

Incident Procurement Purchase Card Lodging Guidance

Background:

Effective June 22, 2021, the FS Mission Area Senior Contracting Official (MASCO) has determined that lodging can have a single purchase limit of \$10,000 consistent with the micro-purchase threshold for supplies, until a travel card solution is available. Splitting requirements to avoid purchasing limits is still prohibited. This will allow the field increased flexibility and responsiveness to emergency incidents. Below are Questions and Answers concerning this lodging implementation.

Lodging Questions and Answers

What budget object code do I use for reconciling the lodging transaction?

The lodging budget object code remains 2131.

What resource order do I need for authorization?

For mobilization and demobilization for federal crews and equipment the “C” or “E” resource orders can be used as authorization. Lodging at the incident will need a separate “supply” resource order for the incident the resource is supporting.

The resource order “S” number is only valid up to the \$10,000 threshold for micro-purchasers.

When lodging duration is unknown, a new S# must be requested **prior** to exceeding the \$10,000 limit.

Who can provide the receiving signature for lodging?

The cardholder cannot sign the receipt for their own purchase. Another government employee must sign as received, e.g. crew member.

Is double occupancy required?

Where practicable based on gender and leader separation double occupancy should be utilized. Refer to your Regional policy.

What backup documentation is needed for the purchase?

All documentation requirements remain the same: resource order, itemized receipt, and receiving signature. Documents must comply with the upload requirements listed in the GPC guidance.

Additional documentation that may be needed can include lodging authorization for an Administratively Determined (AD) employee.