

National Archives and Records Administration

Interim Guidance 501-2

October 25, 2000

Subject: Interim Guidance 501-2, Accepting and Processing Purchase Card Orders from Federal Government Agencies

DATE: October 25, 2000

SUBJECT: Accepting and Processing Purchase Card Orders from Federal Government Agencies

TO: Office Heads, Staff Directors, ISOO, NHPRC, OIG, Heads of Field Units

1. What is the purpose of this directive?

This directive provides interim guidance on accepting and processing credit card orders from Federal Government agencies for payment of goods or services provided by NARA.

2. What is the authority for this directive?

NARA's Plastic Card Network Agency Participation Agreement (APA) with the Department of Treasury, Financial Management Service (FMS), and Bank of America.

3. Who may accept credit card orders from other Government agencies?

Offices or units that provide goods or services to Federal Government agencies may honor all valid VISA and MasterCard Government purchase cards presented by a valid cardholder for the purchase of such goods or services. However, acceptance of Government credit cards should be limited to an average dollar transaction of \$750.

4. What costs are incurred by accepting credit card orders from other Government agencies?

FMS does not cover the banking fees associated with processing interagency credit card transactions; therefore, offices and units will incur a fee of approximately 2% to 3% of the total for each Government credit card transaction processed. Bank of America will submit one invoice to NAB monthly that will be allocated to the appropriate offices and units based upon the transactions processed. These fees must be included as part of the costs of goods and services charged to the purchasing agency.

5. What information is necessary to process a credit card transaction?

Offices must request and maintain a copy of the authorizing document (i.e., DOD Form 1556, or SF 182), email, or other written documentation from the agency authorizing the credit card transaction. In addition, the following information must be requested from the cardholder in order to process a credit card transaction:

- a. Cardholder's name
- b. Cardholder's phone number
- c. Agency's name
- d. Billing Address
- e. Card number
- f. Expiration date
- g. Date of request

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- h. Purpose
 - i. Other additional information (i.e., workshop attendee, workshop date, etc.)
- Use the attached NA Form 4014 to ensure that the appropriate data is requested.
- 6. How are credit card orders from other Government agencies processed?**

Offices and regional records centers will process credit card transactions for goods or services provided to other Government agencies in the Bank of America (BA) Internet Point of Sale (IPOS) system in accordance with the IPOS Quick Reference Guide dated August 2000. The BA IPOS web site is <https://nara.iccc.gov/index.rpy>.
- 7. What procedures must be followed once a credit card transaction has been successfully processed in the BA IPOS system?**

IPOS users must print two copies of each successful sales transaction. One copy will be used as the customers receipt and the other copy will be maintained in office files for at least three years. After all credit card transactions are input into the IPOS system for the day, a copy of the IPOS transaction report should be printed. This report displays each transaction input for the date in addition to a net total for the date. This report should be used to reconcile the credit card income with NEAR at least monthly.
- 8. How often should credit card orders or refunds be processed?**

Credit card orders and valid refunds are to be processed as soon as possible. They should not be held more than five calendar days as holding a request could result in the card being denied.
- 9. How do I get a user id and password for the BA IPOS system?**

The Finance Branch (NABF) will distribute the user IDs and passwords that were initially established by the IPOS contractor based on the setup forms previously submitted. To request additional IPOS users, please submit a written request to Donna Leith (NABF) by email or fax.
- 10. What security measures should be taken to protect credit card information?**

Credit card information should be treated as cash and secured accordingly to protect against unauthorized use and abuse. The number of people who have access to the information should be limited and the credit card information should be kept under lock and key. NARA employees who are careless or negligent in handling credit card information are subject to disciplinary action. Theft or misuse of credit information is a criminal act.
- 11. How do I dispose of records containing credit card information?**

Credit card orders containing account numbers should be destroyed after a period of three years. To avoid misuse of credit card information, do not discard such records as regular waste paper. Credit card records must be shredded or disposed of as classified or sensitive material.

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12. Whom can I contact for more information?

For questions regarding this interim guidance, contact Donna Leith, Finance Branch (NABF) on 301-713-6830, ext. 232; by fax on 301-713-7271; or by email.

LORI A. LISOWSKI

Director

Policy and Communications Staff

NA Form 4014

PLEASE NOTE: The form is in Word 97 format. To retrieve it, click on the link above and choose "Save it to disk" and click on "OK." Save the file to your preferred directory. Once the file is saved, open it in Word to view and print.