

ATTACHMENT 4.2

OSC PURCHASE CARD USE

OSC Use of a Purchase Card in Another Region:

It is important to note that OSCs can go into another region and use their purchase card. Please remember that it is also important to get Home Region approval and verify funding before doing so. With our training in the incident command program, the first preference in an incident, is that the logistics section in Incident Command System(ICS) or Unified Command Structure(UCS) is organized and makes the purchase rather than the individual OSCs. That said, should the OSC need to make a purchase, the following steps should be followed.

1. Supporting Region bankcard holder goes into Home Region to do work - either in an emergency or routine situation
2. All bankcard holders know and understand the rules and regulations for the use of a purchase card and their individual purchase card limits
3. Bankcard holder either identifies a purchase need or is given instructions for a purchase with a purchase card
4. Bankcard holder gets approval for purchase from Home Region Removal Manager, Logistics Chief, or EPA Incident Commander
5. Bankcard holder is put in contact with Financial Control Officer (FCO) in Home Region for the purpose of identifying funds availability - Back up Region Point of Contact would be good place to start to find the name and number of the FCO.
6. Bankcard holder makes the purchase, documents the purchase, and documents receipt of the item on the purchase card log. All receipts are to be attached to the purchase card log.
7. Bankcard holder maintains a log of all purchases with a purchase card and related documentation - please get the approving official to initial the log.
8. Purchase card log is submitted to the FCO. FCO then enters the data into IFMS and assigns accounting information
9. When the FCO returns the log to the bankcard holder, the bankcard holder can allocate funds in the Electronic Accounting Government Ledger System (EAGLS) maintained in Cincinnati while in the Home Region or complete this step when returning to Supporting Region. This step needs to be completed in a timely manner.
10. Bankcard holder will need to communicate with their supporting region approving official that the purchase was made in the Home Region with the Home Region funding the item. As an added precaution, ask the Supporting Region approving official to also initial the purchase log.
11. Bankcard holder then notifies the Home Region FCO that the transaction (funds allocation) has been completed
12. Bankcard holders know they must keep documentation for 3 years.

Purchase Card Limits:

Each Region has specific funding and purchasing limits for their OSCs. The standard is \$2,500.00 per individual item purchased, and \$5,000.00 per month limit. In the event of a CT related incident, the overall purchasing limit per month can be raised to \$15,000.00.

Steps to follow to get the purchase card limit increased:

CT Related incident:

1. Approving official for Home or Supporting Region needs to make the request for an increase in purchase card limit
2. Request goes through the Home or Supporting Region RCO (Region Contracting Officer).
3. When making a request, there needs to be a determination that this is a CT-related incident and that the request is either "in defense of" or "recovery of" a CT-related incident. This distinction decides who in HQ has the approval to increase the limit.
4. The RCO makes the request to Kerrie O'Hagan who then seeks higher approval if necessary.
5. Kerrie O'Hagan then contacts the bank to authorize the increase

Non-CT related incident:

1. Home Region or Support Region Approving official make the request for an increase to the RCO. RCO has the authority to make the increase.
2. RCO contacts Kerrie O'Hagan in HQ
3. Kerrie O'Hagan contacts the bank to increase the limit.
 1. Individual purchase card limit needs to be increased
 2. Removal Managed approves the request
 3. Regional Contracting Officer contacts HQ

Convenience Checks:

Convenience checks are another tool currently available to OSCs as part of their "tool box". Convenience checks have the same funding as the purchase cards. The single purchase limit is \$2,500.00 and the monthly limit is \$5,000.00. Convenience checks allow an OSC to make a purchase when a purchase card will not be accepted. Since the convenience checks have a surcharge of 1.9% of the total cost of the item, the first preference is to use the purchase card instead of convenience checks. Requests for convenience checks are made through individual regions to HQ and approved by Kerrie O'Hagan.