

AGENCY

START

COMPLETES CREDIT CARD INFORMATION BLOCKS ON GSA FORM 2957

SUBMITS GSA FORM 2957

SUBMITS UPDATED GSA FORM 2957

NOTE:
 > Non-Recurring miscellaneous services under \$2500, such as small repairs like changing door knobs or key locks, may be charged to the customer credit card without filling out GSA Form 2957

PBS REGION

NOTE:
 > The Credit Card option is available to all RWA clients for recurring and non-recurring RWAs with a total authorized amount less than \$100K

NOTE:
 > Customer's signature not required for single F type under \$2500
 > One F type should not be set up for multiple orders under \$2500 without an do not exceed amount noted or signature.
 > One F type should not be set up per Region per customer. At a minimum, there should be one F type per Service Center per customer.
 > Must be reconciled monthly – expenses plus overhead must equal the credit card collection.
 > Expenses must be supported by cost documentation, such as estimate, receipt, IDIQ contact cost, etc.

NOTE:
 > RWAs paid using the manual credit card option of pay.gov must be reconciled monthly. The Agency payments must equal total RWAs expenses plus overhead.

IS RWA LESS THAN \$100k?

NO

INFORMS AGENCY THAT THEY CANNOT CHARGE TO CREDIT CARD

Follow RWA Process

END

IS RWA LESS THAN \$2500?

NO

Follow RWA Process

ASSIGNS F TYPE RWA CONTROL NUMBERS

USING PAY.GOV (MANUAL CREDIT CARD OPTION)

NO

PERFORMS MONTHLY RECONCILIATION

YES

RWA DATABASE SYSTEM

BILLS CREDIT CARD CUSTOMERS WITH NO SPECIFIC BILLING THRESHOLDS

END

PAY.GOV

ENSURES GSA CREDIT CARD FORM WAS SELECTED FOR PROPER POSTING OF COLLECTION TO GSA

