

Amendment to the Agency Participation Agreement for the Plastic Card Network

Intragovernmental Processing

The Plastic Card Network (PCN) Agency Participation Agreement (APA) between the Financial Management Service (FMS), _____ (Financial Institution), and _____ (Agency), is hereby amended to provide for the purchase or lease of goods and services by other government agencies through the Plastic Card Network.

10.0 INTRAGOVERNMENTAL CARD TRANSACTIONS

10.1 General

The Agency may accept credit cards, issued under the GSA SmartPay contract, for Intragovernmental sales of goods and services. The Agency will have a dedicated terminal, or PC software for Intragovernmental use and should not use the same site to accept collections from the public. The Agency will also have a separate account key for Intragovernmental transactions.

The agency must only enroll collection programs whereby the average transaction does not exceed \$500. Prior to signing this agreement, an application must be approved by the Financial Management Service.

10.2 Compensation

The agency will be solely responsible for all charges incurred through the plastic card network. The Financial Management Service will not be liable for any charges or liabilities incurred through the agencies participation in the Plastic Card Network. The Financial Institution will bill the agency on a monthly basis. The agency will pay the Financial Institution with appropriated dollars in a timely manner.

10.3 Signatures

In witness whereof the following parties have executed this Agreement on this _____ day of _____, 20_____

By affixing their signatures, the parties certify that they are authorized to enter into this Agreement and bind their respective organizations to the provisions of this Agreement.

Agency Name

Agency Official

Title

Telephone Number

Date

Financial Institution Name

Financial Institution Official

Title

Telephone Number

Date

Financial Management Service

Kristine Conrath
Director
Emerging Technology Division
202-874-7019

Date

Signature

