



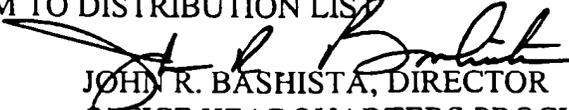
Department of Energy

Washington, DC 20585

March 5, 2003

MEMORANDUM TO DISTRIBUTION LIST

FROM:


JOHN R. BASHISTA, DIRECTOR
OFFICE HEADQUARTERS PROCUREMENT SERVICES
OFFICE OF PROCUREMENT AND ASSISTANCE
MANAGEMENT, OMBE

SUBJECT:

LATE SUBMISSION OF RECONCILED MONTHLY BILLING
STATEMENTS UNDER THE GOVERNMENT-WIDE
PURCHASE CARD PROGRAM

The purpose of this memorandum is to request your direct involvement and support to ensuring that all Purchase Cardholders and Approving Officials under your cognizance comply with established policies and procedures for the timely review and reconciliation of monthly billing statements submitted to the Department by the Bank of America (BOA) under the Government-wide Purchase Card Program. Under these procedures, each Cardholder and Approving Official must review, reconcile/approve and submit these statements to the Accounts Payable Division, Capital Accounting Center, not later than the 15th of each calendar month.

Since the inception of the Government purchase card program, the Department and, more specifically, its program offices have realized significant benefits and savings from its participation in the Program, including: rebates from volume purchasing; more efficient and timely acquisitions; flexibility and independence in selecting the most cost effective merchants; and additional rebate credits when payments to BOA are made in a timely fashion. While the Department has realized many of these benefits, these benefits are increasingly being offset through the incurrence of escalating administrative costs that are associated with the effort required to obtain the necessary approvals of the monthly BOA billing statements from the Purchase Cardholders and their Approving Officials. Additionally, the Office of Inspector General noted this deficiency, finding that the Department did not record the cost of goods and services purchased by program offices in a timely manner.

In an effort to correct this deficiency and eliminate the vulnerabilities associated with Cardholder/Approving Official noncompliance with this requirement of the Purchase Card Program, I believe it is necessary to bring this matter to your attention. My office has also compiled a list of Cardholders and their Approving Officials who have been delinquent in their submission of monthly statements to the Capital Accounting Center. Effective March 2003, Purchase Cardholders and their Approving Officials who are delinquent two or more times will have their accounts suspended or cancelled. It is therefore critically important that Approving Officials forward the reconciled monthly billing statements to the Capital Accounting Center not later than the 15th calendar day of each month – beginning next month and for each month thereafter.



Printed with soy ink on recycled paper

I urge you to emphasize to your staff the need to immediately reconcile all outstanding billing statement transactions, record the appropriate funding codes onto the billing statements, and forward the approved statements to the Capital Accounting Center. To the extent that there are extenuating circumstances that have delayed the submission of the monthly billing statement, established procedures should be followed. Cardholders and their Approving Officials whose accounts are suspended or cancelled will be notified at the time of their suspension or cancellation.

If you have any questions, or if you would like additional information regarding the policies and procedures that govern the Purchase Card Program, please contact Ms. Deborah Black of my staff by phone at 202-287-1416, or by e-mail at Deborah.Black@pr.doe.gov. Questions regarding the accounting and payments to BOA should be directed to Ms. Dawn Sparkman (ME-144) by phone at 301-903-4189 or by e-mail at Dawn.Sparkman@hq.doe.gov.

Thanks for your cooperation and support.

cc: George Tengan, ME-14
Dawn Sparkman, ME-144
Jeffrey Rubenstein, ME-641
Deborah Black, ME-641
Approving Officials
Purchase Cardholders
Resource Managers