

ADMINISTRATIVE MEMORANDUM No. 139

SUBJECT: GS/OAS DP Buyer Corporate Credit Card Policy – Purchasing Corporate Credit Card (PCCC) Program

CONSIDERING,

That corporate credit card programs facilitate the transactional costs of payment and procurement;

That as part of its regular procedures and to facilitate the procurement of goods and services, the Department of Procurement Services allows some of its Department of Procurement (DP) Buyers to use GS/OAS corporate credit cards as an expedited method of payment;

That after conducting an internal review of the GS/OAS corporate credit card programs, the Office of the Inspector General, through SG/OIG/AUD-17/01, recommended creating and formalizing clear and consistent policies and procedures for purchases using GS/OAS corporate credit cards; and

That in addition to formalizing existing policies and procedures, it is important to ensure and reinforce proper administration and internal controls. This includes setting out clear roles and responsibilities, updating all forms associated with the PCCC Program, and further defining other processes and requirements in association with the use of the GS/OAS DP Buyer Corporate Credit Cards.

THE DECISION:

To adopt the GS/OAS DP Buyer Corporate Credit Card Policy – Purchasing Corporate Credit Card (PCCC) Program and its annexes as set forth in Attachment A.



Charles H. Grover
Secretary for Administration and Finance

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