United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

In Reply Refer To:
FWS/CGS

DEC 15 1999

Memorandum

To: All Service Employees

From: Acting Assistant Director - Administration

Subject: Proper Use of Integrated Charge Card

It is the Service's policy to promote economy, efficiency, and effectiveness, and to prevent and detect fraud, waste, and abuse in the administration of the programs and operations of the Department. On August 10, 1999, this office issued a DOI "Integrated Charge Card" program update to remind employees that the Government purchase card may be used only for official purposes. However, each month several instances of irregularities and unauthorized purchases are reported by the Service's Agency Program Coordinators.

The cardholder is responsible for the proper use of the purchase card. Improper purchase card transactions will result in suspension or cancellation of the cardholder's account and disciplinary action that may include dismissal. Gross negligence and misuse will result in referral to the Office of Inspector General for investigation (410 FW 3, Departmental Investigations). For your convenience, we have compiled a list of purchases, supplies, services, and other activities that are prohibited by Service policy and Federal statutes:

- ATM cash withdrawals for personal use
- Purchases obtained for personal use
- Bottled water accounts (i.e., Culligan, Cloister, Deer Park, etc.)
- Personal use of commercial internet service providers (ISP)(i.e., AOL, AT&T, etc.)
- Decorations (i.e., Holiday, celebration, etc.)
- Personal use of cellular phone services (e.g., Sprint, PCS, MCI, AT&T, etc.)

The following list of purchases/payments for services and other activities have restrictions established by statute and/or Service policies (referenced in parentheses), and will require the ordering office to consult with their respective CGS office:

- Promotional items, unless authorized by statute (304 FW 1, Promotional Items and Services)
- Real property - rental, leases, and purchase (340 FW1, Real Property Management)

- Interagency support (outside the Interior Department; 033 FW 11, Procurement and Contracting)
- Motion pictures, slide shows, and audio/video recording exceeding $25,000 (120 FW 1, Motion Picture Films and Electronic Tape)
- Motor vehicles, motor equipment, and tags (320 FW 2, Acquisition Planning - Motor Vehicle Management)
- Printers - electronic/desk top/laser if print speed is faster than 19 pages per minute (121 FW 2, Printing)
- Printing and binding services (not through the GPO; 121 FW 2, Printing)
- Appliances for an office or station (not authorized by GSA space and leasing regulations)
- Entertainment including food and drink, unless otherwise authorized by statute (5 U.S.C. §5702)
- Transportation, meals, lodging, or other travel or subsistence costs (265 FW 9, Government Charge Card Program - Travel)
- Firearms (310 FW 2, Personal Property Management)
- Personal Computers (310 FW 2, Personal Property Management)
- Monetary awards (244 FW 7, Performance Utilization)
- Assistance agreements (301 FW 5, Procurement Procedures)
- Paid advertising (033 FW 1, General Administrative Redelegations)
- Consultant services
- Aircraft (331 FW 3, Contracts, Charter, and Rental - Aviation Management)
- Construction over $2,000
- Copy machines (273 FW 5, Copier Management)
- Service contracts over $2,500 (FAR, Part 13) or exceeding two (2) business days

We appreciate your continued cooperation and patience during the charge card implementation and adherence to the Government's policies, regulations and statutes affecting acquisitions. If you have questions regarding prohibited transactions, please contact your CGS office for guidance.