

**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

PPD RESTRICTIONS ON PURCHASES AND CHANGES TO PROCARDS

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Approved by [Signature] Date 6/25/2012
PPD Division Head

PPD RESTRICTIONS ON PURCHASES AND CHANGES TO PROCARDS:

This document describes the responsibility of PPD ProCard holders for purchases and for any changes to the ProCard conditions. These restrictions are in addition to the attached restrictions placed by the Laboratory on ProCard purchases:

- All new ProCards and changes to existing ProCards (e.g. Project/Task number changes, dollar limit increases, ownership, etc.) have to be approved by the Department/Project and then submitted to the PPD Financial Manager, WH-8W, for final approval and submittal to Procurement.
 - Changes to existing ProCards may be requested via e-mail; however, e-mail requests must be initiated by the Department/Project Head or their designee.
- PPD ProCard holders may not purchase items on a PPD ProCard for other Divisions/Sections or Universities.
- PPD ProCard holders are required to have the proper written documentation (usually a requisition) with the proper signature authority for the Project/Task Number being charged before placing an order on a ProCard.
 - PPD ProCard holders are not authorized to purchase furniture, clothing, or copying machines on their ProCards without prior approval from the PPD Division Office.
 - PPD ProCard holders are required to enter all ProCard purchases into the ProCard front-end system.

Following is the link to view the Laboratory ProCard Manual:

<http://bss.fnal.gov/protect/procard.html>

Environmentally Preferable Purchasing (EPP) for Purchase Request Originators

On January 24, 2007, the Office of the Federal Environmental Executive issued an Executive Order outlining goals to strengthen Federal environmental, energy, and transportation management. One of these goals is to expand purchases of environmentally-sound goods and services, including biobased products. Environmentally Preferable Purchasing (EPP) is not only looking for products that are environmentally sound, but also innovative ideas that may reduce resource usage. Reduction in resource usage can be as elaborate as, ordering waterless urinals that require minimal maintenance and do not consume water, instead of ordering new automatic flushers for urinals, or as simple as ordering a product located in Chicago as opposed to California to conserve fuel consumption during shipping. A Pro-card holder has the power to ask the question, "Can this item or service be substituted for a more environmentally preferable option, or can this item or service be procured in a more environmentally preferable fashion?"

Pro-card holders are our last line of defense to procure environmentally preferable products. Pro-card holders have a right to and responsibility to question the request originator if there are environmentally-sound alternatives to the product or service.

Please contact PPD/ESH at any point during the procurement process for any questions you may have. You can also reference the links below for some information on EPP.

EPP Information

DOE Environmentally Preferable Purchasing Home Page: [DOE EPP Home Page](#)

EPP list and search engine of environmentally preferable products: [Biobased product search engine](#)

**Restricted
Items****The ProCard may not be used for:**

- Airfare
- Business cards
- Capital or sensitive equipment
- Car rentals
- Cash advances
- Changes, modifications or alterations to an existing purchase order
- Coffee pots
- Compressed gases
- Conferences – hosted by Fermilab
- Construction
- Explosives (powder actuated tools may be excluded if approved by the Division/Section/Center ES&H Group)
- Fax machines if combined with other capabilities such as printing and scanning
- High risk/export controlled items
 - Export Controlled - Export Controlled property means property the export of which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorized by the U.S. Department of Energy.
 - High Risk - High Risk personal property means property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information. Any other controlled materials or services as specified by Fermilab or DOE.
- Hotels
- Items for personal use
- Laser containing device/systems including laser pointers (exempt from this restriction are Hazard Class 1 lasers, such as a computer mouse, as long as no activities are planned that would increase the risk of laser injury. This includes removal of laser exposure controls devices such as barriers, filters and interlocks as well as measures that would increase laser output). If in doubt, contact your Division/Section/Center ES&H Group representative.

Restricted Items **The Procard is also not used for:**

- Memberships – the Laboratory is prohibited by our Prime Contract with DOE from entering into memberships without DOE approval. This purchase must be done through the requisition/purchase order process including a justification for the membership.
- Monitors
- NEPA projects
- Precious Metals (i.e. gold, silver, platinum, palladium, osmium, rhodium, iridium, ruthenium)
- Printing
- Radioactive materials, sources and radiation-generating devices
- Services – onsite only
- Stockroom items readily available from the Fermilab Stockroom
- Storage of Fermilab Records (all formats) by prime Contract and Director's policy. Storage of records must be controlled through the Records Management Office. Contact the Records Management office at ext. 5693 for more information on storing records.
- Telecommunications Equipment – including, but not limited to, telephones (cellular, mobile, portable, cordless), conference speakerphones, wireless aircards, wireless SIM cards, answering machines, radio receiver/transmitters (2-way portable, mobile, walkie-talkies, pager or scanner), Global Positioning System (GPS) devices, Wireless Microphone Systems, Cellular Signal Amplification Systems, Corded or Cordless Telephone headsets.
- Temporary labor or consulting services (i.e. temporary agencies)
- Trade-in with any purchase must be done on a purchase order.
- Travel related costs (airfare, limo, hotel, car rental, per diem)
- Tuition fees (i.e. Educational reimbursement)
- Web cameras

**Property
Sensitive Items**

SENSITIVE ITEM LIST

This list contains descriptions of articles that are Sensitive Items, regardless of value and cannot be purchased with a Procard.

CAMERAS – including, but not limited to, camcorder, CCTV, digital, framing, high resolution, high speed, high temperature, oscilloscope, television, video, and x-ray cameras.

COMPUTERS – including, but not limited to, PCs, laptops, PDAs, iPads and other handhelds, PowerBooks, tablets, and servers.

ELECTRONIC READERS – Including, but not limited to, Handheld electronic reading device (Kindle)

PRINTERS – including, but not limited to, line, page, laser, copier/printer combinations and video printers.

SCANNERS – for input of data or graphics to PCs.

TELEVISION EQUIPMENT – Including, but not limited to, VCRs, DVDs, TV/VCR/DVD combinations, TV monitors and receivers, HDTV's, video conferencing, editing and production equipment.

RECORDING/PLAYBACK EQUIPMENT – including, but not limited to, handheld audio recorders, CD players, CD Rom drives, CD and DVD burners and editing devices. **Note:** This includes stand-alone equipment only. It does not include items to be mounted internally, i.e. internal CDRW.

BINOCULARS AND SPOTTING SCOPES

PROJECTORS – including, but not limited to, video, computer, overhead and slide projectors.

EXTERNAL HARD DRIVES – for input of data to PCs.

HIGH RISK/EXPORT CONTROLLED – defined by DOE High Risk Policy.

Note: Questions regarding any of the Property Office restrictions should be addressed to the Property Office at ext. 3585, and directed to the Property Office Manager.

**ES&H Sensitive
Items**

The following types of procurements are considered ES&H Sensitive. ProCard cardholders shall seek the advice and written approval of their Division/Section ES&H Group prior to placing an order for the following types of materials and services. This list may not be inclusive of all ES&H Sensitive Items. If any doubt exists, contact your ES&H representative.

- Building modifications, maintenance or construction activities
- Chemicals
- Chemical spill control equipment
- Cylinder and drum carts
- Ergonomic devices
- ES&H related training seminars
- Fire protection/detection/suppression systems
- Forklift equipment
- Lifting fixtures
- Paints
- Personal protective equipment
- Portable Dewar handling carts
- Pressure/vacuum vessels
- Respiratory Protective Equipment
- Scaffolding equipment
- Storage tanks

Purchasing Card Cardholder Account Form

- New
- Change (Only complete fields to be changed)
- Delete/Close Cardholder Account # _____

Company Information

Company Name: 5242 - FERMILAB

Cardholder Information (to be completed by the Cardholder)

Cardholder Name (24 Characters)	_____	Last 4 Digits of Social Security #: 000-00-
Name Line 2 (24 Characters)	_____	Date of Birth: _____
Address Line 1 (35 Characters)	TAX ID E9986-4967-04	Mother's Maiden Name or Password: _____
Address Line 2 (35 Characters)	P. O. BOX 500	Work Phone: (630) 840 -
City (23 Characters)	MAIL STATION	_____
	BATAVIA State IL Zip Code 60510-0500	

Project Number: _____ Task Number: _____ Expenditure Org: _____

Reporting Hierarchy Level (to be completed by Procurement)

Level 2 Number: _____ Level 2 Name: _____

Cardholder Controls (Required unless specified)

Credit Limit (CSL)	\$50,000.00	Single Purchase Limit	\$2,500.00
Authorizations Per Day	9999	Transactions Per Cycle	9999
Dollars Per Day (optional)	0.00	MCC Group (Merchant Category Code Group)	86 Exclude

Cardholder Approvals

Cardholder: (Please Print)	_____	Signature: _____	Date: _____
Approving Supervisor: (Please Print)	_____	Signature: _____	Date: _____
Div/Sec/ Budget Officer (Please Print)	_____	Signature: _____	Date: _____
Procurement: (Please Print)	Gary Gofinski (Authorized Signer)	Signature: _____	Date: _____

Bank Use Only

Account Number _____

Unit Assigned:	_____	_____	_____	_____	_____	_____
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Signature Verified: _____ Date: _____ Initials: _____ Mgt: _____

University Research Association, Inc.

Fermi National Accelerator Laboratory

CARDHOLDER AGREEMENT

Introduction

The University Research Association, Inc., herein after referred to as Fermi National Accelerator Laboratory (known as "Fermilab") has entered into an agreement with First National Bank of Chicago (Bank) that provides qualified employees with a procurement card (ProCard) at Fermilab expense to purchase selected materials and services costing less than \$2,500 (including shipping and handling). Using the ProCard benefits the Fermilab and Cardholder through:

- Promptly paying our suppliers
- Reducing overall processing costs
- Decentralizing purchasing responsibility

The policies combined in this agreement and in the supplemental ProCard User's Guide must be followed by Cardholders as guidelines for conducting Fermilab business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

ProCards are issued at the discretion of the Procurement Department to delegated Fermilab employees.

Ownership and Cancellation of the ProCard: The ProCard remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Bank or Fermilab may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the ProCard upon request to Fermilab or any authorized agent of Bank. Use of the ProCard or account after notice of its cancellation may be fraudulent and may cause Fermilab to take legal action against you.

Spending Limits: Each ProCard has a pre-set spending limit which may not be exceeded under any circumstances. The ProCard should be used whenever and wherever possible for charging materials and selected services costing less than the pre-set spending limit (including shipping and handling.) **NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD.**

ProCard Abuse: Abuse of the ProCard will result in revocation of the ProCard and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Purchasing Restricted Items
- Purchasing from Restricted Vendors
- Exceeding bank credit line limit
- Utilizing ProCard for purchases of more than \$2,500
- Using ProCard for travel and entertainment purposes
- Failure to return the ProCard when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group

Usage

For additional specific usage guidelines, the ProCard Cardholder must refer to the supplemental ProCard User's Guide which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the ProCard is used. Individual transaction receipts are to be attached to a Transaction Summary Report and submitted to the Cardholder's supervisor or Resource Manager for review and approval. Following supervisor or Resource Manager approval, the activity report and receipts must be kept on file by the Cardholder for a period of three (3) years.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. The ProCard User's Guide contains specific guidelines for handling dispute resolutions.

Protecting the Fermilab ProCard

The ProCard is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

Sign the ProCard immediately upon receipt. When the expiration date is passed and/or after you have received a new ProCard, cut the old ProCard in half and dispose of it. Make sure the ProCard is returned to you after each charge and verify that the returned ProCard has your name on it. Carbon sheets should be retrieved and destroyed.

Lost or Stolen ProCards

If the ProCard is lost or stolen, contact the Bank's 24-hour toll-free number at (800) 848-2813. The Cardholder is also required to contact the Program Administrator(s) referenced in the ProCard User's Guide.

The undersigned ProCard Cardholder applicant and supervisor request that an Fermilab ProCard be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Print -- ProCard Cardholder Name

ProCard Cardholder Signature

Date

Supervisor Signature

Date

Division/Section Head/Budget Officer Signature

Date

ProCard Administrator

Date