

PURCHASE CARD APPLICATION AND MAINTENANCE

PRIVACY ACT STATEMENT: This information is subject to the Privacy Act of 1974, per the United States Code at 5 U.S.C. 552a. Collection of this information is authorized by 41 U.S.C. 252a, 252b, 427, 428; Executive Order 12931, and Section 639 of the Consolidated Appropriations Act, 205 (Public Law 108-447) for managing the GSA purchase card program.

SECTION I - TYPE OF ACTION - A, B, C, D, or E

<input type="checkbox"/> A. New Account	<input type="checkbox"/> B. Cancel Account	<input type="checkbox"/> C. Approving Official (AO) Changes	<input type="checkbox"/> D. Reconciler Changes
<input type="checkbox"/> E. Change Account		<input type="checkbox"/> C1. NEW AO REPLACES FORMER AO ON ALL ASSOCIATED CARDS <i>(Complete Sections IV and VI.)</i> <input type="checkbox"/> C2. NEW AO REPLACES FORMER AO ON A SINGLE CARD <i>(Complete Sections II, IV, and VI.)</i>	<input type="checkbox"/> D1. ADD NEW
<input type="checkbox"/> E1. DOLLAR LIMIT CHANGE	<input type="checkbox"/> E2. NAME CHANGE <i>(INCLUDE PREVIOUS NAME)</i>		<input type="checkbox"/> D2. REPLACE CURRENT
<input type="checkbox"/> E3. ADDRESS CHANGE	<input type="checkbox"/> E4. DEFAULT CODE CHANGE		<input type="checkbox"/> D3. REMOVE CURRENT
<input type="checkbox"/> E5. AUTHORIZE CONVENIENCE CHECKS <i>(OFFICE OF INSPECTOR GENERAL (OIG) ONLY)</i>			

(NOTE: NEW CARDHOLDERS AND APPROVING OFFICIALS MUST COMPLETE REQUIRED TRAINING AND ATTACH CERTIFICATES OF COMPLETION. WARRANTED CONTRACTING OFFICERS MUST ATTACH A COPY OF THEIR WARRANT).

SECTION II - CARDHOLDER *(Use payroll name)*

Name				OFFICE SYMBOL
LAST	FIRST	MIDDLE INITIAL	FORMER LAST NAME <i>(for E2 USE ONLY)</i>	
DUTY STATION ADDRESS		CITY	STATE	ZIP CODE <i>(plus 4 if known)</i>
GSA TELEPHONE NUMBER		CARDHOLDER'S GSA EMAIL ADDRESS		

I certify that I have successfully completed the GSA online university training for the Purchase Card *(attach completion certificate)*. I also certify that I read the Pegasys charge card [User Guide](#) and understand how to log and reconcile purchase card transactions in Pegasys.

SIGNATURE _____ DATE _____

SECTION III - PRIVILEGES AND CODING *(obtain from Program Office)*

SINGLE PURCHASE LIMIT (\$)		MONTHLY PURCHASE LIMIT (\$)					
Pegasys Default Coding	REGION	FUND CODE	PROGRAM CODE	ORGANIZATION	ACTIVITY CODE	SUB-OBJECT CLASS	PROJECT

SECTION IV - APPROVING OFFICIAL

NAME OF NEW APPROVING OFFICIAL			OFFICE SYMBOL	GSA EMAIL ADDRESS		
DUTY STATION ADDRESS			GSA TELEPHONE NUMBER			
CITY	STATE	ZIP CODE <i>(plus 4 if known)</i>	NAME OF FORMER APPROVING OFFICIAL <i>(if applicable)</i>			

I certify that I am not subordinate to the above cardholder and will ensure that the purchase card is used properly in accordance with all purchase card policy and procedures. I also certify that I have successfully completed the GSA online university training for the purchase card.

SIGNATURE _____ DATE _____

SECTION V - ACCOUNTING TRANSACTION RECONCILER *(Optional - Most cardholders reconcile their own entries)*

<input type="checkbox"/> AUTHORIZE THIS PERSON ACCESS TO CARDHOLDER'S PEGASYS CREDIT CARD RECONCILIATION NOTEBOOK	<input type="checkbox"/> TURN ON DAILY EMAIL NOTIFICATION OF NEW CHARGES	NAME	OFFICE SYMBOL
		GSA EMAIL ADDRESS	NAME OF FORMER RECONCILER

SECTION VI - SIGNATURES

REQUESTING OFFICIAL <i>(Division Director or higher) I certify that a subordinate is not serving as an approving official for their direct supervisor.</i>	SIGNATURE	DATE
	TYPED OR PRINTED NAME OF SIGNER	TYPED OR PRINTED TITLE OF SIGNER
FUNDS MANAGER <i>(Required for new cardholder setup, default accounting code changes and purchase limit changes)</i>	SIGNATURE	DATE
	TYPED OR PRINTED NAME OF SIGNER	

DELEGATION OF PROCUREMENT AUTHORITY FOR MICRO-PURCHASE CARDHOLDERS: You are delegated to purchase authorized supplies and services with the Government purchase card, not to exceed your single purchase limit. All purchases must be made in accordance with applicable laws and regulations including, but not limited to, the Federal Acquisition Regulation (FAR), the GSA Acquisition Manual (GSAM), and other GSA policy. This delegation shall terminate upon separation from the agency, upon assignment to another GSA organization, or upon cancellation of the purchase card account.

Below are instructions to complete the form. The form will be returned if applicable fields are omitted. Digital signatures are acceptable.

Section I - Type of Action

- A. New Account - Complete Sections, II, III, IV, and VI. Select Section V if cardholder is using a reconciler to log transactions in Pegasys.
- B. Cancel Account - Complete Sections II and VI. *(The signature of the Funds Manager is not required. An email is acceptable to cancel the purchase card).*
- C. Approving Official (AO) Changes - Select option C1 or C2. Follow the instructions on the form for the selected option.
- D. Reconciler Changes - Select option D1, D2, or D3. Also complete Sections II, V, and VI. *(The signature of the Funds Manager is not required. An email is acceptable to remove a reconciler).*
- E. Change Account - Select option 1, 2, 3, 4, or 5.
 - E1. Dollar Limit Change - Complete section II, III, and VI.
 - E2. Name Change - Complete section II and VI *(the signature of the Funds Manager is not required).*
 - E3. Address Change - An email is acceptable or process in U.S. Bank using these instructions at <https://insite.gsa.gov/system/files/UpdatingPurchaseCardholderAddressinUSBank-10132022.pdf>
 - E4. Default Code Change - Complete section II, III, and VI.
 - E5. Convenience Checks - Subject to approval by the Office of Administrative Services (OAS) for emergency preparedness *(excludes OIG).*

Section II - Cardholder

- 1. Use the name as listed in HRLinks. Complete the fields, sign, and date.

Section III - Privileges and Coding

- 1. Micro-purchase cardholders:

<i>Single purchase limit:</i>	<i>Monthly purchase limit:</i>
May not exceed \$10,000.00 for supplies and services. Exceptions: Services subject to the Wage Rate Requirements (Construction) may not exceed \$2,000.00 and services subject to the Service Contract Labor Standards may not exceed \$2,500.00.	Recommended \$250,000.00 (Requesting Official can request a higher limit as needed)
2. Contracting Officers: Not to exceed \$250,000.00 for purchases. For contract payment, the limit may not exceed the cardholder's warrant limit.	\$999,999.00 or the cardholder's warrant limit.

- 3. Pegasys Default Coding:

Obtain the code from your program office.

Section IV - Approving Official

- 1. Complete the fields, sign, and date *(Approving Official should not sign as Requesting Official).*

Section V - Accounting Transaction Reconciler

- 1. Complete only if you select Section 1D *(Reconciler Changes).*

Section VI - Signatures

- 1. Requesting Official *(Requesting Officials cannot designate themselves as AOs).*

Signature is required for Section I - Type of Action except cancellation of an account. An email is acceptable to cancel an account.

- 2. Funds Manager:

Signature is required for Section 1A, 1E.1, and 1E.4