AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT
AGAR ADVISORY NUMBER (NO.) 89

Use of the Purchase Card and Related Alternative Payment Methods

INTRODUCTION: The United States Department of Agriculture (USDA) is implementing a new charge card program under the SmartPay2 initiative effective November 30, 2008 at 12:01 A.M. This charge card functionality provides travel, fleet and purchase cards under a new contract with USBank and Visa.

This Agriculture Acquisition Regulation (AGAR) Advisory concentrates on **purchase** card policies and procedures to improve USDA's operations and functionality.

SUMMARY: The Senior Procurement Executive (SPE) is issuing interim guidance to establish temporary policy and procedures for USDA employees as it relates to the use of the purchase card and alternative payment methods, including convenience checks, pre-paid cards, declining balance cards and cardless accounts for obtaining supplies and services in accordance with Federal procurement laws. This interim guidance shall supersede guidance provided in Departmental Regulation (DR) 5013-6, ***Use of the Purchase Card and Related Alternative Payment Methods.*** The attached guidance will be codified in a revised Departmental Regulation 5013-6 at a future date.

AGAR Advisories are posted on the USDA World Wide Web site at the following URL: http://www.usda.gov/procurement/policy/advisories.html. If you have questions or comments on this Advisory, please contact John McCain by phone ((202) 401-2225) or email (John.McCain@usda.gov).

EFFECTIVE DATE: Effective upon issue date until cancelled or for a period not to exceed one year.

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