Commerce Acquisition Manual
CAM Notice 06-03

1. ***Title or Purpose:*** Modification to DoC Purchase Card Procedures

2. ***File in:*** CAM, Part 13, Subpart 301
1313.301

3. ***Effective:*** May 5, 2006

4. ***Summary of Changes:*** This modification will change:

- Section 2.1, Paragraph A.2 - **Purchase Card Spending Threshold Categories and Requisite Training** – to add the Defense Acquisition University CON 237 or a 32-hour, or 4-day Simplified Acquisition Procedures course;

- Section 2.1, Paragraph A.3- **Refresher Training** – to require that all Cardholders and Approving Officials must take refresher training every three years ;

- Section 2.1, Paragraph B.1- **Nomination of Cardholders** – to add a cross reference to CAM chapter 1301.6, *Acquisition Career Management Program and Contracting Officer Warrant Program*, and also add a justification to the nomination package;

- Section 3.3, Paragraph A - **Allowable Purchases** – to clarify recurring telecommunications actions above $2,500, would require a delivery/purchase order or a DOC or GSA contract be in place;

- Section 3.4, Paragraph C (Table) - **Approvals Required Prior to Purchase** – to add guidance for Purchases for Food, and Kitchen Appliances;

- Section 3.6, Paragraph D - **Statement of Account** – to update entire paragraph with instructions for new process ;

- Section 4.1, Paragraph C.5 - **Contents of Annual Report,** *Findings and Recommendations* – to clarify content requirement; and

- update Attachment C, *Required Sources of Supply*, and
- update Attachment H, *Summary of Findings*.

Questions about these changes can be directed to Dao Vissering via E-mail at dvissering@doc.gov or telephone at 202-482-4185.

CAM 1313.301 can be viewed at http://oam.ocs.doc.gov/CAPPS_cam.html.

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