FOIA Number: 2018-0764-F

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member: Sandra Thurman

Subseries:

OA/ID Number: 40014

FolderID:

Folder Title:
Admin - Bank Card Training

Stack:	Row:	Section:	Shelf:	Position:
S	66	5	11	3

BANKCARD ORDERING LOG

Cardholder Name: ______________________________ Page____

For the month of: ______________________________

One line per line item

LOG #	Date Ordered	Date Delivered	Merchant Name	Description: Supplies/Services/Goods	Amount QTY/$	Running Total	Note

I certify that I have purchased the above supplies or services in accordance with *EOPOA BankCard Procedures.* I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to Title 18 U.S. Code, Section 1001.

Cardholder's signature: ______________________________ *Date:*______________

ATTACHMENT 4

Clinton Presidential Records
Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

16 pgs

Cardholder Guide

Purchasing
Government Processing Platform

usbank.
I.M.P.A.C.®
Government Services

GOV7005 (9/98)

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503

March ~~17~~ 31, 2000

MEMORANDUM FOR CHERYL S. BAUERLE Cheryl S. Bauerle 3/31/00
IMPAC PURCHASE CARD HOLDER

FROM: KATHLEEN O'HALLORAN Kathleen E O'Halloran
AGENCY PROGRAM COORDINATOR (BANKCARD)

SUBJECT: Purchase Card Authority

As approved by the Director, Office of Administration, you are hereby delegated authority to participate as a Cardholder in the "International Merchant Purchase Authorization Card" (IMPAC) program. Purchase Card holders are authorized to make official purchases in accordance with the OA Standard Operating Procedure (SOP) and within the limits stated in this delegation. This delegation shall terminate upon your separation or reassignment.

Before you attempt to use your card, you will need to sign it on the reverse and activate your account by calling 1-800-227-6736.

The following limitations have been placed on your use of the Purchase Card:

Single Purchase Limit - $2,500

Monthly Cardholder Limit - $5,000

Merchant Activity Code #428 Covers:

Couriers, Freight Service
Telephone Equipment/Supplies
Mail Order Houses
Discount/Department/Variety Stores
Misc. General Merchandise
Misc. & Specialty Retail Stores
Misc. Business Services
Membership Organizations
(Note: no personal memberships but organizational membership may be authorized if needed to obtain a subscription, etc.)
Government to Government Sales

Your Approving Official: Courtland Willman

As a reminder, use your card only to place orders in support of your own office/division needs - those goods and services for which your office would have signature authority for receipt and payment. Also, please work closely with your Approving Official to ensure that sufficient funds are obligated to cover all your purchases.

A requisition has been submitted to create a "dummy" Blanket Purchase Agreement (BPA) to set money aside for your purchases; this BPA (DP20P02) is for internal obligation purposes only. This obligation will be effective through the end of the fiscal year - September 30, 2000.

You are strongly encouraged to use your Purchase Card whenever appropriate. Proper use of your Purchase Card will ensure your continued authority and reflect favorably on the Purchase Card program and its future expansion.

cc: Courtland Willman