

**Department of the Interior and Bureau of Land Management
Policy Related to
Termination of Micro-Purchase Authority**

1. Department of the Interior Integrated Charge Card Guide dated March 12, 2002, paragraph 1.3.1.2:

“Termination of charge card and check writing authority may be made for cause, e.g., card misuse, improper use of micro-purchase authority, payment delinquencies, suspension or cancellation of other charge card business lines, failure to maintain supporting documentation, or administrative reasons, e.g., lack of requirement for purchase authority, transfer to a new duty station. Cancellation of any business line for other than administrative reasons will result in cancellation of the card.”

2. BLM Manual Section 1512, Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms, dated September 30, 2002, paragraph .06C:

“Micro-purchase authority may be terminated as indicated in paragraph 1.3.1.2 of the DOI Integrated Charge Card Program Guide dated March 12, 2002. The Chief of the Contracting Office (CCO) is delegated the authority to terminate micro-purchase authority for any cardholder. Prior to terminating micro-purchase authority, the CCO must consult with the cardholder’s immediate supervisor and the servicing personnel office. If a cardholder’s micro-purchase authority is terminated for other than administrative reasons covered in the DOI Integrated Charge Card Program Guide, the CCO must notify the BLM Charge Card Program Coordinator (BC-620) and the Bureau Procurement Chief (WO-850) of the action taken and the reason for the action.”