

Emergency Card Use FAQs

Note: This document will be updated as more questions come in.

Purchase Card Questions	Answer
Does use of the GSA SmartPay purchase card automatically make an order for supplies a "rated order"?	No, use of the purchase card does not automatically designate a purchase as a "rated order."
Can the GSA SmartPay purchase card be used to make payments on a "rated order"?	Yes, the purchase card may be used as a payment mechanism for "rated orders" so long as it is in accordance with the terms and conditions of the contract under which the order is placed.
Can the GSA SmartPay purchase card be used to pay for GSA Fleet vehicle cleanings under emergency contracting conditions?	GSA Fleet does not have a policy precluding the use of the purchase card for services not covered by GSA Fleet leases, including interior vehicle cleanings. You must check with your agency's policy on whether or not a purchase card can be used to pay for vehicle cleanings.
Can items be shipped to places other than departments or offices (ie. people's homes) during national emergencies?	This is an agency determination. Items must be for official use only (i.e., no personal use).
What are the ways to document receipt of a purchase when in a contingency / telework environment and the item is received at a different location than where the cardholder is located?	<p>Any method the agency determines acceptable can be used in a contingency or telework environment to verify receipt of goods or services for audit purposes.</p> <p>Examples of verification / validation of receipt of orders are: (1) recipient can take pictures of items received for verification of receipt and provide those to the cardholder for their log, or (2) sign off on the shipping receipt after verifying all items were delivered to "certify" all items were delivered / received and provide a copy to the cardholder. Both are acceptable when there is no third party available to verify receipt and/or the recipient is not at the same physical location as the purchase card holder.</p>
Is there anything in the SmartPay regulations that stipulate that delivery must be made to a Federal address? Or would it be acceptable for a Federal employee using a valid purchase card to order supplies for delivery to their private residence? This would be in support of their official duties in light of the indefinite telework situation.	<p>The appropriate agency decision-makers for each agency's purchase card program will need to determine if a card holder can receive deliveries at their home, ship products to the home address of other employees, or if they must still be sent to a Government address. This is usually the Level 1 A/OPC, Purchase Card Program Office, and/or Purchasing / Policy Office.</p> <p>Considerations at the agency level may include, but are not limited to: -- ability of cardholders to access the Government building where shipments would be sent, -- ability to verify / validate receipt of goods or services, -- ability to maintain proper control of supplies / products, and -- ability to ensure supplies / products are only for official government use.</p>
With the increase in the micro-purchase threshold (MPT) from \$10,000 to \$20,000 for emergency purchases related to COVID-19 buys, are the MPTs for services (\$2,500) and construction (\$2,000) increased as well?	<p>No, the MPTs for services and construction remain at the lower thresholds: -- \$2,500 for services subject to Service Contract Labor Standards (SCLS) -- \$2,000 for construction</p>
Travel Card Questions	Answer

Fleet Account Questions	Answer
<p>Are interior vehicle cleanings permitted for GSA Fleet leased vehicles during the COVID-19 pandemic? Can the fleet card be used to pay for these cleanings?</p>	<p>Interior vehicle cleanings during the COVID-19 pandemic must be reviewed on a case-by-case basis to assess risk in accordance with CDC guidance. All environmental cleaning and disinfecting that occurs should follow CDC's guidance. Drivers should consult their agency fleet manager for agency-specific policy.</p>
<p>How will washes be billed if they are in excess of the establish policy?</p>	<p>Washes charged to your GSA Fleet leased cards in excess of the established zonal policy will be billed to your agency by your Fleet Service Representative (FSR) through our Agency Incurred Expense (AIE) process.</p>