



JSA/Jefferson Lab Government Purchase Card

Policies and Procedures

October 1, 2024

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1.0 PURPOSE

The JSA/Jefferson Lab Government Purchase Card Program (P-Card Program) is a government tool intended to simplify micro-purchase procedures for supplies and services (services not to exceed \$2,500), to provide an alternative to the use of purchase orders or Blanket Purchase Agreements (BPAs), and to supplement other simplified purchase methods.

The purchase card is also used to streamline acquisitions of any dollar level for assigned Procurement Officers and other cardholders as designated by the Chief Procurement Officer. This document provides the guidelines for use of the JSA/Jefferson Lab Government Purchase Card.

Purchase cards may only be used to obtain items for which a firm fixed price (where both price and quantity are fixed) can be established in advance of purchase or performance. The goods or services to be purchased shall be those necessary to meet the Lab's minimum needs with consideration to cost, delivery schedule, and performance requirements.

Each cardholder's single purchase limit will be specified in a Certificate of Appointment or Delegation of Authority letter (see 2.5 and 2.7). In addition, the Chief Procurement Officer will establish a monthly (cycle) purchase limit with recommendation by the Cardholder's Division.

Procurement Officers will utilize the P-Card only for the placement of requirements identified in an approved Purchase Requisition (PR). A purchase order, or other contracting method, must be used by the procurement office if acquisitions require multiple, separate deliveries or performance of multiple tasks with multiple invoices/payments over 2 or more months (excluding annual service plans and subscriptions with fixed monthly charges), and/or the total will exceed \$3,500 (except for Procurement Officers using P-Card for payment).

All P-Card Program purchases are subject to strict application of "reasonableness and minimum need (see 2.12). This includes the principle that if the item cannot be purchased using a Purchase Requisition (PR), it cannot be purchased using the Jefferson Lab Government Purchase Card. Jefferson Lab government purchase card transactions are paid with Department of Energy (DOE) funds and are subject to the same close scrutiny as other purchase methods.

2.0 DEFINITIONS

The following key terms are defined for reference in this document:

- 2.1 Approving Official (AO):** An AO is an individual who has one or more cardholders under their purview. An AO has oversight and approval authority of all purchases made by their cardholders.
- 2.2 Authorization:** The process of verifying that a purchase is within the established cardholder limit. The merchant, at the point of sale, obtains this authorization.
- 2.3 Cardholder (CH):** The individual JLab employee to whom a written Delegation of Authority has been given and uses their assigned P-Card in making required purchases.

- 2.4 Central Billed Account (CBA):** The master account established with the issuing bank that allows individual cardholder accounts to be established. Each month a CBA consolidated statement is prepared which lists the cumulative purchases and credits for each sub-account.
- 2.5 Certificate of Appointment:** Written authorization issued to the Procurement Officer from the Chief Procurement Officer identifying their single purchase limit.
- 2.6 Credit Limits:** Financial levels which restrict a cardholder's single purchase and monthly/cycle purchases. Credit limits are recommended by the cardholder's Division AD or her/his designee, approved by the Delegation of Authority, and monitored by the Organization Program Coordinator (OPC) (see 2.10 and 3.1). Limits are enforced by the issuing bank, through the merchant, at the time of sale. Exceeding established limits is considered misuse of the purchase card.

Single Transaction Limit: Dollar limit for any single purchase card transaction.

Monthly/Cycle Purchase Limit: Spending limit imposed on a cardholder's cumulative purchases in a given billing period; *i.e.* month or cycle.

- 2.7 Delegation of Authority:** A document that identifies trained individuals as authorized cardholders who are able to commit funds for Jefferson Lab. This authority is limited to single purchases that do NOT exceed the micro-purchase limit except for those cardholders otherwise designated by the Chief Procurement Officer.
- 2.8 Dispute:** A current transaction on a cardholder's monthly bank statement which is being questioned and will be paid in full to avoid interest charges being assessed. Credit issued for the dispute will be tracked internally once received.
- 2.9 Misuse/Abuse/Fraud:** Any unintentional use of the JLab Government Purchase Card in violation of established procedures is considered misuse. Intentional use of the purchase card for other than approved, JLab official purchases may be considered **abuse** or **fraud**. (see section 5.0 Misuse & Liability)
- 2.10 Organization Program Coordinator (OPC):** The individual in the Procurement Office who is the focal point for all internal JLab Government Purchase Card matters. This person also serves as the liaison with DOE and the issuing bank.
- 2.11 Property Management:** The JSA/JLab department responsible for the control of property purchased at JLab.
- 2.12 Reasonable and Minimum Need:** Application of the principle, *reasonableness* and *minimum need*, requires careful consideration and judgment for each purchase. Purchase card purchases are authorized only for required job related items.

Reasonableness: When applied to purchasing, reasonableness includes two factors. First, *price reasonableness* is based on attaining multiple quotes for the item or service for determining whether the item's price is "*fair*" and justified based on competitive market conditions, similar purchases, delivery schedule, etc. Second, is this a *reasonable purchase* based on the actual needs of your job, operational requirements,

and the consequences of not having the item? What is the impact to your job, future operations, and the Lab's mission if you do not have the item? Before requesting approval to make a purchase you should ensure that the item meets **both** standards of reasonableness.

Minimum need: A purchasing term that defines the amount (*quantity and cost*) of goods to be purchased. Minimum need also includes the fact that when there is no actual job or operational need, the *minimum need* may be zero. Consider the actual amount needed to accomplish your task and to meet operational needs.

2.13 Sensitive Personal Property: Includes all items, regardless of value, that require special control and accountability due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Such property includes weapons, ammunition, explosives, information technology equipment with memory capability, cameras, and communications equipment. These classifications do not preclude agencies from specifying additional personal property classifications to effectively manage their programs.

3.0 RESPONSIBILITIES

To ensure the integrity of the JLab Government P-Card Program, each AO and Cardholder must strictly enforce these procedures and understand their specific responsibilities. For the purpose of these procedures, cardholders and their AO's are considered JLab procurement officials.

And the responsibilities listed below are not meant to be exhaustive. OPC, Finance Office, AO and Cardholder must also follow the responsibilities detailed in DOE Acquisition Guide. See Chapter 13.301 Purchase Card Policy and Operating Procedures
<https://www.energy.gov/management/articles/department-energy-acquisition-guide>

3.1 Organization Program Coordinator (OPC). The Procurement Office maintains the interface between JSA/Jefferson Lab and the bank issuing the purchase cards. The Chief Procurement Officer will appoint an individual as the OPC. It is the responsibility of the Procurement Office OPC to:

3.1.1 Complete the GSA SmartPay online purchase training for program coordinators at <https://training.smartpay.gsa.gov/>. Training must be taken every two years and OPC must receive quiz score of 75% or higher to receive credit and certificate.

3.1.2 Develop detailed work procedures for cardholders and AO's to ensure separation of duties between requestor, approver(s), cardholder and independent receipt of purchases. No single individual should control all key aspects of a transaction or event (see User Guide).

3.1.3 Provide training, testing, and guidelines to cardholders and AO's. Ensure JLab Training is in line with GSA training.

- 3.1.4** Control the issuance and destruction of all purchase cards. Ensure program guidelines are met prior to delegating purchasing authority to new cardholder.
- 3.1.5** Provide Accounts Payable (AP) with a current list of authorized cardholders and AO's.
- 3.1.6** Prepare delegation of authority letters for AO's and Cardholders with specific single and cycle purchase limits. The Chief Procurement Officer approves this authority.
- 3.1.7** Maintain close liaison with the DOE and issuing bank's purchase card focal points.
- 3.1.8** Review each transaction and invoice/receipt to determine that VA Sales/Use Tax was not charged. Notify cardholders of missing invoices. Review cardholder logs monthly to identify unallowable charges, "split" purchases, or other irregularities.
- 3.1.9** Verify that all monthly logs are properly electronically certified by the AO's.
- 3.1.10** Monitor the assignment of AO's. Each AO's span of control will be reviewed and validated during an annual purchase card self-assessment.
- 3.1.11** Periodically review individual purchase card account activity. Unused cards will be deactivated. Coordinate any account status change with the cardholder and AO.
- 3.1.12** Assist in resolution of disputes between the issuing bank and the cardholder as needed.
- 3.1.13** Make the final determination on payment of any bank credit or debit adjustments to clear previous disputes or for returned goods adjustments.
- 3.1.14** Reconcile the individual Cardholder accounts and the Central Billed Account, and provide the required documentation to Accounts Payable for payment processing.
- 3.1.15** Perform periodic account surveillance using bank and Management Information System (MIS) reports in addition to random audits to ensure procedures are being followed and that system integrity is maintained.
- 3.1.16** Request that the internal auditor perform periodic audits.
- 3.1.17** Participate in conference calls scheduled by DOE P-Card Administrator.
- 3.1.18** Notify cardholders of timely year-end credit card log entry to ensure fiscal year funds are obligated and enable Accounting to make the necessary accruals in new fiscal year.

- 3.2 Finance/Accounting/Accounts Payable.** Audit and approve credit card logs per the automated system is performed monthly to generate payment:
- 3.2.1** Accounts Payable will audit 25% of credit card logs. The automated system automatically selects the 25% for Accounts Payable. This includes reviewing the cardholder charges with the paid receipt that should not include sales tax. The P-Card Admin will review and reconcile the monthly statement before submitting/uploading all individual logs to the automated system.
 - 3.2.2** Monthly Statement total is paid to the Financial Institution issuing the P-Cards by the due date.
 - 3.2.3** Monthly Statements with all accounts payable reports to include payment processing information is saved on the S drive/00PCARD AT HOME DOCS. The automated system stores the individual credit card logs in SharePoint.
- 3.3 Approving Official.** The AO has direct responsibility for cardholders under their purview, and shall ensure compliance with all procedures or guidelines issued by JSA/Jefferson Lab regarding the P-Card Program. This includes, but is not limited to:
- 3.3.1** Recommend the single transaction and monthly purchase limits for each cardholder.
 - 3.3.2** Maintain adequate records to document approvals. This may include MIS electronic files, e-mails, and/or other documentation that supports the approvals. Review all P-Card request, ensure proper documentation was done and provide approval/disapproval.
 - 3.3.3** Limit cardholder purchase activity when Division funds are restricted or restrict purchases when Division funds are not available.
 - 3.3.4** Electronically review and approve each of their cardholder’s monthly logs and statements. This includes verifying that transactions were made for necessary purchases in accordance with these procedures. The AO has two (2) business days after receipt of the cardholders reconciled statement to perform their review and provide approval. In the absence of the AO, her/his designee is authorized to process cardholder statements.
 - 3.3.5** Ensure that cardholders do not “split” requirements into multiple transactions to keep the transaction within their single purchase limit. Splitting purchases to remain within established limits is misuse of the card.
 - 3.3.6** Provide oversight of transactions for propriety, verify reasonableness and minimum need for each purchase, and ensure fair and equitable distribution of activity among commercial sources.
 - 3.3.7** Take appropriate action to identify any questionable purchases to the cardholder and the OPC as necessary.

3.3.8 Perform regular reviews of purchase logs to ensure compliance with JLab’s Green Purchasing, EnergyStar, and EPEAT program. The AO approval screen includes a GR column, which indicates the Green Product code entered by the cardholder. Codes are reviewed before log approval (see section 7.3 Identification of Affirmative Procurement on P-Card Logs).

3.4 Cardholder. The Cardholder shall ensure compliance with all procedures or guidelines issued by JSA/Jefferson Lab regarding the P-Card Program. This includes, but is not limited to:

3.4.1 Safeguard the security of the purchase card and account number to preclude their use by anyone else. The cardholder should separate the JLab Purchase Card from any personal and travel cards to prevent accidental use for unallowable purchases.

3.4.2 Obtain and document a minimum of three quotes for item or service.

3.4.3 Obtain the required pre-purchase funding availability/budget, AO and any subject matter expert approvals.

3.4.4 Ensure P-Card is not listed or used under personal Amazon accounts, PayPal or any other third-party services.

3.4.5 Maintain the electronic purchase card log as purchases are made by entering an accurate description of items purchased, the date and the costs of the goods. Update the log as goods are received.

3.4.6 Understand and stay within authorized credit limits. Do NOT “split” purchases to remain within credit limits.

3.4.7 Reconcile monthly bank/MIS statements available in MIS for each cardholder on the 28th of the month. Cardholders are responsible to settle the statement against their MIS tracking log and make available to the AO within three (3) business days.

3.4.8 Ensure purchases comply with the requirements stated in P-Card Unauthorized and Restricted Purchases List at:
http://www.jlab.org/div_dept/admin/business/pcard/UnauthRest.pdf

3.4.9 Notify suppliers of missing or damaged goods and coordinate any returns to the vendor. Coordinate all disputes with the vendor and/or the OPC until resolved.

3.4.10 When possible, give purchase preference to local small businesses and rotate like product purchases between several vendors.

3.4.11 Make P-Card purchases which are consistent with JLab’s Affirmative Procurement. Ensure all purchases with recycled content are properly coded on the purchase card log. See Section 7.3 for listing of codes.

3.5 Receiving. JLab's Shipping & Receiving section will perform the following:

3.5.1 Distribute incoming purchase card orders to the proper drop point identified on the mailing label. If material is discovered damaged upon receipt at the warehouse (1) if found at the point of offloading from the carrier to be refused and sent back, or (2) if found during unpacking inspection, the material will not be forwarded to the requestor unless the requestor is contacted and determines that the material may be usable. If the requestor accepts the material, it will be processed as normal. If damaged material is identified after delivery to the cardholder/requestor, it will be his/her responsibility to notify the supplier, complete the "Return to Vendor" form at: https://misportal.jlab.org/railsForms/return_to_vendors and coordinate return with the receiving warehouse. All damaged material that is unusable will be returned to the receiving warehouse for pick-up.

3.5.2 Identify purchase card shipments that may require property management control and ensure appropriate documentation is initiated.

3.6 Audit. The laboratory periodically conducts audits and reviews to verify the effectiveness of internal controls and compliance with these procedures. To verify the effectiveness of the system's internal controls, JSA's internal auditor will periodically schedule audits to ensure procedures are being followed and that system integrity is maintained.

4.0 PROCEDURES

4.1 Obtaining a P-Card: Appropriate Division representatives identify staff members needing P-Cards, and submit a request to the OPC in Procurement. The request must include (1) the cardholder's name, (2) single purchase limit, (3) monthly purchase limit, (4) name of Approving Official, and (5) name of the Alternate Approving Official. DOE guidelines for determining whether a P-Card should be issued must be met prior to delegating purchase authority to a cardholder. If approved, both the Cardholder and the Approving Official must have successfully completed the P-Card training and testing before a P-Card will be issued.

4.2 Restrictions: Purchase cards may only be used to purchase items for which a firm fixed price can be established in advance of performance. All goods purchased must be for official **JLab use** and must comply with restrictions identified in P-Card Unauthorized and Restricted Purchases List at: https://prewww.jlab.org/div_dept/admin/business/pcard/UnauthRest.pdf. The purchase card shall not be used for personal purchases.

4.3 Purchase Limits. Use of the purchase card by a cardholder is subject to a single purchase limit and a cycle/monthly cardholder limit. Exceeding established limits is considered **misuse** of the purchase card.

4.3.1 Single purchase limit: This limit cannot be exceeded unless a written request is received from the responsible Division representative, requesting that this limit

be raised. A “single purchase” using the purchase card may include multiple items. This amount cannot exceed the micro-purchase threshold or the approved cardholder limit if different from this amount. Procurement Officers are restricted by the limit established in their Certificate of Appointment letter.

4.3.2 Cycle or monthly limit: A budgetary limit that is established for each cardholder by the responsible Division representative. The total dollar value of purchases when using the purchase card for any single statement period may not exceed the cycle/monthly purchase limit set.

4.4 **Property Management.** It is the responsibility of the Jefferson Lab P-Card holder to ensure all non-consumable property “picked up” directly from local vendors using P-Card purchases are brought to Shipping and Receiving within one workday of purchase. This requirement applies to property obtained by or delivered directly to the cardholder. Refer to the JLab Property Manual at: https://www.jlab.org/sites/default/files/users/user512/Property_Manual%20april%202023.pdf which provides detailed property management procedures. Additional questions can be directed to the Jefferson Lab Property Officer (x5899) or the Materials Service Coordinator (x6297).

4.5 **Competition.** Purchases not exceeding the micro-purchase threshold may be made without securing competitive quotations if the cardholder considers the prices obtained from a single source to be fair and reasonable, as outlined in 2.12.

Purchases made without securing competition will be distributed among qualified suppliers by means of rotating recurring purchases among merchants. If a purchase recurs frequently, consideration should be given to consolidating the requirements to obtain quantity discounts. Refer such matters to your OPC.

4.6 **Disputes.** Disputes must be coordinated with the vendor and/or bank until they are resolved. A dispute must be initiated within 60 days of the statement date containing the disputed transaction.

4.7 **Training/Testing:** Cardholders and AO’s are required to complete an initial web-based training and testing session before being given access to the P-Card Program. The training will cover all current purchase card references including Affirmative Procurement requirements, cardholder liability and misuse, financial controls, and property management procedures.

4.7.1 **Refresher Training:** Cardholders and AO’s are required to complete web-based refresher training every two years at a minimum.

4.7.2 **Testing/Retesting:** All new cardholders and AO’s must satisfactorily complete (80% or better) the JLab Government Purchase Card test. Cardholders who have their purchase card privileges suspended will be required to retake the JLab Government Purchase Card test before their account is reactivated.

4.8 **Small Business, Historically Underutilized Business Zone (HUBZone) Small Business, Small Disadvantaged Business, and Women-owned Small Business**

Concerns. It is JSA/Jefferson Lab policy that these concerns be provided the maximum opportunity to provide materials, supplies and services whenever feasible and practical. Normally, nationwide chain stores are classified as large businesses.

4.9 Affirmative Procurement. DOE Affirmative Procurement directives require the Lab to purchase recycled content, biobased, and energy- and water-efficient products to the maximum extent practicable. Refer to Recycled Content Codes at: https://misportal.jlab.org/creditCard/helps/recycled_content_codes

4.10 Program Administration. The purchase card program will be managed internally (JLab) and coordinated externally (DOE, issuing bank, etc.) by the assigned OPC in the Procurement Office. Each cardholder, their supervisor, Division AO and financial manager plays a key role in the effective administration and internal financial controls required to eliminate purchase card misuse or abuse. Established procedures, including processing time frames must be followed.

5.0 MISUSE & LIABILITY

Any unintentional use of the JLab Government P-Card in violation of established JLab procedures or policy is considered **misuse**. Intentional use and frequent misuse of the purchase card for other than approved, official JSA/JLab purchases may be considered **abuse** or **fraud**. The cardholder may be held financially responsible for other than approved transactions. **Fraudulent use, abuse** or **misuse** of the purchase card may result in suspension or termination of the purchase card. Punishment, up to and including termination of employment and criminal prosecution, may result from improper use of the purchase card.

6.0 SUSPENSION/TERMINATION

Individual purchase card accounts may be temporarily suspended or permanently cancelled for failure to follow established financial or administrative procedures. Restriction or cancellation of an account will be used to resolve serious misuse/abuse or procedural violations. Any restrictive change to a cardholder's account will be coordinated with the cardholder, their supervisor, Approving Official, and Human Resources.

6.1 Causes for Suspension/Termination. The following standards are established for disciplinary action and are intended to protect JLab funds and reduce the potential for **fraud, abuse** or **misuse** of the purchase card.

6.1.1 Making unauthorized charges. This includes making Division discretionary purchases that will later be reimbursed. Use of the JLab Government P-Card is restricted to direct JLab official business purchases.

6.1.2 Making personal purchases. This includes accidental use of the JLab Government P-Card for personal purchases.

6.1.3 Exceeding your established single or cycle purchase limits. This includes "splitting" a single requirement into multiple purchases to avoid exceeding the imposed limits. The price of the goods plus shipping and/or taxes (when known) must NOT exceed your limits.

- 6.1.4 Allowing others to use your purchase card. The cardholder named on the face of the P-Card is the only authorized account user.
- 6.1.5 Failure to identify and dispute unauthorized charges. A dispute must be initiated for any statement charge that is not valid.
- 6.1.6 Failure to identify items of property purchased with the JLab Government P-Card. Call the Property Specialist, x7348, if you have any questions.
- 6.1.7 Repeated failure (two in any six-month period) to meet administrative deadlines. Deadlines established for reconciliation of statements and the submission of supporting documentation are driven by the Lab's requirement to make prompt payment to the Bank for the JLab Central account.
- 6.1.8 Repeated failure (two in any six-month period) to provide required invoices/receipts. Invoices/receipts are required for audit and tax purposes. Cardholders must ensure that they contact vendors to obtain replacement copies for missing invoices. If you do NOT have an invoice or receipt, a packing slip is acceptable as proof of purchase.

NOTE: Payment for transactions with missing invoices will be made based on the cardholder's log entry, the completion of a "Lost P-Card Invoice/Receipt Form" at:
https://misportal.jlab.org/creditCard/main/docs?attachment=true&file_name=LostJLabPCardInvoice.pdf, the AO's approval, and review by the OPC. E-mail requests for replacement invoices will be filed with the cardholder's monthly statement.

6.2 Process for Suspension/Termination

6.2.1 First offense:

- Cardholder and Approving Official - Notification of Offense to HR with verbal counseling of policy and procedures.

6.2.2 Second offense (same or similar):

- Cardholder - Notification of Offense to HR and documentation in personnel file. Reduction in privileges and/or 30 days suspension. Written notification and warning of the offense to the cardholder, their supervisor, and AO. The cardholder must reply and provide comments routed through their supervisor and AO. Serious abuse of procedures, such as making purchases under the unallowable/restricted list, may result in immediate and permanent termination of privileges and other disciplinary action appropriate for the severity of the offense/violation. The Chief Procurement Officer will make the final determination prior to any permanent account termination.
- Approving Official - Notification of Offense to HR and documentation in personnel file. Reduction in approving authority for 30 days. Written notification and warning of the offense to the AO and their supervisor. The AO must reply and provide comments routed through their supervisor. Not

approving Purchase logs on time, missing or wrong attachments to log not caught or unallowable purchases allowed to go through the purchase cycle are all reasons for suspension of approval authority. The Chief Procurement Officer will make the final determination prior to re-instatement of approval authority.

6.2.3 Third offense (same/similar or multiple):

- Cardholder - 60 or 90-days suspension of purchase card privileges. Same notification process except that the AO must also provide comments. The cardholder will be required to retake the purchase card test before privileges are restored. Serious abuse of procedures, such as making purchases under the unallowable/restricted list, may result in immediate and permanent termination of privileges and other disciplinary action appropriate for the severity of the office/violation. The Chief Procurement Officer will make the final determination prior to any permanent account termination.
- Approving Official - 60 or 90-days suspension of approving authority privileges. Same notification process except that the Supervisor must also provide comments. The AO will be required to retake the purchase card test before privileges are restored. Serious abuse of procedures, such as not approving Purchase logs on time, missing or wrong attachments to log not caught or unallowable purchases allowed to go through the purchase cycle, may result in immediate and permanent termination of privileges and other disciplinary action appropriate for the severity of the office/violation. The Chief Procurement Officer will make the final determination prior to re-instatement of approval authority.

6.2.4 Serious misuse, abuse and fraud may also lead to corrective actions (detailed in Human Resources - Administrative Manual 208.02) up to and including dismissal.

7.0 AFFIRMATIVE PROCUREMENT PROGRAM: DOE Affirmative Procurement directives require Lab to purchase products that are recommended by the U.S. Environmental Protection Agency (EPA), the U.S. Department of Agriculture (USDA), and the Federal Energy Management Program (FEMP) to the maximum extent practicable.

7.1 Must Purchase Recycled Products. Of the items which can be purchased using a P-Card, the Environmental Protection Agency (EPA) has designated the following products as those which must be purchased with Recycled content:

<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>

Paper and Paper Products: Includes files folders, index and card stock pressboard, paper envelopes, Post-It notes, coated printing and writing paper, newsprint, tissue products, etc.

Non-Paper Office Products: Includes office recycling containers, office waste receptacles, plastic desktop accessories, toner cartridges, binders, plastic trash bags, plastic envelopes, printer ribbons, solid plastic binders, plastic clipboards, plastic clip portfolios, plastic file folders, plastic presentation folders (document protectors, view graphs, etc.), toner cartridges and furniture.

Miscellaneous Products: Includes wooden pallets, sorbents, industrial drums, floor mats, signage (plastic & metal), strapping and stretch wrap.

Construction Products: Includes building insulations, carpet, carpet cushion, cement and concrete, latex paint, floor tiles, flowable fill, laminated paperboard, modular threshold ramps, nonpressure pipe, patio blocks, roofing materials, shower and restroom dividers/partitions, and structural fiberboard.

Landscaping Products: Includes compost and fertilizer made from recovered organic materials, garden and soaker hoses, hydraulic mulch, lawn and garden edging, plastic lumber landscaping timbers and posts.

- 7.2 Must Purchase Biobased Products.** Of the items which can be purchased using a P-Card, the U.S. Department of Agriculture (USDA) has designated the following products as those which must be purchased with biobased content:
<https://www.biopreferred.gov/>

Construction: Building Materials, Composite Panels, Paving and Concrete, Roofing, Sealants and Coatings, Erosion Control, Insulation, Dust Suppressants, Adhesives.

Custodial Services: Cleaning Supplies, Floor Care, Trash Bags.

Food Services: Serving Ware.

Grounds Maintenance: Pest Control, Fertilizers, Erosion Control, Mulch, Herbicide/Weed Control, Dust Suppressant.

Office Supplies: Cardstock, Shipping and Packaging Materials.

Operations and Maintenance: De-Icers, Fuel Additives/Conditioners, Hydraulic Fluids, Lubricants/Greases, Sorbents, Parts Wash Solution, Oil (General).

Personal Items and Toiletries: Hand Cleaners/Sanitizers, Feminine Care Products.

- 7.3 Must Purchase Energy- and Water-Efficient Products.** Of the items which can be purchased using a P-Card, the Federal Energy Management Program (FEMP) has designated the following products as those which must be purchased as ENERGY STAR, Electronic Product Environment Assessment Tool (EPEAT) certified, FEMP-designated, or WaterSense: <https://www.energy.gov/femp/search-energy-efficient-products>

ENERGY STAR (<https://www.energystar.gov/products>): Refrigerators/Freezers, Audio/Video Equipment, Televisions, Ice Machines (Air-Cooled), Dishwashers, Fryers, Griddles, Ovens, Laboratory-Grade Refrigerators and Freezers, Steam Cookers, Data Center Storage, Large Network Equipment, Uninterruptible Power Supplies (UPS), Light Commercial Heating and Cooling Equipment, Water Heaters, Water Coolers, Vending Machines, Roof Coating.

EPEAT certified (<https://www.epeat.net/>): Computers, Displays and Monitors, Imaging Equipment, Mobile Phones, Televisions (as available).

FEMP designated (<https://www.energy.gov/femp/search-energy-efficient-products>): Ice Machines (Water-Cooled), Electric Chillers (Air-Cooled and Water-Cooled), Interior and Exterior LED Lighting.

WaterSense (<https://www.epa.gov/watersense>): Faucets, Irrigation Controllers, Showerheads, Spray Sprinkler Bodies, Toilets, Urinals.

7.4 Justification for Not Purchasing Green Products: When unable to purchase these products, you must justify each exception. Valid exceptions are based on one of the following: (1) cannot be acquired competitively within a reasonable time frame (2) not available at a reasonable price, (3) does not meet required performance specifications.

7.5 Identification of Affirmative Procurements on P-Card Logs. All purchases made using the P-Card must include a code to identify their affirmative procurement status.

User Log Code	Entry GR Code	Use this code if:
Yes	Y	The product purchased is a Green Product . This is normally indicated on the package, catalog, etc.
No	N	A Green product is available but was not purchased. Cardholder must justify why a green product was not purchased
N/A	A	No Green Product is available
Timely	T	The Green Product is not available competitively within the required time frame
Specification	S	The Green product does not meet the user's requirement or specification
Price	P	Green Product is available; however, the price is unreasonable compared to virgin content goods



JSA/Jefferson Lab Government Purchase Card

User Guide

October 1, 2024

Jefferson Lab Government P-Card User Guide (UG)

<p>UG-1 The Process</p>	<ul style="list-style-type: none"> ➤ Identify a need ➤ Determine if the intended purchase is unauthorized or restricted under the purchase card program ➤ If restricted, obtain necessary approvals. ➤ If unauthorized, write a Purchase Requisition ➤ Contact and make arrangements with the authorized cardholders ➤ The authorized cardholder places order and makes log entries ➤ Verify receipt of material ➤ Resolve delivery and/or payment problems ➤ Reconcile your monthly purchase card statement and return it to Business Services with all invoices/receipts
<p>UG-2 Unauthorized Charges</p>	<p>Unauthorized purchases may become the responsibility of the card holder, cause loss of card privileges or disciplinary action. Cardholders must not use the P-Card for:</p> <ul style="list-style-type: none"> ➤ APPLIANCES AND CONVENIENCE ITEMS: Includes, but not limited to microwave ovens, coffee makers, space heaters, water pitchers, vases, etc. (<i>Facilities Management cardholders exempt from unallowed</i>) ➤ CASH ADVANCES: Includes money orders, transfers and traveler’s checks. ➤ COMPUTER HARDWARE, SOFTWARE AND NETWORKING EQUIPMENT: Hardware includes computer monitors and televisions. Software includes Software as a service (SaaS) and “shrink wrap” license affixed to commercially available software. ➤ EDUCATION AND/OR TRAINING RELATED TO TRAVEL: Includes tuition assistance, AND course fees, books, conference fees, registration fee, etc. which include travel costs. ➤ FABRICATIONS (ON-SITE OR OFF-SITE) WHICH INVOLVE CODE (ASME, AWS, ETC.) WELDING TO BE PERFORMED: Contact Barbara Rice at ext. 7238 or Jenord Alston at ext. 5859 if questions. ➤ FOOD, BEVERAGES, ENTERTAINMENT AND SEASONAL/OCCASIONS SUPPLIES: Includes bottle water, crackers, snacks and candy. Events, parties, concerts, movie, shows and performances. Stationaries, holiday related items and decorations. ➤ FREIGHT AND SHIPPING: Includes all outbound or inbound shipments and messenger services. Only costs related to the shipment-return of items purchased with the P-Card are allowed. ➤ GIFT CARDS: All physical and digital prepaid debit cards, includes Amazon, Apple, American Express, Visa, Mastercard, Google Play, Retail and online store. ➤ HAZARDOUS MATERIALS: Includes all chemicals, gases, 3D printing materials, paints, adhesives, epoxy, and nanomaterials. ➤ INSURANCE PREMIUMS: To include anything insurance related. ➤ Kaspersky Lab: All products and services. ➤ LAND OR BUILDING ACQUISITION: Includes rental, lease or purchase of land, space or buildings. Buildings are defined as anything with a roof and a wall, including equipment storage and shed type buildings. Written approval from Facilities Management is required for any exception. ➤ LASERS AND RELATED DEVICES: All lasers and any devices capable of emitting externally visible laser light, including laser pointers. ➤ LIFTING OR RIGGING EQUIPMENT OF ANY TYPE: Includes hoisting and rigging gear such as: wire rope slings, synthetic web slings, shackles, webbing, rope, netting and related hardware. Also includes forklift attachments and below-the-hook lifting devices. ➤ OFFICE EQUIPMENT/MACHINES: Any office equipment including printers, fax machines, copiers, typewriters and scanners. ➤ PERSONAL PROTECTIVE EQUIPMENT: Includes purchase or rental of safety clothing, footwear, eyewear and any type of hearing protection.

- **PRECIOUS METALS AND LEAD:** Includes purchase of lead or any precious metal and/or cost of storage of precious metal or lead.
- **PRINTING:** Includes business cards regardless of quantity, or copies in excess of 5,000 single pages or 25,000 pages total per job.
- **PRODUCTS AVAILABLE FROM JLAB ECOMMERCE SUPPLY PROGRAM:** Includes office supplies, technology products, electronics, scientific equipment & lab materials, chemicals, industrial equipment, MRO & safety supplies, PPE, healthcare products. See all available punchout suppliers and custom catalogs, go to: <https://misportal.jlab.org/punchout/shop.jsf>
- **PURCHASES THAT...**
 - **ARE TASTE-SPECIFIC OR CHARACTER-CENTRIC BRANDS, LOGOS OR INSIGNIA**
 - **DELIVER TO ANY ADDRESS OTHER THAN JLAB SHIPPING AND RECEIVING**
 - **INCLUDE MERCHANT SURCHARGES:** Fees, up to 4%, that a retailer adds to the cost of a purchase when a customer uses a charge/credit card. Include in cost of item or service...need to know upfront. For approval purposes.
 - **REQUIRE CARDHOLDER ACCEPTANCE OF COMMERCIAL TERMS AND CONDITIONS:** Includes software license agreement, master services agreement and subscriber terms.
 - **REQUIRE SEPARATE DELIVERIES OR PERFORMANCE OF MULTIPLE TASKS WITH MULTIPLE INVOICES/PAYMENTS BEYOND ONE MONTH.** *(Please submit a purchase requisition to a Procurement Officer, exception – annual service plans and subscriptions. Subscription must be in the name of the organization or position title, not cardholder/employee name)*
 - **UTILIZE THIRD PARTY PAYMENT PROCESSORS:** Includes Square, PayPal, iBill and MyPay.
- **SCAFFOLDS:** Includes all types of scaffolding equipment and materials for purchase (on-site rentals are allowable).
- **SERVICE TO BE PERFORMED AT JLAB:** Personal/temporary services, repair or other work which will be done on-site i.e. labor, office moves, consulting, crane and rigging, facility repairs/ painting, construction, alterations, carpet installation and safe/lock maintenance, etc. *(Facilities Management cardholders exempt from unallowed; however, service amount limit \$2,500 and construction limit \$2,000)*
- **SPECIALTY PHOTOGRAPHIC EQUIPMENT (REGARDLESS OF COST):** Includes, but not limited to instant cameras, x-rays, surveillance equipment and charged couple devices.
- **TELEPHONE AND RELATED CHARGES:** Includes, but not limited to all cellular, satellite, or wireless phones and any cost related to the use of such devices. Prior written approval is required from the IT Telecommunications Office for any exception.
- **TRANSPORTATION RELATED ITEMS:** Includes motor vehicle lease and rental, repair, fuel, or maintenance – supplies and services, shuttle bus service, personal transportation including golf carts, utility trailers, scooters, etc. *(Facilities Management cardholders exempt from unallowed)*
- **TRAVEL RELATED ITEMS:** Includes airline tickets, fees or charges, lodging, transportation, meals or food costs, registration fees, phone or internet costs.

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UG-3 Placing the Order	After you have determined that the purchase is authorized, follow these steps to make arrangements with the supplier.
Step 1	Explain to the Seller that the purchase is for JSA/JEFFERSON LAB, a prime contractor to the U.S. Department of Energy. Ask about any Government/GSA discounts. Be sure to obtain three quotes to verify price reasonableness.
Step 2	Verify delivery date and exact billing amount including shipping and/or other charges (when known).
Step 3	<p>Coordinate all restricted purchases (safety equipment, chemical, ADP, telecommunications equipment, etc.) with the required Subject Matter Expert. For tool purchases, obtain pre-approval using the form at this link</p> <p><u>https://www.jlab.org/div_dept/admin/business/pcard/PCard%20Policy%20Hand%20and%20Power%20Tool%20Exception.pdf</u></p>
Step 4	Submit P-Card Purchase Requisition (PR) for approvals.
Step 5	<p>Place the order using your purchase card. Instruct the Seller to place the invoice & packing list inside the package along with the Purchase Requisition # and deliver as follows:</p> <p>JSA/Jefferson Lab Government Purchase Card Order Your Name 12000 Jefferson Ave Newport News, VA 23606</p> <p><u>IMPORTANT:</u> THE WORDS “PURCHASE CARD” AND YOUR NAME SHOULD BE ON THE OUTSIDE OF THE PACKAGE AND ON THE INVOICE TO AVOID DELIVERY DELAYS.</p>
Step 6	Inform the Seller that a sales draft or transaction charge record should not be processed until the goods are shipped.
Step 7	<p>Record the following information on your MIS purchase card log. (Figure 1)</p> <ol style="list-style-type: none"> 1. POA for the purchase 2. Date ordered 3. Vendor name, order/reference number, etc. 4. Full detailed description of the item; not just a part number 5. Exact billing amount; include transportation fees if they are known 6. Green Procurement Status 7. Requestor's name 8. Small Business 9. Purchase Requisition #

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MIS PURCHASE LOG

The screenshot shows the 'Jefferson Lab Credit Card System' web application. The interface includes a header with the Jefferson Lab logo and navigation links. The main content area is a form for creating a purchase order. The form has several sections: Project, Org, Account, Order Date, and Receive Date; Vendor, Amount, Tax Paid, and Delivered; Description, Requester, From PR, Green Product, and Default POA; and Attachments. Callout boxes provide instructions for each field.

Project	Org	Account	Order Date	Receive Date
PROCUR	PROCU	43-012 Mech Sup & Equip, Raw Mat	05/23/2013	

Vendor: [Empty field]

Amount: \$ [Empty field]

Description: 400 left

Requester: [Empty field]

From PR: [Empty field]

Green Product: No

Default POA: N

Attachments: [Browse... button]

Buttons: SAVE, NEW, COPY, BACK TO LOG

Comments or Questions to MIS

System defaults to current date. Enter actual order date.

Enter date order is received.

Enter cost. Adjust (if necessary) to reflect invoice or Bank Statement amount

Use drop-down boxes to select POA

Enter a complete description. Examples: "ss pipe for vacuum chamber" or "xx fittings for bench stock" or "200 xyz capacitors p/n 55512"

Use drop-down boxes to select Green Code (required)

Attach electronic receipt here

Figure 1

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UG-4 Problems	<u>If the problem is...</u>	<u>Follow these steps...</u>
	All or some of the order was not received	<ol style="list-style-type: none"> 1. Call Seller and verify shipment. Obtain the date shipped, carrier, and shipping number. 2. If shipped but not received, instruct Seller to place a tracer on the shipment and report back to you with status. Document conversations
	A wrong, defective, or damaged item was received (including warranty returns)	<ol style="list-style-type: none"> 1. Call Seller to verify the part number of the item that was ordered or to inform them that a defective/damaged item was received. Arrange to have the item shipped back. This includes: <ul style="list-style-type: none"> - Return authorization number (RMA # and return label) - Where to ship - What carrier to use - Original shipper number - Date of original delivery 2. Complete Authorization for Shipment of Property Shipping Order at: https://misportal.jlab.org/railsForms/shipping_authorizations/new 3. Replace item in original packaging and affix the return authorization to the outside of the package. 4. Make a copy of the return authorization form and invoice to keep for your records. Send a copy of each along with the package to Receiving with a written description of the materials and damage involved and the supplier name. 5. Arrange to have the supplier ship the proper material, or to have the order canceled.
	Invoice missing or incorrect per quote.	<ol style="list-style-type: none"> 1. Have the supplier email a correct copy to you and verify that the billing will be corrected as applicable. If unable to obtain the original invoice, use the Lost Invoice/Receipt Form, go online at https://misportal.jlab.org/creditCard/main/docs?file_name=LostJLabPCardInvoice.pdf

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<p>UG-5 Receipt of Goods (Cardholder)</p>	<p>Step 1 - As ordered goods are received, update your MIS log to reflect the date received and the actual price if it is different than the amount previously entered.</p> <p>Step 2 - Attach all electronic sales receipts, invoices and packing slips to the P-card log entry. Scan hard copy documents into electronic versions so they can be electronically attached to the P-card log entry. Refer to the Step-by-Step Log Entry tutorial located under the “Credit Card Tutorial” link in the “Help Section” of the P-Card Program Main Page at: https://misportal.jlab.org/creditCard/main/tutorial</p> <p>https://misportal.jlab.org/creditCard/ This is the updated tutorial dated 2-20-20</p> <p>Step 3 - If items are billed on your monthly statement but the material has not been received, contact the Seller for status on your order. Supplies or services not received prior to the end of the billing cycle may not be approved for payment by the cardholder and AO on the monthly Statement of Account, exception subscriptions and classes.</p>
<p>UG-6 Reconciliation</p>	<p>Monthly statements are available in MIS for each cardholder on the 28th of the month. Cardholders are responsible to reconcile the statement against their MIS tracking log and make available to the AO within three (3) business days of being available in MIS. The AO then has two (2) business days to complete their approval process of cardholders’ statement.</p>
<p>UG-6.1 Cardholder</p>	<p>STATEMENTS MUST BE RECONCILED BY CARDHOLDERS AND APPROVING OFFICIALS AS DIRECTED BY THE E-MAIL SENT BY THE OPC EACH MONTH.</p> <p>Step 1 - Compare your purchase card log entries to your monthly MIS Bank statement</p> <p>Step 2 - Check the box on the log entry “Reconcile” for each item you agree to pay. This indicates you know that you have been billed, the material has been received, and the price is correct as quoted when ordered. <u>Make sure the receipt is attached to the log entry.</u></p> <p>Step 3 - Complete the reconciliation for each item and when finished, click on the Submit for Approval button to send the reconciled log to your AO. As you reconcile, the entries will move to the bottom of the screen and remain until you click the Submit for Approval button so you can complete the process at a later time.</p> <p>And the reconciliation process listed are not meant to be exhaustive. Refer to DOE Acquisition Guide for updates. See Chapter 13.301 Purchase Card Policy and Operating Procedures https://www.energy.gov/management/articles/departement-energy-acquisition-guide</p> <p>The following documents should be available to the OPC immediately after reconciliation:</p> <ul style="list-style-type: none"> ➤ A copy of the MIS Bank Statement; click “View Statement” ➤ A copy of your reconciled log; total should match the Bank statement total if there are no disputes or adjustments. ➤ An invoice or receipt with detailed price breakdown for each transaction and a packing slip; cardholders <u>must</u> provide replacement copies for any missing invoices. A Lost Purchase Card Invoice/Receipt Memorandum - https://www.jlab.org/div_dept/admin/business/pcard/Lost%20PCard%20Invoice%20Memo.p df is required to document lost invoices. ➤ Evidence of disputed charge done per instruction in UG-7 (below)

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<p>UG-6.2 OPC</p>	<p>Advise cardholders on all disputes or dispute adjustments. Act as the liaison between the bank and the cardholder to ensure that all disputes are properly managed and resolved</p> <p>Annotate each dispute and dispute adjustment on the Internal NOIA (Notice of Invoice Adjustment).</p>
<p>UG-7 Disputes</p>	<p>If an item on your statement will <u>not be paid in full</u>, you need to dispute the charge. This is done by clicking on the “Disputes” link to begin a Dispute.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'CREDIT CARD UNRECONCILED ENTRIES' page. It includes a menu on the left with options like 'Main Menu', 'To Do', 'Credit Card Log', 'Add Entry', 'Reconcile', 'Credit Card Logs', 'Approve', 'Select Bank', 'CreditCard Tutorial', 'Send Comments or Questions', 'Site Admin Info', 'View Mobile Version', and 'Provide Feedback'. The main content area shows a table of unreconciled entries with columns for POA, ORDER DATE, RECEIVED, VENDOR, DESCRIPTION, and AMOUNT. Three entries are listed: ITGEN.ITO.46-023 (Computer concepts, \$332.66), ITGEN.ITO.43-001 (Wireless mouse, \$83.99), and ITGEN.ITO.43-001 (Key board, \$88.38). The total amount is \$505.03. There are buttons for 'Add Entries', 'Reconcile', 'Disputes', 'History', and 'Bank Statement'. A 'Printable Version' link is also visible.</p> </div>
<p>UG-7.1 Cardholder</p>	<p>Note the name of the vendor contact person who is handling your problem, their phone number, email and a brief explanation.</p> <p>If you were incorrectly charged, the Seller should credit the overcharge to your P-card on the next statement. When you receive that statement, the credit will NOT be entered on your log. It will be handled by the OPC since the charge was paid to the bank at the time of the dispute.</p> <p>If a questionable purchase or transaction appears on the monthly statement, attempt to resolve the problem with the vendor. If unable to resolve it, follow the procedure in UG-7 to record the dispute. It is the cardholder’s responsibility to resolve disputes with vendors.</p> <p>NOTE: Virginia Sales Tax or freight charges may NOT be disputed to the bank. Cardholders are expected to make every effort to obtain a credit from the vendor for the incorrectly charged amount of the tax or freight.</p> <p>Citibank does not re-invoice if an item is disputed because it was not received. As soon as the item is received and appears on your statement, reconcile that charge as part of your next monthly statement. Make a note on the log that this is a “previous dispute payment.”</p>

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UG-7.2 OPC	<p>Advise cardholders on all disputes or dispute adjustments. Act as the liaison between the bank and the cardholder to ensure that disputes are properly managed and resolved.</p> <p>Annotate each dispute and dispute adjustment on the Notification of Invoice Adjustment (NOIA).</p>
UG-8 Stolen or Lost Purchase Cards	
Cardholder	<p>Immediately notify Citibank via the phone number on the back of your card. The next working day, notify your supervisor, AO and the OPC of the loss.</p> <p>NOTE: A purchase card that is found after being reported lost or stolen will be given to the OPC for destruction.</p>
UG-9 Change of Employment Status of a Cardholder	
Cardholder	<p>Surrender the purchase card to the AO upon termination or reassignment for return to OPC.</p>
OPC	<p>Destroy the purchase card and electronically cancel the account in SmartPay System.</p>