



**Functional Series [300](#)
Acquisition & Assistance**

INTERIM UPDATE 08-07

SUBJECT: Implementation of SmartPay(r)2 Purchase Card Program, November 3, 2008

NEW MATERIAL: This IU reflects the reissue of the Notice of October 8, 2008 due to the addition of the following sentence regarding documentation that an OPC/AO supervising SmartPay(r)2 Purchase Card holders must submit to the APC: "The Organization Program Coordinator/Approving Official must also submit a signed copy of the Letter of Appointment identified as item #7 under the documentation required by the Agency Program Coordinator prior to your cardholder receiving the SmartPay2 card."

Item #7 is as follows: "A copy of Letter of Appointment for Office Program Coordinator/Approving Official found at:

<http://inside.usaid.gov/M/OAA/SolutionsCenter/egov/purchasecard.html>

EFFECTIVE DATE: 11/03/2008

POLICY

USAID/General Notices
M/OAA
10/24/2008

Subject: Implementation of SmartPay2 Purchase Card Program, November 3, 2008

This Policy Notice is intended for Cardholders, Organization Program Coordinators and Approving Officials (OPC/AO) and is a follow on to the Policy Notice dated September 4, 2008, entitled 'Transition to SmartPay(r)2 for the USAID Worldwide Purchase Card Program'.

All purchase card numbers, expiration dates and corporate account numbers will be entered into Phoenix for all Washington accounts. Your budget office should create a commitment and obligation number for each cardholder prior to its use. Overseas corporate accounts will be entered into the Phoenix vendors table for missions currently using the purchase card. The controller must create a funding request document for each cardholder under his/her purview.

The closing date for each new account will remain the 25th of the month. All payments to Citibank must reference the 16-digit corporate account number for the respective mission and should not reference individual credit card numbers. The corporate account number for all missions will be provided to the Controller in a separate message. The corporate invoice must be paid in full each month and any disputes must be handled by the cardholder by submitting a dispute form to Citibank for the charge in question.

The single transaction and monthly limits on the new card remain as they were on the old card account.

Disputes under SmartPay2 must be filed electronically via the CitiDirect Card Management System (CCMS). The 60 day dispute period under SmartPay1 is extended to 90 days under SmartPay2 from the date the charge appeared on the E-Statement. For AID Washington, transactions must be disputed in Phoenix and not reconciled against the transaction. The cardholder must wait for the credit reallocation back to the individual purchase card account. Once the credit is received from the vendor, the Cardholder applies the credit back to the disputed transaction in Phoenix. All disputes must be processed on-line via CitiDirect using your user id and password to access your card information. The status of all disputes will be sent to the email address on record for the cardholder. If you need to update your email address, please do so when you register your card account for the on-line statement.

Paula Gillon is our new Client Account Specialist, and she may be reached at 1-800-790-7206 option. 4, ext. 69884 and via email at paula.j.gillon@citi.com. Only designated Organization Program Coordinators and Approving Officials (OPC/AO) are authorized to contact Paula directly.

All cardholders must contact the Citibank Customer Service for assistance at 1-800-790-7206 or collect at (904) 954-7850.

SmartPay2 cards will be expressed mailed to the Executive Officer at post for distribution once all training requirements have been met and submitted to the APC. No exceptions will be made.

You will continue to receive an e-statement of account under SmartPay1 as long as activity is posted to the card account. SmartPay1 payments must reference SmartPay1 corporate account numbers.

Under SmartPay1, credits will continue to post to the old purchase card and corporate accounts. The Controller at post can request a refund check from Citibank for any credits on the account by sending an email message to the Agency Program Coordinator, Velma Jones. Upon receipt of the check you will be notified via email and the check will be hand carried to the M/CFO/CMP for deposit to Treasury.

Effective, November 3, 2008, all designated Organization Program Coordinator/Approving Officials (OPC/AO) under SmartPay2 who have a cardholder(s) under his/her supervision must take and pass the on-line Simplified Acquisition Procedures Training course. A copy of the Certificate of Completion of Training must be downloaded and provided to the APC and maintained in the records for auditing purposes. The Organization Program Coordinator/Approving Official must also submit a signed copy of the Letter of Appointment identified as item #7 under the documentation required by the Agency Program Coordinator prior to your cardholder receiving the SmartPay2 card.

All cardholders with single purchase authority up to \$25,000 must complete the Simplified Acquisition Refresher on-line training course, unless they completed training within the last two years. A copy of your Certification of Completion must be submitted to the APC with the other documentation requested.

Accessing the E-Statement of Account. The Cardholder must register the purchase card account for the on-line statement.

Please reference the USAID Worldwide Purchase Card Manual for the on-line statement guide. Once the account is registered the cardholder will receive an electronic message when the E-Statement of account is available for the monthly reconciliation if they had activity for the month. As a rule of thumb, cardholders should monitor activity on his/her card frequently via CitiDirect to flag any suspicious or fraudulent charges and report them to Citibank Customer Service immediately. The on-line statement is available via the CitiDirect Card Management System (CCMS) two days after the statement closing date. Monthly E-Statement of Accounts must be downloaded to ensure complete records are maintained by the cardholder and submitted to your designated OPC/AO during the monthly reconciliation process and a copy placed in the cardholder's purchase card working file.

The finance office must use the on-line statement guide to download monthly corporate invoice that list all purchase cards that roll up to that organization. All reports, statements and invoices are accessible electronically. If your account was registered for the on-line statement feature under SmartPay1, you will be able to add the SP2 card account by using the add account button. If you have never registered your account, you must use the on-line statement guide to register the account. Once the account is registered you should receive an electronic email notification from the bank when the statement is available for reconciliation/payment.

The OPC/AO must use the bank's Electronic Access System (EAS) to monitor the activity on the card accounts under their supervision. Abuse, misuse or suspicious charges must be reported to the APC immediately for investigation and referral to the appropriate office.

The following documentation must be submitted to the Agency Program Coordinator (APC) before the SP2 Card may be issued:

1. Copy of the Training Certificate for the Computer-Based Training on the USAID Worldwide Purchase Card Program for Cardholder and Organization Program Coordinator/Approving Official housed under USAID University's Learning Management Systems (LMS)
2. Copy of Certificate of Training for the Simplified Acquisition or Simplified Acquisition Refresher Training through the Defense Acquisition University (DAU) in conjunction with the Federal Acquisition Institute (FAI)
3. Copy of the GSA Web-based Training Certificate
4. Copy of the Delegation of Authority signed by the Head of the Contracting Activity (non-procurement personnel)
5. Copy of the Warrant for EXO or Contracting Officer
6. Copy of Purchase Card Certification Form
7. Copy of Letter of Appointment for Office Program Coordinator/Approving Official found at: <http://inside.usaid.gov/M/OAA/SolutionsCenter/egov/purchasecard.html>

Effective, November 3, 2008 there is a new requirement mandating that all Organization Program Coordinators and Approving Officials (OPC/AO) who have cardholders with single transaction limits up to the \$25K threshold must take and pass the Simplified Acquisition Procedures Training course. The course is now available online and currently at no cost to USAID employees. Please follow the steps below to browse or register for either the Simplified Acquisition Procedures or the Simplified Acquisition Procedures Refresher course. This requirement does not apply to warranted Contracting or Executive Officers who have already taken this course. However, you will still need to submit a copy of your training certificate with the required documentation.

Once the above package is received and certified by the Agency Program Coordinator the SmartPay2 purchase card will be either expressed mailed to the Executive Officer at post or you will be requested to pick up your card from either Sarah Laws, Steve Fitzgerald or Velma Jones in M/OAA/CAS. The documents must be scanned or fax to Velma Jones, vjones@usaid.gov or Sarah Laws at salaws@usaid.gov.

To receive the new purchase card, you will be asked to sign a confirmation of receipt form as proof that you submitted all of the required documentation. Once signed please return to Sarah Laws via fax to (202) 216-3143 or scan to salaws@usaid.gov.

Purchase Card In-house Training. In-house Purchase Card Training will be held on October 9th, 9:30-11:30 & 1:30-3:30 in 2.09 D&E for new purchase cardholders or for any current purchase cardholder who would like to attend one of

these training sessions to familiarize themselves with the rules and regulations of the program. The official training notice entitled, 'Purchase Card Training for New Cardholders under SmartPay2 ' Roll-out, November 3, 2008' was issued on September 24, 2008.

New Cardholder Set-up Form for new Cardholder. OPC/AO must designate any new cardholder by submitting a completed CB001 form. The Cardholder must complete Section IV, items 4-12 and Section VI. Please provide the monthly spending limit in writing to the Agency Program Coordinator via e-mail.

Simplified Acquisition Procedures

1. www.fai.gov
2. Click on Training
3. Click on Find and Register for courses
4. Click on Step 4, Federal Acquisition Institute Training Application
5. Agree to Privacy Statement
6. Go Through Registration Process

Registration instructions For U.S. Citizens are:

1. You will not see USAID listed as an Agency. Select Small Agency Council
2. Put in Social Security Number
3. Put in Date of Birth

Registration instructions for Non-U.S. Personnel (if you do not have a Social Security Number) working for U.S. Agencies are:

1. Follow the directions for Non-U.S. Personnel
2. After getting to the next screen, go to Online Training Category
3. Then select the course, CON 237 Simplified Acquisition Procedures (Refresher)
4. Go to www.dau.mil
5. Browser to Continuous Learning
6. Click on Browse Continuous Learning Modules
7. Click on CLC 005, Simplified Acquisition Procedures

These courses are both online and currently at no cost to USAID personnel. They are offered through Defense Acquisition University (DAU) in conjunction with the Federal Acquisition Institute (FAI). You register for them directly online.

Registration For U.S. Citizens

1. You will not see USAID listed as an Agency. Select Small Agency Council
2. Put in Social Security Number
3. Put in Date of Birth

Point of Contact: For additional information regarding this notice please contact

-- Velma Jones,
Agency Program Coordinator
(202) 712-0117,
vjones@usaid.gov or

-- Sarah Laws,
(202) 712-1125,
salaws@usaid.gov or

-- Steve Fitzgerald
(202) 712-4551,
sfitzgerald@usaid.gov.

Notice 1021

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Remarks	This IU will remain on the ADS Web site until the policy and procedures in it are incorporated into the ADS.

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