



General Services Administration

August 13, 2015

## **GSA SMARTPAY SMART BULLETIN**

**U.S. GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
SMART BULLETIN NO. 024**

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### **GSA SmartPay – Rewards Program Policy and Guidance**

**EFFECTIVE DATE:** From Issuance until superseded.

**BUSINESS LINE(S) AFFECTED:**

Purchase and Integrated (purchase)

**INTRODUCTION:**

Purchase cardholders are frequently using sources like eBay, Amazon.com and others to meet agency requirements. Many of these on-line merchants have implemented incentive programs such as such as “rewards points/dollars” to further attract additional business. Questions often arise regarding the appropriateness and proper disposition of incentives received under these programs.

**SUMMARY:**

The Office of Charge Card Management (OCCM) frequently receives inquiries from cardholders regarding registration and participation in merchant incentive programs when using a purchase card. While participation in these programs is allowable if agency policy permits, it’s important to note that these rewards or incentives are property of the Federal government and may only be used for official business purposes. These rewards are not for personal use or private gain.

The Standards of Ethical Conduct for Employees of the Executive Branch (Title 5, Chapter XVI, Section 2635 of the Code of Federal Regulations) states: “an employee shall not use his public office for his own private gain.” The purchase card is used to acquire products and services intended for the government’s use, and charges made with the card are paid for with government funds. Government purchase cardholders who register their GSA SmartPay purchase cards with these merchants must be aware

that any reward points or other incentives are not for personal use. The points or incentives must be used for future government purchases or to benefit the cardholder's agency/organization in some way. For more information on this topic, and other topics on Managing GSA SmartPay purchase cards, please use the following resources:

- [Managing GSA SmartPay Purchase Card Use](#)
- [Electronic Code of Federal Regulations](#)

**ACTION:**

Purchase card A/OPCs need to ensure purchase cardholders within their purview are aware that they may only participate in merchant reward/loyalty programs if agency policy permits. Cardholders also need to be advised that if they register pursuant to agency policy, does enroll in a merchant reward program, a GSA SmartPay purchase card in any rewards/incentive program, these rewards are not for personal use and shall be used in a manner to benefit the government agency. The purchase cardholders should also be informed to refer to the language in CFR Title 5 – Standards of Ethical Conduct for Employees of the Executive Branch for further information. Cardholders with questions about ethics rules, should be directed to contact their agency Ethics Official (usually, an attorney in the agency's Office of General Counsel).

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If you have any questions or comments regarding this Smart Bulletin, please contact OCCM at 703-605-2808 or via email at: [gsa\\_smartpay@gsa.gov](mailto:gsa_smartpay@gsa.gov)