was approved by the alternate AO, please provide documentation showing designation of alternate AO to authorize the transaction.	Validate that the AO or alternate AO approved the transaction prior to the purchase as evidenced by their name, signature, and date in Box 35 of the PCTW. The attribute passes if the approval is documented by the AO or alternate AO. Approval may be documented via email if the official is not physically available to sign prior to the transaction. If alternate AO approval was obtained, evidence of designation as alternate AO is required.	PASS		
Transactional Data				
4 Does the supporting documentation include a Requisition, Purchase Card Transaction Worksheet (PCTW - DHS FORM 1501), or other equivalent documentation?	Validate that a completed purchase requisition, PCTW, or other written request was included as part of the supporting documentation.	PASS		
5 Does the vendor name on the invoice/sales receipt match the name on the PPA sample? If no, provide an explanation.	Validate that the vendor name in Box 14 of the PCTW matches the vendor name on the supporting documentation. The attribute passes if the vendor name matches on the supporting documentation for the sample.	PASS		
6 Does the transaction amount on the invoice/sales receipt match the amount on the PPA sample? If no, provide an explanation.	Validate that the transaction amount in Box 36 of the PCTW matches the transaction amount on all supporting documentation. The attribute passes if the transaction amount matches on all supporting documentation for the sample. If the transaction amount does not match, provide additional documentation and explanation for the discrepancy.	PASS		
7 Does the transaction description on the invoice/sales receipts match the description on the PCTW, or other equivalent documentation?	Validate that the description of the product or service purchased in Box 23 of the PCTW matches the description on the invoice/sale receipt(s). The attribute passes if the description matches on the supporting documentation.	PASS		
8 Is the amount on the invoice equal or less than the amount on the requisition, worksheet, or other written requirement? If the amount on the invoice is greater than the approved amount, please provide an explanation or additional supporting documentation.	Validate that the transaction amount listed in Box 36 of the PCTW was equal to or less than the approved amount in Box 32 of the PCTW, requisition, or other written request. The attribute passes if the amount stated on the invoice/receipts is equal to or less than the amount approved for purchase.	PASS		
9 Is the invoice date or payment date prior to the date of shipping? If invoice date is prior to shipping date, please provide an explanation. (Per DHS Manual, no billing for the merchandise will occur before shipping except for training and subscriptions). Purchase Date: _____ Shipping Date: _____ Invoice Date: _____	Validate that the shipping date listed on the supporting documentation is prior to the invoice date and payment date. The attribute passes if the shipping date is prior to the invoice/transaction date. This attribute may not be applicable to online purchases as online vendors normally require payment prior to the shipment of merchandise/service. Please provide an explanation detailing that the purchase was made online in these instances. Note: It is acceptable if one or more (or all) of the dates fall on the same day.	N/A		
10 If the freight charge is greater than \$100, was a separate invoice issued? If no, provide an explanation?	Validate that a separate invoice was provided for freight charges greater than \$100. The attribute passes if supporting documentation for transactions with \$100 or more in freight charges include a separate invoice for the freight charges. This attribute is not applicable for transactions/purchases with less than \$100 in freight charges.	N/A		
11 Did the CH provide evidence an independent third-party receiver (other than the CH or the AO) signed for the merchandise or service? If not, was adequate documentation provided regarding why a third party did not sign for goods, etc?	Validate that an independent third-party receiver is listed in Box 37 of the PCTW and is not the CH or the AO. The attribute passes if supporting documentation includes evidence an independent third-party receiver certified that all items purchased were received by the government or an adequate justification provided.	PASS		

12	Is there evidence the CH found unauthorized charges (excluding sales tax)? If yes, provide evidence of CH/AO disputing the transaction(s), or explanation if unauthorized charge was not disputed?	<p>If unauthorized charges were identified, validate that the CH/AO initiated the dispute process within 90 days. The attribute passes if the dispute process was initiated within 90 days, as evidenced by supporting documentation.</p> <p>The attribute fails if the transaction is an unauthorized charge and was not identified by the CH/AO or if the CH/AO did not initiate the dispute process within 90 days.</p> <p>The attribute is not applicable if the transaction is an authorized charge and review and approval by the AO is evidenced.</p>	N/A	
Additional Attributes Required as Applicable				
13	For transactions where sales tax was charged, was a credit or refund requested or received? (Not Applicable if no sales tax was charged).	Validate that supporting documentation exists evidencing that a refund was requested for any sales tax charged. The attribute passes if sales tax was charged and the supporting documentation shows a credit or a refund was issued/received by the government or the cardholder attempted to receive a credit. The attribute is not applicable if no sales tax was charged.	N/A	
14	For any property purchased, did the CH or AO provide evidence of accountability in accordance with the Federal Acquisition Regulation (FAR) and internal DHS Asset Management and Inventory Standards? If no, provide an explanation.	Validate that a property custodian is listed in Box 38 of the PCTW for property transactions. The attribute passes if the supporting documentation includes evidence that the property custodian was notified of the purchase.	PASS	
15	For transactions over \$3,000, did the CH provide a Contracting Officer warrant, an Ordering Official certificate, or supporting documentation showing approval for an increase the micro-purchase limit?	Validate that authority for purchases over \$3000 is evidenced by supporting documentation. The attribute passes if the supporting documentation includes a copy of the Contracting Officer warrant, a copy of the existing contract that the transaction is being paid against, or approval for an increase in the single purchase limit by the CPOPC and the Head of the Contracting Activity (HCA) or his/her designee. Single-purchase limits may not be permanently increased to exceed \$3,000 unless authorized and documented by Head Contracting Authority or designee.	N/A	
16	If the purchase is potentially inappropriate for government use, is there documented government justification for the purchase?	Validate that justification for a purchase that may appear to be inappropriate for Government use is included in the supporting documentation. The attribute is only applicable to purchases that appear to be inappropriate for government use (for example: expensive artwork, iPods). The attribute passes if potentially inappropriate charges are made and documentation is provided to explain the need for the purchase.	N/A	
17	Is there evidence of a potential split purchase? If yes, please provide an explanation	Validate that a split purchase was not made. The attribute passes if the supporting documentation does not show evidence of the CH circumventing the single purchase limit by splitting the purchase. Potential split purchases occur when a CH makes two or more payments on an item/service purchased to avoid exceeding the single purchase limit of \$3,000.	N/A	
18	For samples identified as forced transactions (i.e. blocked/unallowable Merchant Category Codes (MCC)) on the PPA sample listing, is there supporting documentation of appropriate approval for override?	Validate that transactions made against a blocked or unallowable MCC was approved by the OPC. The attribute passes if the supporting documentation shows evidence of override and approval by the OPC or higher official in the hierarchy.	N/A	
CG 19	Is the requestor and cardholder the same? If so, is there a justification in the file as to why the separation of duties was not possible?	Verify that instances that do not allow for separation of duties between the cardholder and requestor, as mandated on the PCTW, is documented with a justification.	PASS	
Compliance Attributes Tested by RM&A				
Name of Reviewer:				
Date of Review:				