



For Official Business Only

- All payments made with a SmartPay2 purchase card require an approved eBuy2 requisition prior to use.

It's critical to follow requirements and reconciliation processes to ensure the integrity of purchase card transactions.

And financial integrity is smart business.

Contact the Purchasing Shared Services Center or find additional information on Supply Management's Purchase Card Program:

http://blue.usps.gov/purchase/operations/ops_impachome.htm

Find more information about purchase procedures at Handbook AS-709, Local Buying and Purchase Card Policies and procedures:

<http://blue.usps.gov/cpim/ftp/hand/as709.pdf>