

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 09-04

**Date Received:** 9/29/2008

**Title:** Creation of New Purchase Card Policy Section

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**Name:** Jeffrey Baker

**Phone:** 202-493-5723

**Policy OR Guidance:** Policy

**Section/Text Location Affected:** AMS Policy 3.2.6, 3.2.6.1, and 3.2.6.2

**Summary of Change:** Creation of AMS Policy 3.2.6, 3.2.6.1, and 3.2.6.2

**Reason for Change:** To provide a separate and usable policy section specifically for the FAA purchase card program.

**Development, Review, and/or Concurrence:** AGC-500, AJA-43, AJA-431, AJA-45, ACT, ARC

**Target Audience:** FAA Procurement Workforce

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)**

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

## SECTIONS ADDED:

Acquisition Management Policy:

**Section 3.2.6 : Purchase Card Program** [\[New Content\]](#)

Acquisition Management Policy:

**Section 3.2.6.1 : Applicability** [\[New Content\]](#)

Acquisition Management Policy:

**Section 3.2.6.2 : Policy** [\[New Content\]](#)

## SECTIONS ADDED:

**Acquisition Management Policy:**

**Section 3.2.6 : Purchase Card Program**

**Acquisition Management Policy:**

**Section 3.2.6.1 : Applicability**

Purchase card policy and corresponding guidance apply only to actions conducted through the FAA purchase card program.

**Acquisition Management Policy:**

**Section 3.2.6.2 : Policy**

All procurements using an FAA purchase card must be conducted according to applicable laws, regulations, and FAA policy. AMS procurement guidance for purchase cards establishes standards for competition and source selection that supersedes other applicable AMS policy and guidance.