NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: Disbursements

Responsible Office: Office of the Chief Financial Officer

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Appendix B. Payment of Purchase Card Bills

B.1 Requirements

B.1.1 Payments to the purchase card vendor are subject to the provisions of the Prompt Payment Act and in accordance with the terms of the Government commercial purchase card services contract.

B.1.2 The cardholder and approving official will review the cardholder statement of account received at the end of each monthly billing cycle and follow contract procedures for identifying discrepancies.

B.1.3 The cardholder statement must be submitted to the designated payment office within a time frame that allows them to process and pay the consolidated invoice within the Prompt Payment Act deadline.

B.1.4 NASA shall abide by the contract provisions for reconciliation of discrepancies after payment of the invoices, including notifying the contractor in writing within the period prescribed in the contract.

B.1.5 The NASA payment office should make adjustments to the consolidated invoice, based on the cardholder statements received.

B.1.6 The designated billing office will pay the consolidated invoice in a timely manner even if all cardholder statements are not received

B.1.7 NASA billing offices should use "Vendor Express" as the preferred method for paying the consolidated invoice for purchase card services.

B.1.8 SAP Automated Credit Card Process. Centers shall use the electronic process made available through SAP or the Purchase Card system to handle NASA credit cards payments and reconciliation of statements and transactions.

B.1.8.1 Cardholders shall ensure orders are recorded on-line and that the SAP on-line order log is kept in agreement with the purchase requisitions and there is a purchase requisition in SAP for all orders.

B.1.8.2 An on-line transaction file from the bank with details for each card holder is received by NASA from the bank serving as the credit card company. The file shall be routed as follows:

a. Received and picked electronically up by the Competency Center.

b. Imported by the Center for each of its credit card holder.

c. Transmitted by the Center to the card holder.

d. Credit card holders shall use the SAP on-line capability that allows the transactions to be reconciled on-line against the card holder's order log.

B.2 Reconciliation of Purchase Card Transactions

B.2.1 The purchase cardholder shall:

a. Receive the bank transaction file on a monthly basis.

b. Verify:

(1) The bank transaction file is reconciled monthly with the monthly transactions.

(2) The monthly transactions were made by them.

(3) The prices of purchases are what they agreed to.

(4) Fund certification is obtained for the purchase.

(5) Receipt of items charged for.

c. Dispute any discrepancy discovered after verification by:

(1) Calling the vendor for an explanation of the difference in cost or to identify the charge or other problem.

(2) Instructing the vendor to process a credit for charges that are too high or for an item not received.

d. Call the credit card company to process a temporary credit if a discrepancy can not be resolved or for any problem with the statement itself such as charges not coming through.

e. Make sure the credit appears with the next monthly transactions.

f. Continue to call either the vendor or the credit card company until the credit is obtained.

g. Submit explanations to the approving official when asked or as a regular part of the review process.

h. Designate an alternate to reconcile monthly transactions in their absence.

i. Retain documentation of purchases and receiving reports with the monthly transaction report.

B.2.2 Approving officials of purchase cardholders shall:

a. Review purchases for appropriateness of business purpose, receipt of goods, and possible irregularities. Follow up by asking the card holder for explanations and evidence for any item that appears to be incorrect.

b. Periodically ask for justification of the business purpose of purchases and evidence that verifies the receipt of goods.

c. Assure purchase card holders are informed that they shall be prepared to justify purchases and produce evidence of receipt of goods when requested.

d. Require credit card holders to provide explanations of transactions.

e. Designate an alternate to approve monthly payments in their absence.

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