

Executive Summary for HHS Purchase Card Guide – Version 4.0

Version 4.0 of the HHS Purchase Card Guide supersedes Version 3.0 of the Guide, which was issued February 2007. Key changes include:

Guide Reference(s)	Description
Appendix E	New Appendix E inserted which summarizes the HHS Purchase Card Program review and reporting requirements. The Appendix also summarizes the key bank reports used by A/OPCs for monitoring program performance. The list of bank reports previously appeared as a table in Part IV of the Guide. All subsequent appendices are re-lettered accordingly.
I.G.; II.E	Adds text that states that ASAM/OAMP (in addition to OPDIV A/OPCs) has the authority to terminate or suspend cardholder or AO accounts.
II.A.1.	Lists the steps for appointing new cardholders/AOs
II.A.3., Appendix B	Establishes two new templates for nominating new cardholders/checkwriters and AOs (Request for New Cardholder/Checkwriter and Request for New Approving Official). The templates standardize the process for HHS and are required to be used.
III.A.6	Updates the section to reflect the elimination of the waiver process for acquiring a supply or services from a source other than the Strategic Sourcing BPAs or IDIQs.
III.A.9.	Adds new text that indicates a cardholder should attempt to locate another source if a merchant refuses to remove sales tax from the price of a product or service. If no other source is available, the cardholder may make the purchase and document the file.
II.B.1	Deletes the requirement for the HHS Acquisition Training Coordinator to approve OPDIV purchase card training courses.
III.D.1.	Requires that requests to establish, or add convenience checks to, an account be made using the Request for New Cardholder/Checkwriter template in Appendix B.
II.D.1.	Adds/revises text to address documenting check purchases and check fees in the check register, returned checks, and stop payment orders.
II.D.2.	Adds/revises text to Checkwriter responsibilities for consistency with II.D.1 and current check procedures.
III.F.; Appendix B	Adds new section to provide guidance to both emergency and regular cardholders for using the card during emergencies. Includes summary of different types of emergencies, effect on card limits and procedures, new emergency purchase log for documenting emergency purchases, discussion of emergency support by deployed cardholders and regular duty station cardholders, and suggested deployment kit for cardholders deployed to emergency locations.
IV.C.; Appendices B & E	Section was rewritten and reorganized to describe the various reviews and reports required under the HHS Purchase Card Program. Establishes a new template for OPDIV A/OPC Annual Report of Program Performance; and a new requirement for semi-annual AO and A/OPC review of convenience check usage, including templates for completion by AOs and the OPDIV A/OPC. Table of bank reports deleted and moved to Appendix E.
Appendix F	Adds section to the purchase card review checklist for purchases made during emergencies
Appendix H	Revises the POCs for AHRQ and IHS
Appendix I	Adds new definitions for Inactive Card and Termination/Cancellation. Definition of Abuse deleted and incorporated with definition of Misuse. Definition of Pre-Purchase Approval revised to be consistent with HHS requirements for pre-approval of all card and check purchases as well as for certain Appendix D purchases.