



# NASA Purchase Card Program

Ms. Suzanne Honeycutt  
Agency Purchase Card Lead  
NASA Shared Services Center  
September 6, 2018

- Overview of the GSA Charge Card Program
- Glance at NASA's SmartPay 2 & 3 Programs
- Guiding Policies
- Program Statistics
- Spend and Transactions
- Top Merchants – Top MCCs

- Established in 1998, the GSA SmartPay (SP) Program provides government agencies with commercial charge cards (purchase, travel and fleet) and payment solutions through “Master Contracts”
  - GSA SmartPay 1 (SP1)  
11/26/1998 – 11/27/2008
  - GSA SmartPay 2 (SP2)  
11/28/2008 – 11/29/2018
  - GSA SmartPay 3 (SP3)  
11/30/2018 – 11/29/2031

- Present bank contractor for SmartPay 2 is JPMorgan Chase
- Under the SmartPay 3, NASA awarded its task order to:
  - U.S. Bank for all business lines (Purchase, Travel and Fleet)
  - The card brand selected was VISA
- Go-live with U.S. Bank is November 30, 2018

- Includes the 10 NASA Centers, plus Wallops Flight Facility and the NASA Shared Services Center
- Until 2/1/2018, all 12 Centers had Center Program Coordinators to manage their Center's P-Card Program however, HQ directed that all programs be transitioned to the NSSC
- Of the 17,217 NASA civil servant employees, just over 10% of them are purchase cardholders
- Majority of cardholders have single purchase limits of \$10,000. NASA implemented the increase to the micro-purchase threshold on 2/16/2018

- NASA cardholders must adhere to the Purchase Card Procedures & Instructions (PCPI) issued by HQ Office of Procurement and the Federal Acquisition Regulation (FAR)
- The PCPI states that cardholders are highly encouraged to order from small businesses whenever possible
- FAR 8.002 lists priorities for use of Government supply sources
  - Inventory of the requiring agency      – Excess from other agencies
  - Federal Prison Industries, Inc. (also referred to as UNICOR)
  - Supplies that are on the Procurement List maintained by the Committee for Purchase from People Who Are Blind or Severely Disabled
  - Wholesale supply sources, e.g. stock programs of GSA

Number of Cardholders and Approving Officials	Qty
Cardholders	1,748
Approving Officials	919
Convenience Check Writers	23

P-Card Spend by Center (FY15-17)				
CENTER		FY15	FY16	FY17
1	GSFC	\$14,292,001	\$14,150,852	\$13,981,867
2	LaRC	\$10,310,161	\$10,315,620	\$11,769,463
3	ARC	\$7,776,016	\$8,702,917	\$9,910,316
4	GRC	\$9,737,073	\$9,002,089	\$9,083,938
5	MSFC	\$7,683,499	\$9,295,879	\$8,516,178
6	NSSC	\$6,664,101	\$7,716,546	\$7,394,611
7	JSC	\$6,670,853	\$6,607,735	\$7,108,310
8	AFRC	\$4,137,632	\$4,151,734	\$3,342,340
9	KSC	\$2,512,874	\$2,370,787	\$2,363,467
10	WFF	\$771,715	\$971,016	\$931,203
11	HQ	\$711,683	\$772,705	\$640,614
12	SSC	\$188,192	\$208,006	\$355,316
<b>Total</b>		<b>\$71,455,800</b>	<b>\$74,265,886</b>	<b>\$75,397,626</b>

# Cardholder & Approving Official Totals

CENTER	CARDHOLDERS	APPROVING OFFICIALS
ARC	187	66
AFRC	41	27
GRC	213	92
GSFC	371	204
HQ	81	51
JSC	243	138
KSC	76	53
LARC	240	115
MSFC	230	114
NSSC	21	16
SSC	25	20
WFF	20	23
<b>Total</b>	<b>1,748</b>	<b>919</b>



# Purchase Card Spend by Center

Center	2016	2017	2018 (As of: 8/31/18)
ARC	\$9,002,089	\$9,083,938	\$9,357,733
AFRC	\$4,151,734	\$3,342,341	\$2,433,063
GRC	\$8,702,917	\$9,910,316	\$11,868,862
GSFC	\$14,150,853	\$13,981,867	\$16,822,743
HQ	\$772,705	\$640,615	\$911,977
JSC	\$7,716,546	\$7,394,611	\$9,581,886
KSC	\$2,370,787	\$2,363,467	\$3,268,222
LARC	\$10,315,620	\$11,769,463	\$15,093,500
MSFC	\$9,295,879	\$8,516,178	\$9,606,193
NSSC	\$6,607,735	\$7,108,310	\$7,917,003
SSC	\$208,006	\$355,316	\$615,278
WFF	\$971,016	\$931,203	\$996,787
<b>Total</b>	<b>\$74,265,887</b>	<b>\$75,397,626</b>	<b>\$88,473,247</b>

# Yearly Transaction Totals by Center



CENTER	2013	2014	2015	2016	2017	2018
ARC	18,295	16,194	16,594	16,010	16,091	13,445
AFRC	6,100	4,941	5,356	5,940	5,484	4,026
GRC	15,466	13,906	13,444	14,442	14,995	14,210
GSFC	23,907	22,638	22,325	21,003	19,883	18,152
HQ	1,228	1,148	1,258	1,202	1,071	1,193
JSC	12,740	9,938	10,877	12,108	11,631	11,155
KSC	4,375	4,877	4,342	4,248	4,136	4,094
LARC	18,571	16,310	17,756	18,098	18,871	17,117
MSFC	12,936	12,129	11,726	13,241	13,005	11,690
NSSC	4,946	4,716	5,629	6,112	6,633	5,150
SSC	504	656	506	473	666	847
WFF	1,769	1,666	1,434	1,737	1,625	1,307
<b>Total</b>	<b>120,837</b>	<b>109,119</b>	<b>111,247</b>	<b>114,614</b>	<b>114,091</b>	<b>102,386</b>

<b>TOP 5 Merchant Category Group</b>	<b>Amount</b>
<b>FACILITY/REPAIR</b>	<b>\$19,213,881</b>
<b>EQUIPMENT/FURNITURE</b>	<b>\$14,155,009</b>
<b>OTHER SUPPLIES</b>	<b>\$6,360,620</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$4,660,931</b>
<b>EDUCATION</b>	<b>\$4,276,554</b>

<b>TOP 5 Merchant Category Group</b>	<b>Amount</b>
FACILITY/REPAIR	<b>\$24,396,065</b>
EQUIPMENT/FURNITURE	<b>\$19,759,932</b>
PROFESSIONAL SERVICES	<b>\$7,062,068</b>
OTHER SUPPLIES	<b>\$6,900,952</b>
EDUCATION	<b>\$5,162,909</b>

