



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, DC 20240  
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April 18, 2005

EMS TRANSMISSION

Information Bulletin No. BC-2005-032

To: All Washington Office and Field Officials  
Attn: Charge Cardholders

From: Director, National Business Center

Subject: Using the Charge Card to Purchase Copying Services and Buying Smart

This Information Bulletin (IB) disseminates the information contained in the Department of the Interior (DOI) Acquisition Policy Release (DIAPR) 2004-06 and DOI Integrated Charge Card Bulletin No. 2004-001 (Attachment 1).

DOI Integrated Charge Card Bulletin No. 2004-001 supplements the current DOI Integrated Charge Card Cardholder Guide dated April 12, 2004, and the DOI Cardholder Training. It also requires that this information be disseminated to all approving officials and cardholders with purchase authority. Bulletin No. 2004-001 includes guidance on buying smart and the use of the integrated charge card in making purchases.

DOI Integrated Charge Card Bulletin No. 2004-001 transmits DIAPR 2004-06, which covers DOI policy on acquiring copying services. Washington Office Instruction Memorandum (IM) No. 2005-079 dated February 11, 2005, details the Departmental copying policy. This IM was distributed to all Washington Office and Field Officials.

Please disseminate this information to all approving officials and cardholders with access to the purchase business line.

If you have any questions or need assistance with the procurement process, you should contact your local Agency/Organization Program Coordinators or procurement staff. Questions related to printing should be referred to your local printing specialist. If you have charge card program policy questions, you may contact Lloyd Fread, (BC-620), by email or at (303) 236-5927.

Signed by:  
Thomas F. Boyd  
Director, National Business Center

Authenticated by:  
Barbara Guest  
BC-610 Secretary

1 Attachment

1 - DOI Integrated Charge Card Bulletin No. 2004-001 dated August 31, 2004 (5 pp)

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August 31, 2004

## **INTEGRATED CHARGE CARD BULLETIN NO. 2004-01**

To: Bureau Assistant Directors, Administration

Attention: Agency Program Coordinators

From: Debra E. Sonderman  
Director, Office of Acquisition and Property Management

Subject: **DOI Integrated Charge Card Program Update**

Purpose: The purpose of this Integrated Charge Card Bulletin is to (1) incorporate Department of the Interior Acquisition Policy Release (DIAPR) 2004 – 06, Departmental Copying Policy; and (2) provide information to cardholders for buying smart.

Policy/Action Required: This bulletin supplements the current DOI Integrated Charge Card Cardholder Guide dated April 12, 2004; and the DOI Cardholder Training and must be disseminated to all approving officials and cardholders with purchase authority.

A. Department of the Interior Acquisition Policy Release (DIAPR) 2004 – 06, Departmental Copying Policy (see attachment 1.) The Interior Publishing Council, made up of DOI's bureau/office printing officers, recently drafted, sought and received GPO concurrence on a new copying policy. The attached DIAPR establishes Departmental policy that: (1) distinguishes copying from other types of reproduction work; and (2) specifies the proper circumstances under which copying services may be obtained from commercial sources without requesting and obtaining a waiver from the Government Printing Office.

B. Buying Smart. Before using the integrated charge card to make purchases as a cardholder you should:

a. Plan your monthly purchases – decide which items are best handled with the charge card, and decide when to actually buy. When you plan your purchases, you can combine requirements in order to qualify for volume discounts. Similarly, you can make small-scale purchases to avoid wasteful stockpiling. Your planning ensures that you are able to most effectively accomplish your mission by purchasing higher priority items before lower priority items.

b. Ensure Availability of Funds. You must establish the amount of your available funds BEFORE making any purchases with your government issued charge card.

c. Conduct Market Research. How can your contracting activity help in market research? Your contracting activity can provide information on required sources on supply, existing contracts, good merchants and many other areas.

Market research allows you to make an informed, responsible, reasonable purchase. Do enough market research to ensure that the Government gets a good value for its money in terms of reasonable price and timely/reliable/quality service. The purchase should represent the best buy that meets the Government's minimum requirements.

Compare prices and check with your contracting activity to see if there are existing contracts that offer you a good price, service and quality. These existing contracts have been negotiated at your Bureau or by other agencies such the General Services Administration and can sometimes offer advantages in time and money savings.

d. Select the Best Value. When making micro-purchases, identify the supply or service that best satisfies the requirement, weighing both price factors and non-price factors. You can buy a higher priced item if it represents a better value, but it is your responsibility as the cardholder to perform basic comparison-shopping. For example, check [www.gsaadvantage.gov](http://www.gsaadvantage.gov). GSA Advantage!<sup>TM</sup> is designed to link GSA schedule products and services, stock items, catalog descriptions, current pricing and delivery information in a single location to make ordering easier for you. To place an order, you can use your integrated charge card (purchase business line).

e. Seek State Tax Exemption. Don't forget to inform vendors of your tax exempt status.

f. Talk to Merchants. You should be as specific as possible when talking to merchants. Ask about:

- Price
- Whether the price includes shipping
- Time of delivery
- Discounts for Government purchases
- Merchant's return policies

When you have all the necessary information, make the purchase.

What Are Point of Sale Discounts? Certain merchants offer automatic discounts when you use your government issued charge card to make purchases. These merchants recognize your Government charge card and apply a discount at the time of sale.

Contact: If you have any questions regarding this bulletin, please call your A/OPC or Cynthia Martin, Office of Acquisition and Property Management at 202 606-3144.

July 6, 2004

Department of the Interior Acquisition Policy Release (DIAPR) 2004 – 06

Subject: **Departmental Copying Policy**

1. **Purpose.** To establish Departmental policy that: (1) distinguishes copying from other types of reproduction work; and (2) specifies the proper circumstances under which copying services may be obtained from commercial sources without requesting and obtaining a waiver from the Government Printing Office (GPO).
2. **Effective Date.** This policy is effective immediately.
3. **Expiration.** This policy release shall remain in effect until the following policy is formally incorporated into the Departmental Manual under Part 314, Printing and Publications, and Part 1408 of the Department of the Interior Acquisition Regulation.
4. **Background and Explanation.** The Joint Committee on Printing (JCP) printing and binding regulations stipulate that an agency's central printing and publication management organization has authority over the control, production, and procurement of reprographic equipment. For the Department of the Interior, these responsibilities are delegated to the Interior Publishing Council.

The Interior Publishing Council recently drafted, sought and received (on June 17, 2004) GPO concurrence on a Departmentwide policy that distinguishes copying from other types of reproduction work, and specifies the proper circumstances under which copy services may be obtained from commercial sources without requesting and obtaining individual waivers from GPO.

5. **Policy.**

**A. Definitions.**

1. *Duplicating* is the mass reproduction of materials beyond the capabilities of typical office copiers. Volumes are of sufficient mass quantities up to 5000 single page and 25,000 production units in the aggregate of multiple pages. This type of work is usually accomplished through GPO duplicating term contracts or processed through authorized centralized duplicating operations that may have been established for efficiency and cost savings. Such duplicating units shall require Departmental approval processed through the Interior Publishing Council.

2. *Copying* is further distinguished from “duplicating” in that such work is administrative in nature, produced on office copying equipment, and produced as necessary in limited quantities. Volumes typically range from 1 to 500 single-page production units to 2,500 production units in the aggregate of multiple pages. This volume standard is referred to as the “500/2500” rule.

### **B. Acquiring Copying Services.**

Requirements meeting the *copying* definition in paragraph A.2 above that cannot be fulfilled through available resources may be referred to a commercial source without seeking GPO approval. Only employees with micropurchase authority may procure copying under these provisions. Qualifying work must meet the following criteria:

A. Quantities must not exceed the “500/2500” copying rule, i.e., you may make up to 500 copies of a single page document, or up to 2,500 total copied pages of a multiple page document,

AND

B. Cost not more than \$500 and be charged to the employee’s purchase card,

AND

C. Work is being produced while employee is on official travel or attending a conference, OR

D. Resources, including GPO, are not readily available (e.g., within the immediate area where the work is required to be accomplished) or accessible (e.g., requirements emerge after hours or on weekends) to the employee to obtain the work within the required time frame.

### **C. Process and Documentation.**

These transactions are to be processed using the attached “Copy Work Obtained From A Commercial Source” form to ensure that work produced meets the conditions outlined above. The completed forms will be maintained with the cardholder’s purchase card documentation and processed in accordance with internal bureau procedures regarding purchase card transactions. A copy of the completed form must also be provided to the bureau printing officer. All charges are processed under object class 242A – Printing and Reproduction-Commercial.

### **D. Work Exceeding the “500/2500” Rule.**

Reproduction work exceeding the “500/2500” rule is *duplicating*, and requires a waiver from the nearest servicing GPO office. Employees should consult with their bureau printing officer or Interior Publishing Council representative to secure such a waiver.

6. **Action Required.** This policy may be implemented immediately for all appropriate actions. (An amendment will be issued when a DI form number is provided to the attached form.) The Department of the Interior Integrated Charge Card Guide will be amended to include the policy for acquiring copying services.

If you have any questions, please contact Patricia Corrigan of this office on 202-208-1906.

*Signed Debra E. Sonderman*

Debra E. Sonderman, Director  
Office of Acquisition and Property  
Management and Senior Procurement  
Executive

1 Attachment

## Copy Work Obtained From A Commercial Source

In accordance with 314 DM 10, copy work was obtained as provided below.

**Criteria:**

- Quantities must not exceed the “500/2500” copying rule; AND
- The cost not exceeding \$500 is charged to the employee’s purchase card; AND
- Work is being produced while employee is on official travel or attending a conference; OR
- Resources (including GPO) are not readily available (e.g., within the immediate area where the work is required to be accomplished) or accessible (e.g., requirements emerge after hours or on weekends) to the employee to obtain the work within the required time frame.

Date Work Obtained:	Commercial Vendor ( <i>include address</i> ):	Object Class: 242A
Type of Product:	Number of Copies:	Cost:
<b>Reason for using commercial vendor</b> ( <i>enter an X in the appropriate block</i> ):		
Official Travel	Attending a Conference	Resources not readily available or accessible
Cardholder Name:	Phone:	E-mail:
For Use by the Bureau Printing Officer		

**Email this form to: (Bureau Printing Officer)**

**DI Form XXXXR**

*This form is reproducible and intended for use electronically.*