



August 29, 2007

Reply to Attn of: **OP-AM (07-034)**

TO: All KSC Cardholders and Approving Officials
FROM: OP/Procurement Officer
SUBJECT: Kennedy Space Center (KSC) Policy for Procuring Office
Supplies on the Purchase Card

The Purchase Card program was established at KSC to provide non-procurement personnel with the authority to make purchases within an authorized dollar limit. This limit is currently \$3,000 per transaction for cardholders. Even though the cardholders are not in the Procurement Office, they still must follow regulations as provided by the Federal Acquisition Regulation (FAR) and NASA FAR Supplement (NFS).

There are several mandatory sources of supply when procuring items for the government as dictated in NFS Part 8. We have noticed that many cardholders are procuring office supplies from commercial companies (Staples, Office Depot, Wal-Mart, Target, etc.) instead of using the sources prescribed.

KSC has a contract with Boise Cascade/OfficeMax that is managed by Space Gateway Support (SGS) that provides for desktop delivery through OfficeMax and items are usually delivered the next business day. Each Directorate has at least one person (usually a secretary) who has the ability to order office supplies on this contract and the money does not come from program funds. The SGS point of contact for this program is Willa Kirksey, 867-4784.

This contract is also in compliance with the Javits-Wagner-O'Day (JWOD) Act of 1971, 41 U.S.C. 46-48c. Named for the enabling legislation, JWOD participating non-profit agencies are mandatory sources of supply for Federal employees. JWOD creates jobs and training opportunities for people who are blind or who have other severe disabilities. Its primary means of doing so is by requiring Government agencies to purchase selected products and services from nonprofit agencies employing such individuals. As a result, JWOD employees are able to lead more productive and independent lives. The OfficeMax ordering contract uses the JWOD Program, now known as AbilityOne, National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH) as well as the General Services Administration (GSA) to provide office supplies and products to KSC. It also provides products at a discounted price to the government and includes no taxes or shipping costs.

This contract should be used to order all office supplies (paper, pens, computers, compact discs, toner cartridges, etc.). If the item you need to order is not available and there are no comparable items that will perform the job from the OfficeMax contract, then the priorities in FAR Part 8.002 apply and your order log should be documented accordingly. Questions in response to this policy should be sent to OP-AM/Cicely Simmons, Bankcard Coordinator or call 867-3912.


Dudley R. Cannon, Jr.