

Various Vendor - Miscellaneous Bulk Fund

A miscellaneous bulk funding should be created by each office to cover small dollar purchases paid for by the Impac Credit Card. The design of this bulk funding account is to provide you flexibility in purchasing items that are needed on a quick or emergency basis from a local vendor (lock de-icer, snow brushes, light bulbs, etc). The eBuy2 approval will cover all your credit card purchases up to your allowed threshold. You must maintain a bulk funding log (also included within the FAQ).

You are not allowed to put food, bottled water, gift cards, employee awards, clothing or furniture on your bulk funding. **Level 18 - 22 offices, Buffalo and Rochester City will be allowed to have a \$300 miscellaneous bulk fund and level 16 and below can put in for \$100.** A maximum of one bulk fund is allowed per year. Once you have exhausted your balance each subsequent purchase must have an eBuy2 approval.

The eBuy2 submission must have the title and justification of **FY ## miscellaneous bulk funding**. The vendor is **various vendors** and the category is 'office supplies'. The GL code is - 52111.000: SUPPLY + SVCS-PURCHASE BY IMPAC CR CD. The method of payment is 'local' and **purchase card**.

Single Vendor - Bulk Fund

If you have a reoccurring expense throughout the year for a specific vendor, such as snow plowing/lawn maintenance (under \$2500), pest control, approved bottled water, meter rental, trash removal (if paid by credit card), you can submit a single vendor bulk-funding request. This will allow you to go through the eBuy2 process once and use for each months invoice (as long as you do not exceed the annual approved amount). Make sure you estimate what the annual cost would be and submit that amount in your eBuy2 request and use credit card as your method of payment. A separate declining balance for each vendor must be maintained. You must include the timeframe in these submissions!

Bulk Funding Tips

All bulk-funding requests must be done through eBuy2-off catalog, and include the following: FY ##, justification, dollar amount and identify a user. You must submit a new request each fiscal year and the amount should be based on actual funds spent the previous year. There is no carry over of funds to the next fiscal year. If you choose not to apply for miscellaneous bulk funding, each individual purchase made would need to be funded through the eBuy2 off catalog approval process. Bulk funding cannot be used for **food, gift certificates, clothing or furniture**. These special purchases need the following personal as adhoc approvers on your eBuy2 off catalog request *regardless* of the dollar amount:

Food/Bottled Water - Chris Tytka and James Lentz

Employee Recognition (Gift Cards) – Chris Tytka & Mary Tarzia

Clothing – Chris Tytka and James Lentz

Furniture – Chris Tytka

Please reference the attached eBuy2 off catalog guide to get a step-by-step instruction on how to create an eBuy2 off catalog request. Contact Purchasing Shared Service with any questions.

Eastern PSSC

1-877-293-2410 (Select 1)

Fax (860) 285-7272

e-mail: helpdesk.pssc.eastern@usps.gov

Monday - Friday, 7:30 AM - 5:00 PM ET

The required payment hierarchy is eBuy2 Invoicing (No eBuy approval needed), IMPAC (eBuy off catalog approval needed) and then PS Form 8230 (eBuy off catalog approval needed). Every postal purchase needs approval prior to the purchase.