

## ATTACHMENT

For those offices that elect to use STRIPES, below are a few best practices for your use.

- To eliminate modifications to the Purchase Card Order, confirm pricing with the merchant prior to entering a price into STRIPES.
- Use the “Validations” function early in the process to determine which fields are mandatory.
- Register the merchant in the Contractor Central Registration (CCR) system or submit the CCR Exclusion form to the STRIPES help desk as early in the process as possible.
- If the cardholder has a blanket letter of approval the Approving Official can be removed from the routing process, if requested.
- Website to the most recent system guidance  
<http://crinfo.doe.gov/officedocs/cf40/home/STRIPES/index.htm>.