

**Steps to get set up with a new purchase card or approving official role
Required Documents for Establishing a Purchase Card Account or an Approving Official Role
Refresher Training requirements at the end of the document**

1. Complete the Cardholder/Approving Official Setup form
2. Provide a nomination letter—please see attached. A justification should be included in the nomination letter if the cardholder’s monthly billing cycle limit exceeds \$10,000.00.
3. Read the revised February 2015 Commerce Acquisition Manual 1313.301 (CAM) and certify in writing that the CAM has been read and the policies in the CAM are understood.
CAM 1313.301 can be downloaded by [clicking here](#).
The CAM certification form is attached.
4. Complete GSA Smart Pay Online Training
[Click Here](#)
5. Complete FAC-47: Micro-Purchases and Section 508 Requirements.
Go to the Faitas site – [Click here](#)
 - After logging into the web site go to Manage Career / Training / Search for Training.
 - Using the Standard Search, click on the radio button to the left of the “Order by Course number” below the continuous learning modules heading
 - From the drop-down menu that appears, select the desired course and click the “Submit” button.
 - Click “Submit Request” at the bottom of the Training Request page.

Note: Cardholders will need to register with the FAI site to take the training module. FAITAS Help Desk telephone number is 703-752-9604, if needed. The actual training is performed at the DAU site where registration is also required. [Click here for DAU site](#).*

6. Complete Commerce Purchase Card Systems (CPCS) Training
Log into the CLC web site. [Click Here](#).
 - In the search box type in the word CPCS
 - For Card holders—Select CPCS Cardholder CBT
 - For Approving Officials—Select CPCS Approving Official CBT
 7. Complete Federal Strategic Sourcing Initiative for Office Supplies
[Click here for website](#).
 - Scheduled webinars appear on the right side of the page (blue shadow boxes) under “OS3 Webinars” for individuals to register and take the webinars.
 - OR
 - User may go to the FSSI OS3 Video by going to the OS3 Resources section on page (blue shadow boxes) and click on the FAI.gov FSSI OS3 Seminar
 - Users completing training via seminars or by watching the FSSI OS3 video are asked to provide self-certification by copying the last screen slide, signing/dating it and including it in their training package.
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8. Complete DOC Customized Purchase Card Training

Log into the CLC website. [Click Here.](#)

- Upon Login, click on the box (shown below) to search for training:



- Type course description: “DOC Customized Purchase Card Training”
- Launch Course

9. Complete the CBS User Access Request Form

[Form is available here](#)

Fax the CBS User Access Form to NOAA Client Services. Their fax number is located on the bottom of the form.

Once your package is complete, scan and email the documents (setup form, nomination memo and training certificates) through Accellion to your Agency Program Coordinator (APC).

Reminder: Refresher training (Due each fiscal year by July 30 for existing card holders and approving officials)

A requirement is in place by the Department for each existing cardholder and approving official to complete refresher training every fiscal year by July 30. For new cardholders and approving officials this begins the fiscal year AFTER their account is established.

The module is housed on the Commerce Learning Center (CLC). [Click here](#)

In the search box type in DOC Purchase Card Refresher. Take that course and after you have completed the course, print two completion certificates, send one certificate to OFA.AGOCBC.SUPPORT@NOAA.GOV and keep a copy for yourself. This is the ONLY purchase card refresher training as required in the Commerce Acquisition Manual 1313.301 (CAM).