

PURCHASE CARD APPLICATION AND MAINTENANCE

PRIVACY ACT STATEMENT: This information is subject to the Privacy Act of 1974 (5 U.S.C. 552a). Collection of this information is authorized by 41 U.S.C. 252a, 252b, 427, 428; E.O. 12931, and Section 639 of the Consolidated Appropriations Act, 205 (P.L. 108-447) for managing the GSA purchase card program.

SECTION I - TYPE OF ACTION - A, B, C, D, or E

<input type="checkbox"/> A. New Account	<input type="checkbox"/> B. Cancel Account	<input type="checkbox"/> C. Approving Official (AO) Changes	<input type="checkbox"/> D. Reconciler Changes
<input type="checkbox"/> E. Change Account		<input type="checkbox"/> C1. NEW AO REPLACES FORMER AO ON ALL ASSOCIATED CARDS <i>(Complete Sections IV and VI.)</i> <input type="checkbox"/> C2. NEW AO REPLACES FORMER AO ON A SINGLE CARD <i>(Complete Sections II, IV, and VI.)</i>	<input type="checkbox"/> D1. ADD NEW
E1. DOLLAR LIMIT CHANGE			<input type="checkbox"/> D2. REPLACE CURRENT
E2. NAME CHANGE <i>(INCLUDE PREVIOUS NAME)</i>			<input type="checkbox"/> D3. REMOVE CURRENT
E3. ADDRESS CHANGE	E4. DEFAULT CODE CHANGE		
E5. AUTHORIZE CONVENIENCE CHECKS <i>(OIG Only)</i>			

(NOTE: NEW CARDHOLDERS AND APPROVING OFFICIALS MUST COMPLETE REQUIRED TRAINING AND ATTACH CERTIFICATES OF COMPLETION. WARRANTED CONTRACTING OFFICERS MUST ATTACH A COPY OF THEIR WARRANT).

SECTION II - CARDHOLDER *(Use payroll name)*

Name				VERIFICATION CODE	OFFICE SYMBOL
LAST	FIRST	MIDDLE INITIAL	FORMER LAST NAME		
OFFICE STREET ADDRESS <i>(Including Room Number)</i>			CITY	STATE	ZIP CODE <i>(+ 4 if known)</i>
BUSINESS TELEPHONE NUMBER			CARDHOLDER'S GSA E-MAIL ADDRESS		

I certify that I have successfully completed the GSA online university training for the Purchase Card *(attach completion certificate)*. I also certify that I have completed the Pegasys charge card training or read the Pegasys charge card [User Guide](#) and understand how to log and reconcile purchase card transactions in Pegasys.

SIGNATURE	DATE
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SECTION III - PRIVILEGES AND CODING

SINGLE PURCHASE LIMIT (\$)	MONTHLY PURCHASE LIMIT (\$)							
Pegasys Default Coding	REGION	FUND CODE	PROGRAM CODE	ORGANIZATION	ACTIVITY CODE	SUB-OBJECT CLASS	PROJECT	BUILDING NUMBER

SECTION IV - APPROVING OFFICIAL

NAME OF NEW APPROVING OFFICIAL (AO)	OFFICE SYMBOL	GSA E-MAIL ADDRESS
OFFICE STREET ADDRESS		BUSINESS TELEPHONE NUMBER
CITY	STATE	ZIP CODE <i>(+ 4 if known)</i>
NAME OF FORMER APPROVING OFFICIAL <i>(If applicable)</i>		

I certify that I am not subordinate to the above cardholder and will ensure that the purchase card is used properly in accordance with all purchase card policy and procedures.

SIGNATURE	DATE
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SECTION V - ACCOUNTING TRANSACTION RECONCILER *(Optional - Most cardholders reconcile their own entries)*

<input type="checkbox"/> AUTHORIZE THIS PERSON ACCESS TO CARDHOLDER'S PEGASYS CREDIT CARD RECONCILIATION NOTEBOOK	<input type="checkbox"/> TURN ON DAILY E-MAIL NOTIFICATION OF NEW CHARGES	NAME	OFFICE SYMBOL
		GSA E-MAIL ADDRESS	NAME OF FORMER RECONCILER

SECTION VI - SIGNATURES

REQUESTING OFFICIAL <i>(Division Director or higher) I certify that a subordinate is not serving as an approving official for their direct supervisor.</i>	SIGNATURE	DATE
	TYPED OR PRINTED NAME OF SIGNER	TYPED OR PRINTED TITLE OF SIGNER
FUNDS MANAGER <i>(Required for new cardholder setup, default accounting code changes and purchase limit changes)</i>	SIGNATURE	DATE
	TYPED OR PRINTED NAME OF SIGNER	

FOR COORDINATORS USE ONLY	LEVEL TWO	LEVEL THREE	LEVEL FOUR
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DELEGATION OF PROCUREMENT AUTHORITY FOR MICRO-PURCHASE CARDHOLDERS: You are delegated to purchase authorized supplies and services with the Government purchase card, not to exceed your single purchase limit. All purchases must be made in accordance with applicable laws and regulations including, but not limited to, the Federal Acquisition Regulation (FAR), the GSA Acquisition Manual (GSAM), and other GSA policy. This delegation shall terminate upon separation from the agency, upon assignment to another GSA organization, or upon cancellation of the purchase card account.

Below are instructions to complete the form. The form will be returned if applicable fields are omitted. Digital signatures are acceptable.

Section I - Type of Action

- A. New Account - Complete Sections, II, III, IV, and VI. Select Section V if cardholder is using a reconciler to log transactions in Pegasys.
- B. Cancel Account - Complete Sections II and VI. *(The signature of the Funds Manager is not required. An e-mail is acceptable to cancel the purchase card).*
- C. Approving Official (AO) Changes - Select option C1 or C2. Follow the instructions on the form for the selected option.
- D. Reconciler Changes - Select option D1, D2, or D3. Also complete Sections II, V, and VI. *(The signature of the Funds Manager is not required. An e-mail is acceptable to remove a reconciler).*
- E. Change Account - Select option 1, 2, 3, 4, or 5.
 - E1. Dollar Limit Change - Complete section II, III, and VI.
 - E2. Name Change - Complete section II and VI *(the signature of the Funds Manager is not required).*
 - E3. Address Change - Complete section II and VI *(the signature of the Funds Manager is not required).*
 - E4. Default Code Change - Complete section II, III, and VI.
 - E5. Convenience Checks - Subject to approval by OAS for emergency preparedness *(excludes OIG).*

Section II - Cardholder

- 1. Use the name as listed in CHRIS. Complete the fields, sign, and date.
- 2. Verification Code - the last four digits of your business telephone number. Use this code as your identification when you contact the Citibank helpdesk.

Section III - Privileges and Coding

1. Micro-purchase cardholders:

<i>Single purchase limit:</i>	<i>Monthly purchase limit:</i>
a) Not to exceed \$2,000.00 for services subject to the Davis-Bacon Act.	Not to exceed \$250,000.00
b) Not to exceed \$2,500.00 for services subject to the Service Contract Act.	
c) Not to exceed \$10,000.00 for supplies and services.	
2. Contracting Officers: Not to exceed \$250,000.00	Not to exceed \$999,999.00

3. Pegasys Default Coding:

Obtain the code from your program office.

Section IV - Approving Official

- 1. Complete the fields, sign, and date.

Section V - Accounting Transaction Reconciler

- 1. Complete only if you select Section 1D *(Reconciler Changes)*.

Section VI - Signatures

1. Requesting Official:

Signature is required for Section I - Type of Action except cancellation of an account. An e-mail is acceptable to cancel an account *(Approving Official should not sign as Requesting Official)*.

2. Funds Manager:

Signature is required for Section 1A, 1E.1, and 1E.4