

SUPER-USER PURCHASE CARD AGREEMENT
PROGRAM STANDARD OPERATING PROCEDURES

1. This program will be restricted to ID/IQ Requirements Contracts and General Service Administration (GSA) contracts where the contractors abide by predetermined clauses and provisions under all transactions placed against the contract and for educational tuition assistance.

2. Initially the availability of this program will be limited to CSL and the Education Division. Other customers will be reviewed to determine if a requirement exists for a Superuser to place orders over \$2,500.00. This program will be limited to no more than two (2) cardholders per activity.

3. Cardholders will be trained and given written authority by the Directorate of Contracting to place orders against these contracts and shall orally solicit requirements valued between \$2,500 and \$25,000 only from the above mentioned contractors.

4. When placing orders with General Services Administration (GSA) contracts, a reasonable number of sources must be solicited to achieve effective competition to the maximum extent practicable (generally three sources). In addition to normal credit card requirements, cardholders shall maintain records of oral and innernet price quotations to reflect the propriety of placing the order at the price paid with the supplier concerned.

5. Training to cardholders will consist of discussions limited to the following items:

- a. What constitutes adequate and/or "brand name or equal" purchase descriptions.
- b. What is considered adequate and legitimate competition?
- c. How to determine price reasonableness (e.g. when 3 legitimate offers are solicited, but only one price is received).
- d. The necessity to rotate business among vendors.
- e. Documentation required creating an adequate audit trail.

f. This expanded authority requires that the DOC should provide additional training/briefings to the Superuser cardholder identified by affected directorates.

6. Credit Card Data sheets and a copy of the cardholder statement of account will be forwarded to the Agency Program Coordinator each month as well as any problems experienced and/or resolved, lessons learned and any good news items. Copies of memoranda or other correspondence routinely used as well as information on how our training program will also be provided for future use.

7. It is required that statistical information concerning these transactions shall be reported as a summary adjustment to the DD 1057. Reporting requirements will be the responsibility of the Directorate of Contracting. In addition contracting offices shall follow procedures in AFARS 13.2, in the selection and appointment of individuals to place calls against ID/IQ Requirements and General Services Administration (GSA) contracts.

8. Oversight review of the superusers will be accomplished in conjunction with the random, annual review of cardholder files.

9. Any disputes, problems shall be directed to the Agency Program Coordinator in the DOC office, Kathy Christman X3958.

KATHY Z. MULHOLLAND
Director of Contracting