




**DATE:** February 07, 2013

**TO:** Procurement Directors/Contracting Officers

**FROM:**   
Director  
Contract and Financial Assistance Policy Division  
Office of Policy  
Office of Acquisition and Project Management

**SUBJECT:** Leveraging the General Services Administration's SmartPay2 Program and its Single Use Account Feature

**SUMMARY:** A large portion of DOE's annual spending remains outside of the GSA SmartPay Program (Program) due to check writing and Automated Clearing House payments. In addition, new cost-reimbursement contractors are not being considered for inclusion into the Program.

Enclosed is a Memorandum encouraging utilization of the Program to leverage potential savings to DOE.

This Flash will be available online at the following website:  
<http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/policy-flashes>

Questions concerning this policy flash should be directed to Denise T. Clarke of the Office of Acquisition and Project Management, Strategic Programs Division at (202) 287-1748 or at [DeniseT.Clarke@hq.doe.gov](mailto:DeniseT.Clarke@hq.doe.gov).

Attachment