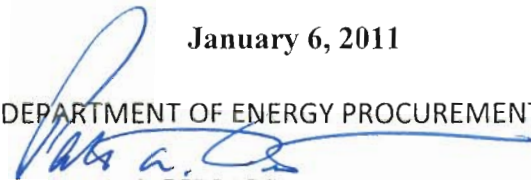




**Department of Energy**  
Washington, DC 20585

**January 6, 2011**

MEMORANDUM FOR DEPARTMENT OF ENERGY PROCUREMENT DIRECTORS

FROM:   
PATRICK M. FERRARO  
ACTING DIRECTOR  
OFFICE OF PROCUREMENT AND  
ASSISTANCE MANAGEMENT

SUBJECT: Temporary Waiver of Mandatory Use of the Strategic Integrated Procurement Enterprise System (STRIPES) for Certain Purchase Card Transactions

Acquisition Letter (AL) 2010-03, dated January 8, 2010, prescribes that STRIPES shall be used by all DOE elements, including the National Nuclear Security Administration, for the award and administration of all unclassified contracts and financial assistance transactions, including Federal Supply Schedule orders, purchase card transactions, Interagency Agreements, grants, cooperative agreements, and Technology Investment Agreements. The AL provides for exceptions/waivers on a case-by-case basis to the mandatory use of STRIPES functional requirements or for the use of STRIPES for certain transactions, subject to the approval of the Senior Procurement Executive.

Several issues have been identified relating to the use of STRIPES for the processing of transactions at or below the micro-purchase threshold of \$3,000 using the Government-wide purchase card. These issues relate strictly to the efficient processing of such transactions and not to the ability of STRIPES to properly and accurately process these actions. The Office of Procurement and Assistance Management (OPAM) is currently researching those issues to validate the problems and identify potential solutions.

Based on the above, the mandatory use of STRIPES for individual purchase card transactions that are valued at or below \$3,000 is temporarily waived. This waiver will remain in effect from the date of this memorandum unless cancelled.

Cardholders who do not use STRIPES for purchase card transactions that are valued at or below \$3,000, shall follow the requirements of DOE Order 540.1B, "Departmental Business Instrument Numbering System for Actions Conducted Outside of the Strategic Integrated Enterprise Systems (STRIPES)," dated May 23, 2008. Questions concerning this process should be directed to Denise T. Clarke at (202) 287-1748 or [deniset.clarke@hq.doe.gov](mailto:deniset.clarke@hq.doe.gov).



For cardholders who elect to continue using STRIPES for purchase card transactions valued at or below \$3,000, guidance for the efficient processing of such transactions given the current configuration of STRIPES is attached.

Questions concerning this Memorandum should be directed to Denise T. Clarke at (202) 287-1748 or [deniset.clarke@hq.doe.gov](mailto:deniset.clarke@hq.doe.gov).

Attachment

## 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>.