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| **PART V. Case Management****Section B. Financial Responsibility and Accountability** |
| **CHAPTER 5. GOVERNMENT PURCHASE CARD** |
| **Objectives** | After completion of this training, VR&E staff is expected to:* Know appropriate use of the government purchase card and the guidelines for purchasing goods and services.
* Understand the roles and responsibilities of the RO and VR&E staff for the use of purchase cards.
* Know the requirements, procedures, and required audits for reconciliation of purchase cards activities.
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| **Contents** | **General Information**a. Micro-purchasesb. Simplified Acquisitionsc. Prohibited Purchases**Purchasing Guidelines**a. Suppliesb. Federal Strategic Sourcing Initiativec. Incidental Goods and Services**Roles and Responsibilities**a. Regional Office (RO) Staff Responsibilities1. Head of Contracting Activity (HCA)2. Agency/Organization Purchase Card Coordinator (A/OPC)3. Finance/Billing/Accounting Officeb. Vocational Rehabilitation and Employment (VR&E) Staff  Responsibilities1. VR&E Officer2. VR&E Cardholder**The Reconciliation Packet**a. The Monthly Purchase Card Statementb. The Government Purchase Card Logc. Supporting Documentation1. The VAF 28-1905m2. The Purchase Receipt3. The Purchase Justification4. The Purchase Card Checklist5. Other Back-up Documents**Reconciliation Procedures**a. VR&E Cardholderb. VR&E Officer **Mandatory Purchase Card Training****Written Delegation of Authority****Internal Audit Reviews**a. Monthly Purchase Card Reconciliation Reviewb. Annual Auditsc. Focus Reviews**VA Management Quality Assurance (MQAS)** |
| **Appendices** | Appendix O. VA Forms |
| **Exercises** | 1. What are the circumstances in which a government purchase card may be used in purchasing goods and services?
2. When is the use of the government purchase card prohibited?
3. Describe the procedures for using the purchase card.
4. What is the primary source for purchasing office supplies?
5. Who are responsible for implementing the purchase card program in a regional office? Describe their responsibilities.
6. What are the requirements and procedures for reconciling purchase card activities?
7. Describe the audit reviews that must be conducted locally and nationally.
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| **Rescissions** | Refer to VR&E Letter 28-24-14, Release of M28R, Part V, titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |