

## **PROCUREMENT ADVISORY No. 55A**

### **Reminder Regarding the Use of Purchase Cards to Acquire Personal Property Costing \$5,000 or More and Agency-Determined Sensitive Property**

#### **1. PURPOSE**

Pursuant to an Office of Inspector General recommendation, this Procurement Advisory (PA) has been prepared to remind USDA procurement personnel to ensure appropriate information is entered into the Electronic Access System (EAS) when acquiring accountable property, to the extent agency policy permits the acquisition of such property by purchase card or convenience check. Note: The use of convenience checks is appropriate, for authorized agencies, only if a Treasury check waiver is obtained and the agency determines that there is no other way, under the circumstances of the required transaction, to accomplish the transaction (see the latest version of PA 52 for details). This Advisory supersedes PA 55.

#### **2. POLICY**

USDA procurement personnel are reminded to ensure that appropriate information is entered into the EAS (i.e., the correct accounting code(s) and Budget Object Classification Code (BOC). The BOC is the identifier that triggers the personal property purchase to be fed over to the Corporate Property Automated Information System-Personal Property (CPAIS-PP) for the Agencies to establish property records in CPAIS-PP. Some agencies prohibit the use of the purchase card to acquire accountable property. Consult your agency regulations or your Agency Property Management Officer (APMO) for further information. Sensitive property, as defined by your agency, similarly needs to be addressed.

#### **3. SPECIFIC ISSUES**

In order to improve accountability and tracking of assets, as well as support the accuracy of USDA financial statements, procurement personnel are reminded that accurate and timely information regarding the purchase of accountable property with the purchase card needs to be entered into EAS.

Procurement personnel are to ensure that the appropriate BOC is entered into EAS when reconciling a transaction involving the acquisition of accountable property. A BOC Quick Guide for accountable property is available from the USDA Office of the Chief Financial Officer's web site at:

[https://nfc.usda.gov/FSS/Publications/FMS/BOC\\_Personal\\_Property\\_Quick\\_Guide.pdf](https://nfc.usda.gov/FSS/Publications/FMS/BOC_Personal_Property_Quick_Guide.pdf). BOCs are normally determined by the cost of each item, not the total amount of an order, unless your budget personnel establish a different criteria for the purchase. Procurement personnel shall also

provide any additional purchase information, beyond what is contained in EAS, as needed by property management personnel, to ensure accurate data entry of accountable property into CPAIS-PP.

Accountable personal property is defined in the Agriculture Property Management Regulations, Subchapter N, Section 110-50.001-1 as: “all capital leases (this would exclude operating leases for personal property) and all owned personal property having an acquisition cost of \$5,000 or more, and any item valued at less than \$5,000, but determined by an Agency Property Management Officer (APMO) to be sensitive.”

Real property is defined in the Agriculture Property Management Regulations, Subchapter N, Section 110-50.001-16 as: “any interest of the United States Government in land, buildings, or structures, including any permanently attached fixtures, appurtenances, and improvements of any kind located thereon. Under no circumstances is real property to be acquired using the purchase card.”

Failure to comply with these requirements may result in revocation of purchase card and convenience check privileges, and other administrative actions, as appropriate.

If you have questions regarding this advisory, please contact USDA Charge Card Service Center (CCSC): [ccsc@dm.usda.gov](mailto:ccsc@dm.usda.gov).

Procurement Advisories are issued by the Procurement Policy Division of the Office of Procurement and Property Management, Departmental Management, USDA, and posted at <https://www.dm.usda.gov/procurement/policy/advisories.htm>

**EXPIRATION DATE:** Effective upon issue date until canceled.