

<b>U.S. Department of the Interior GPOExpress<sup>SM</sup> Program Participation</b>		1. Bureau	2. Agency Location Code	3. Date
<b>4. Type Action</b>	4a. New Participant (X)		4c. Other (Specify: Add/Delete cardholders, cancel participation, etc.)	4d. GPOExpress <sup>SM</sup> Coordinator Use
	4b. Annual Renewal (X)			
<b>5. Type of Account :</b> (Please read the following instructions) <ul style="list-style-type: none"> <li>If you do not have a GPO BAC or a GPO Deposit Account, you must link a Government charge card to the GPOExpress<sup>SM</sup> account. Continue to Block 6.</li> <li>If bills are to be processed through your GPO BAC, enter the billing account number to be charged in Block 5a.</li> <li>If bills are to be processed against your GPO deposit account, enter the deposit account number in Block 5c.</li> <li>If you are converting a GPO BAC account to a GPO Deposit Account enter "New" in Block 5c and the initial deposit to be transferred to GPO in Block 5d.</li> </ul>				
5a. Billing Account No.	5b. Billing Address Code (BAC)	5c. GPO Deposit Account No.	5d. 1 <sup>st</sup> GPO Deposit Account Amt	
<b>Employee Agreement.</b> This attests that employees identified on this application have read and agreed to the guidance provided in the U.S. Department of the Interior GPOExpress <sup>SM</sup> Service Guide.				
<b>6. Employee to Receive the GPOExpress<sup>SM</sup> Card for Accounts Payable by Government Charge Card.</b> If the Government charge card is the elected payment option, designate the charge cardholder below. No other employees may be added to this account. The official who approves the cardholder's charge card transactions is the GPOExpress <sup>SM</sup> Account Manager. GPO will contact the cardholder to obtain the charge card information.				
6a. Name	6b. Email	6c. Telephone No.	6d. Fax No	6e. Limit
				\$2500
<b>7. Employees to Receive the GPOExpress<sup>SM</sup> Card Under a BAC or GPO Deposit Account.</b> The GPOExpress <sup>SM</sup> card is being requested for the following employees under a BAC or GPO Deposit Account. The purchase limit per transaction is \$2500 unless otherwise indicated at a lower threshold.				
7a. Name	7b. Email	7c. Telephone No.	7d. Fax No	7e. Limit
<b>8. GPOExpress<sup>SM</sup> Account Manager Certification:</b> By completing and processing this request, I certify that I am assuming the responsibilities of the GPOExpress <sup>SM</sup> Account Manager for the account specified and agree to the terms and conditions outlined in the U.S. Department of the Interior GPOExpress <sup>SM</sup> Service Guide. All GPOExpress <sup>SM</sup> cards are to be sent to me for distribution.				
8a. Name and Signature (Email authentication acceptable)		8b. Email	8c. Telephone No.	8d. Fax No.
8e. Mailing Address		8f. City	8g. ST	8h. ZIP

## Terms and Conditions

**GPOExpress<sup>SM</sup>** Cardholders shall:

- Use the **GPOExpress<sup>SM</sup>** card in a prudent manner and for official purposes only.
- Place all orders under this contract and shall not allow anyone else to use their assigned **GPOExpress<sup>SM</sup>** card.
- Only purchase materials and services that relate to the job(s) being produced and that such materials are included in the contract.
- Not split jobs that would exceed their authorized limit.
- Not divert work to **GPOExpress<sup>SM</sup>** for which a GPO term contract already exists to produce the work.
- Order print products to be produced on recycled paper which meets or exceeds the standard of a minimum 30 percent postconsumer content.
- Resolve disputes and defective issues directly with FedEx Kinko's.
- Ensure that third party billing account numbers are provided to the FedEx Kinko's salesperson to ensure the financial assignment of charges to the appropriate customer.
- Be aware that unauthorized purchases may result in any or all of the following:
  - the cardholder being billed the full cost of the purchase plus interest and administrative debt collection fees as authorized by the Debt Collection Act;
  - referral of the unauthorized purchases to the Office of the Inspector General for investigation or prosecution; or
  - disciplinary action, up to and including removing the employee from Federal service. Intentional use of this card for unauthorized purposes shall be considered as an attempt to commit fraud against the U.S. Government.

The **GPOExpress<sup>SM</sup>** Account Manager shall:

- Designate the employee(s) to receive the **GPOExpress<sup>SM</sup>** card and specify the spending limit of each cardholder up to \$2500.
- Limit the number of cardholders to those necessary to fulfill the needs of the office or organization.
- Monitor account activities and ensure that cardholders are abiding by the requirements of this program.
- Be responsible to the Bureau **GPOExpress<sup>SM</sup>** Coordinator to maintain accountability of all **GPOExpress<sup>SM</sup>** cards issued under the prescribed **GPOExpress<sup>SM</sup>** Account.
- Submit an annual renewal (DI Form 3311) to the Bureau **GPOExpress<sup>SM</sup>** Coordinator by September 1 of each year in order to participate in the program for the ensuing year.
- Ensure that the account remains in good standing with GPO by paying GPO bills promptly.
- Complete and ensure that the necessary actions are accomplished as outlined in this guide if a card is lost or stolen, and for deactivating a card under normal circumstances.