



VR&E Government Purchase Card Training

Introduction

Welcome to the Vocational Rehabilitation and Employment (VR&E) Government Purchase Card Training. The purpose of this training is to provide an overview of the administrative procedures and guidelines for the use of the government purchase card. The government purchase card is used as a purchase and payment method for supplies and services purchased for Veterans participating in the Vocational Rehabilitation and Employment (VR&E) Program in accordance with Simplified Acquisition Procedures.

NOTE: This training does not replace the mandatory VA Purchase Card training which is required to be completed via the Talent Management System (TMS) prior to beginning official purchase card duties. All individuals making purchases on behalf of the government must have a written delegation of authority. VAF 0242 must be used for both the certification of training and delegation of authority. This form is kept on file by the Agency/Organization Program Coordinator (A/OPC) for review purposes.

Objectives

By the completion of this training, participants will be able to identify the following:

1. Micro-purchases limits
2. Prohibited purchases
3. Purchasing Guidelines
4. Roles and Responsibilities of Purchase Card Administration
5. Reconciliation Packet Preparation and Procedures

Micro-purchase Limits

A micro-purchase is an acquisition of supplies or services using simplified acquisition procedures where the amount of the total requirement does not exceed the micro-purchase threshold set by the Federal Acquisition Regulations (FAR). The standard micro-purchase threshold is currently \$3,000 per transaction.

The following exceptions apply:

- Acquisitions of construction are subject to the Davis-Bacon Act with a limit of \$2,000.
- Acquisitions of services are subject to the Service Contract Act of 1965 with a limit of \$2,500.

NOTE: VR&E staff must be aware that only a cardholder who has a warrant can make simplified acquisitions over the micro-purchase threshold.

VR&E Officers and Assistant VR&E Officers are not required to have a warrant and must consult with the local VBA Acquisition Contracting Officer on issues related to making purchases over the micro-purchase threshold. Refer to M28R.V.B.4 for more information.

Prohibited Purchases

The purchase card must not be used for the following purchases:

1. Long-term rental or lease of land or buildings of any type
2. Purchases of travel (airline, bus, boat, or train tickets) or travel-related expenses
3. Cash Advances
4. Memberships in organizations or clubs, unless deemed appropriate by the Regional Office (RO) Director
5. Third-party merchant purchases (Paypal, eMoney, Eaccount, etc.)
6. Medical Services (see M28R.V.A.5 for more information on obtaining medical services and treatment from the Veterans Health Administration [VHA])
7. Purchases of firearms, ammunition and firearms parts
8. Purchases of health insurance (see M28R.V.A.5 for more information on allowable school health fees/expenses)



Purchasing Guidelines

VR&E staff may use the government purchase card to purchase supplies, incidental goods and services, and tutorial assistance for Veterans participating in the VR&E Program to expedite the delivery and processing of payment.

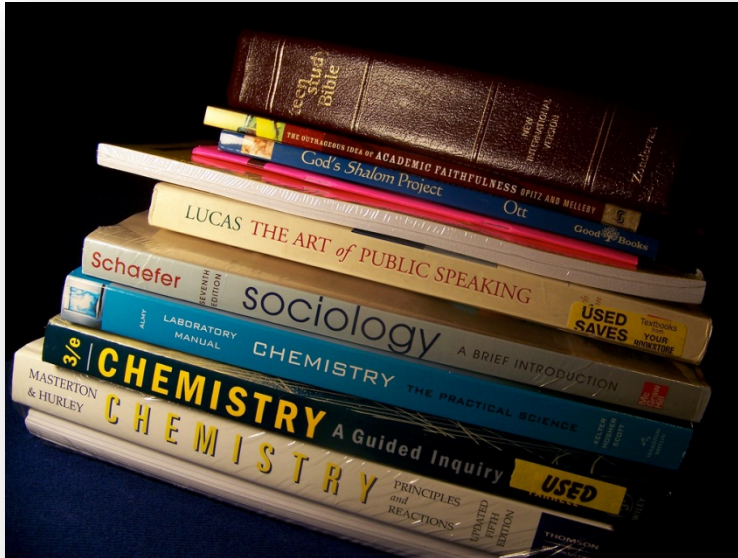
NOTE: Documentation is required to justify each purchase and to clearly show that the Veteran received each item purchased. The Vocational Rehabilitation Counselor (VRC) is responsible for ensuring that appropriate justification is received from the Veteran, the training facility, or other service provider.

VR&E staff must ensure that procedures for the purchase of supplies, incidental goods and services, and tutorial assistance under the VR&E Program are properly followed.

Please click or scroll down to the topics below to view more purchase card guidelines:

1. Supplies
2. Federal Strategic Sourcing Initiative
3. Incidental Goods and Services
4. Tutorial Assistance

Supplies



According to 38 CFR 21.210, supplies are furnished to enable a Veteran to pursue rehabilitation and achieve the goals of his/her program.

NOTE: Whenever possible VR&E staff should obtain supplies from a facility bookstore, but the purchase card is the preferred method of payment when supplies are not available at a facility bookstore.

It is the responsibility of the VRC to ensure that criteria and guidelines outlined in M28R.V.A.4 are properly implemented prior to making a purchase with the government purchase card. The VRC must ensure that justification for the purchase is documented on VAF 28-1905d and filed in the Veteran's Counseling/Evaluation/Rehabilitation (CER) folder or in a Corporate WINRS (CWINRS) note. This justification must be printed and included in the reconciliation packet.

VR&E staff may use the purchase card to purchase the following supplies for Veterans participating in the VR&E Program when they are not available at a facility bookstore:

1. Books
2. Office supplies
3. Tools
4. Consumable goods
5. Computers and printers

6. Other materials or equipment that the Veteran needs to pursue training or achieve an employment or independent living goal

Federal Strategic Sourcing Initiative

VR&E staff should be aware of The Federal Strategic Sourcing Initiative (FSSI) that governed the purchase of office supplies and was intended to cut procurement costs government-wide. This includes office supplies purchased on behalf of Veterans participating in the VR&E Program. Existing procurement methods in place with university bookstores, using vouchers and invoices, can also still be used. If a purchase card must be used to purchase office supplies, then the FSSI must be the first source consulted for these purchases. Alternate sources may be utilized if the FSSI cannot provide the specific supplies the Veteran needs in a timely manner. If the FSSI is not used, then the reason must be clearly documented on VAF 28-1905d and filed in the Veteran's CER folder or in a CWINRS note. This justification must be printed and included in the reconciliation packet.

Supplies covered by FSSI include the following:

1. Paper – copy, printer and fax
2. Ink/toner
3. Pens, pencils and markers
4. Binders
5. Tape
6. Envelopes
7. Shredders
8. Computer media (including diskettes, disk cartridges and packs, optical disks and CDs)
9. Anti-glare/anti-radiation screens (VDT)
10. Ergonomic products (including wrist and foot rests)
11. For more sole source information click [FSSI](#)

Incidental Goods and Services

Incidental goods and services may be purchased in accordance with 38 CFR 21.156 when determined to be necessary to accomplish the purposes of the Veteran's rehabilitation program. When purchasing incidental goods and services, VR&E staff must document the Veteran's need, what other resources were explored and the outcome of those efforts. Authorization of incidental goods and services should not normally exceed \$1,250 per year.



The purchase of incidental goods and services under 38 CFR 21.156 in excess of \$1,250 requires the signature of the VR&E Officer.

Examples of incidental goods and services VR&E staff may purchase for Veterans participating in the VR&E Program include the following:

1. Non-certifiable courses (open entry/open exit, with no assigned quarter, semester or clock hours)
2. Protective clothing
3. Uniforms
4. Child care
5. Construction

NOTE: Refer to M28R.V.A.1 for further guidance on the provision of incidental goods and services.

Tutorial Assistance

Tutorial assistance may be purchased with a government purchase card as long as the total amount of the service does not exceed \$2,500. The assistance of a local VBA Acquisition Contracting Officer must be used if the total amount of the service is over \$2,500 or if the tutor does not accept the government purchase card.

NOTE: Refer to M28R.V.B.4 for more information on tutorial assistance.



Roles and Responsibilities

The VA Office of Acquisition, Logistics and Construction (OALC) has delegated to VA's Office of Management (OM) the responsibility to manage and operate VA's purchase card program. The VBA Chief Financial Officer has overall responsibility for the organization, implementation and oversight of the government purchase card program within VBA.

The program is implemented at the local level as follows. Please click each level for specific staff responsibilities:

Regional Office (RO) Staff Responsibilities

Agency/Organization Program Coordinator (A/OPC)

The A/OPC is appointed at the local level to manage the purchase card program and ensures that mandatory training is provided to VR&E staff prior to the issuance of purchase cards and every two years thereafter for refresher training. The A/OPC sets up new accounts; re-issues expired cards; cancels accounts; changes card limits, master accounting codes and cardholder addresses; and is responsible for other account maintenance functions as required.

Finance/Billing/Accounting Office

The Finance/ Billing/Accounting Office will maintain reconciliation packets for recordkeeping and audit purposes. The packets will be kept in accordance with NARA, General Schedule 6 for 6 years and 3 months.

Vocational Rehabilitation and Employment (VR&E) Staff Responsibilities

To view the VR&E staff responsibilities click on the staff descriptions below:

1. VR&E Approval Official (AO)
2. VR&E Cardholder

VR&E Approving Official (AO)

The AO (typically the VR&E Officer) serves as the initial internal control to prevent or identify fraud, abuse, or misuse of the purchase card. The AO must review statements for accuracy, inappropriate purchases and charges for taxes. After logging on to US Bank Access Online and approving each purchase, the statements are forwarded to the A/OPC for review.

The AO is responsible for the following:

1. The AO must request the establishment of new purchase card accounts, as well as single purchase and monthly purchase thresholds.
2. The AO must monitor the use of the purchase card by the cardholder to ensure purchases are legitimate expenditures and within guidelines.
3. The AO must verify that all transactions made by cardholders and supporting documentation is maintained for 6 years and 3 months in accordance with NARA, General Schedule 6, records retention regulations.
4. The AO must ensure that all Federal, VA and local acquisition regulations are followed.
5. The AO must review and reconcile monthly purchase card statements using the U.S. Bank reconciliation process.

VR&E Cardholder

VR&E cardholders are appointed upon recommendation from the VR&E Officer to make work-related purchases. This streamlines the ability to make purchases, rather than relying on a centralized purchasing office.

The cardholder is responsible for the following:

1. The cardholder must equitably distribute open market micro-purchases among all qualified Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) or Veteran-Owned Small Business (VOSBs) to the maximum extent possible (VAAR 813.202).



2. The cardholder must comply with single purchase limits and must not split purchases. A split purchase is separating a requirement that exceeds the micro-purchase threshold into two or more buys as a means of bypassing the purchase limit. It should be noted that separate purchases would not be considered a split purchase when there are two separate requirements for two different Veterans. Refer to VA Financial Policies and Procedures, Government Purchase Card, Volume XVI—Chapter 1 for more information on split purchases.
3. The cardholder must advise vendors to send sales drafts for purchases made by fax, email, phone, or via the Internet only after an order has shipped (VA Financial Policies and Procedures, Government Purchase Card, Volume XVI—Chapter 1). A sales draft is a copy of the documentation sent to US Bank to certify the charge.
4. The cardholder must request a refund from the vendor if sales tax is charged when using the government purchase card (VA Financial Policies and Procedures, Government Purchase Card, Volume XVI—Chapter 1). The government purchase card is imprinted with the statement, “US Government Tax Exempt.” The card is exempt from state taxes in every state but the use of a certificate of exemption form is required in 13 states (see [GSA State Tax Information](#) for state requirements). If the vendor does not refund the sales tax, the cardholder must annotate the refusal on the receipt and keep the related documents with the receipt.
5. The cardholder must be aware that merchants in the U.S. and its Territories are permitted to impose a surcharge on cardholders when a charge or credit card is used (VA Financial Policies and Procedures, Government Purchase Card, Volume XVI—Chapter 1). However, some states have laws which do not allow or limit surcharges. If a merchant is imposing a surcharge, the cardholder may choose to consider another merchant that offers the same or a similar item to avoid paying the surcharge. Refer to [GSA Smart Bulletin No. 17](#) dated January 17, 2013 for more information.
6. The cardholder must ensure receipt of goods ordered and services rendered (VA Financial Policies and Procedures, Government Purchase Card, Volume XVI—Chapter 1).
7. The cardholder must enter all purchase card transactions into CWINRS and the Government Purchase Card Log (see Appendix O, VA Forms). Refer to the CWINRS User Guide, Chapter 6.14.7 for more information on entering purchase card transactions into CWINRS.
8. The cardholder must also review and reconcile monthly purchase card statements using the U.S. Bank reconciliation process. Monthly purchase card statements and supporting documentation must be maintained for reconciliation purposes, in accordance with NARA, General Schedule 6, for 6 years and 3 months.

The Reconciliation Packet



VR&E staff should use the government purchase card to purchase supplies and services for Veterans participating in the VR&E Program to expedite the delivery and processing of payment. Accurate record keeping is critical to the success of the government purchase card program and ensures that any improper, incorrect or fraudulent charges or duplicate payments are addressed in a timely manner.

VR&E cardholders and AOs will be using a combination of manual and automated reconciliation procedures. The cardholder will continue to maintain a hard copy reconciliation packet to be sent to the AO for review and final approval.

Please note that transactions must be reconciled in US Bank Access Online and the reconciliation packet must be sent to the AO within 10 working days after the billing cycle. Then the AO must reconcile/verify the transactions by reviewing the reconciliation packets and approving in US Bank Access Online within 14 working days after the billing cycle. The billing cycle date is the cut-off date for when purchase card transactions are processed for the billing cycle. This is also known as the closing date. The statement must be downloaded and printed from US Bank Access Online on the closing date, which is the 24th of each month. If the 24th falls on a weekend, then the closing date is the following Monday. The closing date establishes the reconciliation time frame requirements.

Please click or scroll down to the following topics to explore the minimum items included in a Purchase Card Reconciliation Packet.

1. Monthly Purchase Card Statement
2. Government Purchase Card Log
3. Supporting Documentation

1. Veterans Administration (VA) Form 28-1905m
2. Purchase Documentation
3. Purchase Card Justification
4. Purchase Card Checklist
5. Other Back Up Documents

Veterans Administration (VA) Form 28-1905m

The VA Form 28-1905m must be completed when supplies and equipment are purchased outside of a training facility. It is used to document each purchase and to certify that the items requested and received by the Veteran have been deemed necessary for the successful achievement of a vocational goal.

The Veteran must sign at the bottom of Section B to verify that he/she does not already possess the items purchased and the initiating case manager must sign and authorize the purchase of the requested items.

After receipt of the items, the Veteran must sign the VA Form 28-1905m to certify that the items were received and whether or not the items were in good condition. An email from the Veteran requesting the items and informing the cardholder that the items were received is not sufficient to meet this requirement in terms of documenting in the CER; however, to reconcile the purchase in US Bank Access Online, an email notification of receipt of the item or a CWINRS note verifying receipt of the item is sufficient. The cardholder will still need to obtain a signed 28-1905m to file on the left side of the CER folder.

The VAF 28-1905m must be completed for each purchase and filed in the reconciliation packet. Each section of the form must be filled out as follows. Please click each section for more details.

Section A- To be Submitted to the Department of Veterans Affairs

SECTION A: TO BE SUBMITTED TO THE DEPARTMENT OF VETERANS AFFAIRS		
FIRST NAME - MIDDLE NAME - LAST NAME OF VETERAN	REHABILITATION GOAL	VA FILE NUMBER
ADDRESS TO WHICH SUPPLIES MAY BE DELIVERED TO VETERAN (Number and Street or Rural Route, City or P.O., State and Zip Code)		
INSTRUCTIONS		
REHABILITATION PROVIDER		REHABILITATION PROVIDER (Continued)
A. The Department of Veterans Affairs (VA) may furnish supplies to the veteran named above, who is entering into or is already taking part in a VA rehabilitation, independent living, or employment assistance program, if all of the following conditions are met: 1. The facility/employer requires all persons being trained for or employed in the same occupational or independent living goal to personally possess the same books, tools, and other supplies; and 2. The veteran does not already possess the required items; and 3. The VA case manager has determined the supplies may be provided in accordance with limitations and restrictions found in 38 U.S.C. and applicable federal regulations. B. VA will not furnish tools or other supplies which commonly are on hand for use of all trainees or employees or which the veteran already owns.		C. If items are required under the conditions stated in A, and are not being requested merely because the veteran desires them, request these supplies by completing the section immediately following these instructions. You may continue to list required items on another VA For 28-1905m. Additional pages may be used if necessary. D. In Section B, please sign and complete the Request and Certification of Establishment section.
VETERAN		
A. In Section B, the veteran's signature acknowledges that he or she does not already possess the required items. B. The veteran must complete Section C of this form and return it to the VA case manager to report receipt of items.		

Section A must be completed by the case manager. All but the VA File Number in Section A must be completed prior to sending the form to a facility or employer, if needed. The case manager must identify the Veteran, his/her rehabilitation goal and the delivery address.

Section B- Request and Certification of Facility or Establishment

SECTION B: REQUEST AND CERTIFICATION OF FACILITY OR ESTABLISHMENT				
TYPE OF PROGRAM				
<input type="checkbox"/> On-Job Training <input type="checkbox"/> Educational or Vocational Training <input type="checkbox"/> Independent Living <input type="checkbox"/> Employment <input type="checkbox"/> Other (Specify)				
(√)	ITEM NO. (If applicable)	NAME OF ARTICLE AND DESCRIPTION (Catalog identification, size, etc.)	QUANTITY (Set, pair, etc.)	ESTIMATED COST
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
SIGNATURE AND TITLE OF OFFICIAL			DATE	
NAME AND ADDRESS OF FACILITY OR ESTABLISHMENT (Number and street or rural route, city or P.O., state and Zip Code)				
SIGNATURE OF VETERAN		DATE	SIGNATURE OF CASE MANAGER	

VA FORM NOV 2011 **28-1905m** SUPERSEDES VA FORM 28-1905M, AUG 2008, WHICH WILL NOT BE USED.

Section B may be completed by the case manager, facility official or employer. The case manager, facility official or employer must identify the type of program and sign under Signature and Title of Official to certify that the requested items are necessary for the successful achievement of a vocational goal. The Veteran must sign at the bottom of Section B to verify that he/she does not already possess the items. Upon completion of Section B, the initiating case manager must sign and authorize the purchase of the requested items.

Section C- Receipt of Supplies

SECTION C: RECEIPT OF SUPPLIES				
CERTIFICATION OF VETERAN				
TO THE DEPARTMENT OF VETERANS AFFAIRS (Veteran should check all that apply):				
<input type="checkbox"/> A. Any items that were requested in Section A but not received are listed below <input type="checkbox"/> B. Any items received in damaged or unacceptable condition are listed below. <input type="checkbox"/> C. I certify that all the supplies I received are in good condition.				
WAS ITEM RECEIVED?	NAME OF ARTICLE AND DESCRIPTION <i>(Catalog identification, size, etc.)</i>	QUANTITY <i>(Set, pair, etc.)</i>	DATE OF RECEIPT	COMMENTS ON ITEM DAMAGED OR UNACCEPTABLE
NOTE: Complete the certification of receipt of supplies by dating and signing the form below and returning it to your VA case manager.				
SIGNATURE OF VETERAN			DATE	

VA FORM 28-1905m, NOV 2011

Section C is completed by the Veteran. The Veteran either certifies that all equipment or supplies received are in good condition or identifies the specific equipment or supplies received that were determined to be damaged or unacceptable.

Purchase Documentation

The reconciliation packet must contain appropriate documentation for each purchase that matches the information listed on the monthly purchase card statement. A copy of the purchase documentation must also be attached to VAF 28-1905m and filed on the left side of the Veteran’s CER folder. This verifies that purchases are within regulations and supports each transaction.

In accordance with VA Financial Policies and Procedures, Government Purchase Card, Volume XVI–Chapter 1, the following identifies valid documentation that must be used to verify and reconcile purchases:

1. When a purchase is made in person, the cardholder must obtain a customer copy of the detailed charge slip.
2. When making purchases by e-mail, fax, or telephone, the cardholder must obtain written confirmation (in the form of a detailed listing) of the order from the vendor.
3. When making a purchase via the Internet, the cardholder must print the electronic confirmation associated with the order. The print out must include the detailed listing of the order.

Purchase Justification

It is the responsibility of VR&E staff to properly implement criteria and guidelines outlined in M28R.V.A.3 and 4 to ensure that purchases are within the scope of services allowable by the VR&E Program.

Documentation used to justify each purchase must be filed in the reconciliation packet. The VRC must also ensure that justification for the purchase is documented on VAF 28-1905d, attached to VAF 28-1905m and filed on the left side of the Veteran’s CER folder, or in a CWINRS note.

Purchase Card Checklist

The Purchase Card Checklist for Single Purchases \$3,000 and Below (Micro-Purchase) is provided as a tool to assist in the transaction process. Cardholders are required to complete a checklist for every purchase and it must be filed in the reconciliation packet. It is the responsibility of the cardholder to ensure that certain items on the checklist are completed prior to the transaction being placed, and that other items are completed during the reconciliation process. For purchases for Veterans participating in the VR&E Program, an approved rehabilitation program satisfies the requirements for funds availability and prior approval.

PURCHASE CARD CHECKLIST
Single Purchases \$3,000 and Below (Micro-Purchase)

The cardholder **WILL** ensure that items 1 – 10 are completed prior to placing the purchase/transaction with the vendor. Items 11 - 13 will be completed after the purchase/transaction.

No.	ITEM	Yes	No	N/A
Item purchased:				
1.	Are funds available for the purchase? Not applicable (N/A) for VR&E Veteran Purchases.			
2.	Has an approving official authorized/approved this purchase prior to making the purchase? An approved rehabilitation program will satisfy this requirement for VR&E Veteran purchases.			
3.	In accordance with the Federal Acquisition Regulation (FAR), have the required sources of supply or services been checked prior to ordering on the open market? Is the Veterans First Program being considered? (i.e. JWOD/Ability One, GSA schedule, GSA Advantage, socioeconomic vendors, etc.)			
4.	Have you verified with the vendor that the payment processor is not PayPal, Account, eMoney, etc.?			
5.	Have you informed the vendor that charges are tax-exempt? (Unless government purchasing is not tax-exempt in your state.)			
6.	If you have multiple cards, are you verifying that you are using the appropriate purchase card? Example: For supply purchases, the 2620 BOC card will be used.			
7.	Have you verified with the vendor that the order total, shipping charges (destination or origin), etc. are accurate and correct?			
8.	Have you asked the vendor if there are any discounts associated with the purchase? (Prompt Payment Act)			
9.	Have you entered the purchase card order on the buying log? Centralized Administrative Accounting Transaction System (CAATS) has a system generated supply log. [CAATS is the automated system that allows for electronic input, approval of accounting source documents and transactions, as well as, the automated interface into FMS for approved transactions.]			
10.	Did you verify that the purchase has not been split to avoid competition?			
AFTER THE ORDER IS PLACED				
11.	If a cost transfer was required, was this accomplished or referred to Finance for completion?			
12.	Are the appropriate receipts records, packing slips, cash register slip, sales slip, invoice, etc. for this purchase in the file?			
13.	If order total is incorrect, have you disputed the charge and followed up on the overage and credit?			

A copy of the of this checklist will be maintained in the purchase card file folder with the other supporting documents.

Date _____

Cardholder(Print Name & Signature) _____

Other Back-up Documents

Other back-up documents can be used to verify that purchases are within regulations and to support each transaction.

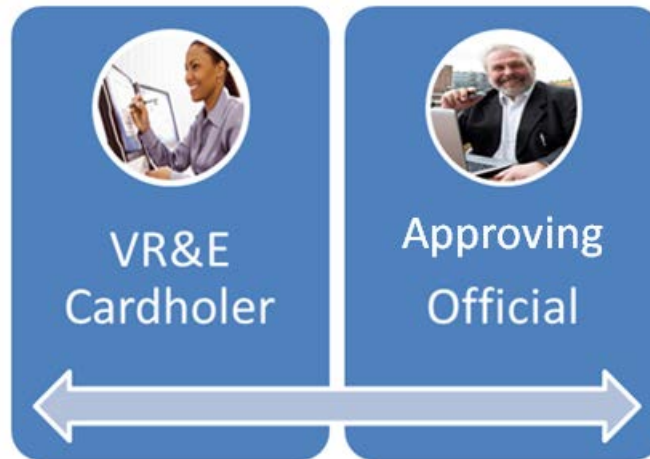
Other examples of supporting documentation that may be used include:

1. a quote from a vendor
2. a course syllabus, or
3. an email from a Veteran.

This information must be filed in the reconciliation packet. These items must also be attached to VAF 28-1905m and filed on the left side of the CER folder or in a CWINRS note.

Reconciliation Procedures

To view the responsibilities of the Cardholder and the AO, please click on the topics below:



1. VR&E Cardholder
2. Approving Official (AO)

VR&E Cardholder

The cardholder must reconcile the statement by using the following guidelines:

1. Print the monthly purchase card statement from US Bank Access Online. Statements are available on the 24th of each month. (Remember if the 24th falls on a weekend, then the statement date is the following Monday.) This establishes the reconciliation time frame requirements. Reconciliation procedures must be completed and submitted to the AO within 10 working days after the billing cycle.
2. Include the items listed in the reconciliation packet. Make sure that the purchase card log is sorted to correspond with the purchase card statement and that the Veteran's full name and case number is annotated next to the appropriate transaction on the purchase log for VR&E administrative tracking assistance.
3. Verify each transaction on the purchase card statement and compare it with purchase documentation in the reconciliation packet.
4. Identify discrepancies during the reconciliation process and ensure that they are corrected. Examples include duplicate billed, partially billed, and erroneous charges.
5. Log on to US Bank Access Online and approve each purchase. This is the cardholder's certification that goods and services were received and that the dollar amounts are correct. It is



important to note that the cardholder must not approve a pending purchase in US Bank Access Online until all items in the reconciliation packet have been completed for the purchase.

Once the reconciliation packet is completed for a purchase, the cardholder must log on to US Bank Access Online, click the box to select the transaction and then select “Approve.” On the next screen the cardholder must select the appropriate approver so that the transaction can be forwarded to the AO for final approval, then select “Approve.”

Cardholders are responsible for attempting to resolve disputes with vendors before placing the transactions in formal dispute with the US Bank. If the vendor refuses to correct the problem within 30 days, the purchase can be considered a dispute. Cardholders and/or the A/OPC must take the following actions:

Write “disputed charge” on the statement of account beside the appropriate transaction.

Initiate dispute process in US Bank Access Online. US Bank will research the transaction and seek resolution with the vendor.

6. Verify that purchase card transactions are entered into CWINRS. See the CWINRS User Guide, Chapter 6 for further guidance.
7. Submit the reconciliation packet to the AO for approval.

Approving Official

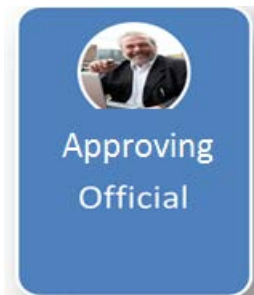
The AO must review and certify detailed transactions made by cardholders as proper and legal purchases for the government by using the following guidelines:

1. Log on to US Bank Access Online and approve cardholder transactions within 14 working days after the billing cycle. It is important to note that the AO must not approve a purchase as final until a complete reconciliation packet for the purchase has been received and reviewed to ensure that the purchase is proper and legal. Once the AO receives a completed reconciliation packet, the AO must log on to US Bank Access Online, click the box to select the transaction and then select “Approve.”

On the next screen the AO must click on “No further approval needed for these transactions” then select “Approve.”

It is important to note that the AO may also reject a transaction by selecting “Reject” if there are issues with the charge or items missing from the reconciliation packet. On the next screen the AO must check “Other” to enter comments on why the charge is rejected (e.g., missing signature on the 1905m, a purchase log that is missing the Veteran’s full name and case number for each purchase, etc.).

Cardholders can see comments entered by the AO by clicking on “Rejected” in the Approval Status column.



2. Use the government purchase card log as a part of the reconciliation process for VR&E administrative tracking assistance.
3. Verify that purchase card transactions have been entered into CWINRS.
4. Verify that purchased items on the purchase card statement are proper and legal. This means that purchases are for government use only and are tax-exempt. Approving purchases in US Bank Access Online certifies that goods were received and dollar amounts are correct. It is the responsibility of VR&E staff to properly implement criteria and guidelines outlined in M28R.V.A.3 and M28R.V.A.4 to ensure that purchases are within the scope of services allowable by the VR&E Program.
5. Ensure the cardholder purchases are within the single and monthly purchase limits.
6. Verify purchases were not split in order to stay within the spending limits.
7. Work with cardholders to resolve problems and disputes.
8. Follow-up with the cardholder by the 15th day of each month if the complete reconciliation packet has not been received from the cardholder. Cardholders without activity during the cycle will not receive a statement of account.

Resources and References

1. 38 Code of Federal Regulations (CFR) 21.156
2. 38 CFR 21.210
3. M28R.V.B.5: Government Purchase Card
4. National Archives and Records Administration (NARA), General Schedule 6
5. VA Acquisition Regulation (VAAR) 813.202 FAR 13
6. VA Financial Policies and Procedures, Government Purchase Card, Volume XVI—Chapter 1

Conclusion

In conclusion, it is beneficial that VR&E Staff understand the policies and procedures for administering and procuring services via the government purchase card. VR&E Staff must also identify their roles and responsibilities for reconciling approved purchases. The correct utilization of the purchase card will provide expedited payment and receipt of services to Veterans/Servicemembers.

If you have any questions, please contact your VR&E Field Liaison.

District	E-mail
North Atlantic	VAVBAWAS/CO/VRE/NA
Southeast	VAVBAWAS/CO/VRE/SE
Midwest	VAVBAWAS/CO/VRE/MW
Continental	VAVBAWAS/CO/VRE/CONT
Pacific	VAVBAWAS/CO/VRE/PA

To ensure training is recorded to your "Learning Plan", please log in to the [Talent Management System](#) and complete the evaluation in TMS.

If you have any problems with this process, please contact [Lamoyd Figures](#) or 407-835-5617.