



U.S. Department of
Transportation

Office of the Secretary
of Transportation

ORDER

DOT 4230.1B

Subject: **USE OF THE GENERAL SERVICES ADMINISTRATION
CUSTOMER SUPPLY CENTER**

1. **PURPOSE.** This order establishes procedures for the use of the General Services Administration (GSA) Customer Supply Center.
2. **CANCELLATION.** OST 4230.1A, Use of the General Services Administration Customer Center, of 10-15-85.
3. **REFERENCES.** General Records Schedule 3, Item 4a, dated August 10, 1988.
4. **POLICY.** The GSA Customer Supply Center is for the purchase office supplies for official Government business. Attachments 1 and 2 list items requiring justification prior to ordering. Purchase of items for other than official Government business is strictly prohibited.
5. **RESPONSIBILITIES.**
 - a. The OST Personal Property Branch, M-443 is responsible for:
 - (1) Issuing activity address codes and user access codes to administrative officers and designated officials.
 - (2) Budgeting tracking and reconciling expenditures, by organization, for items purchased from the GSA Customer Supply Center.
 - (3) Evaluating service support of the GSA Customer Supply Center.
 - b. The Administrative Officers and Designated Officials in BTS and in the Secretarial Offices are responsible for:
 - (1) Requesting activity address codes and user access codes from M-443 and ensuring that they are issued to authorized individuals.

- (2) Placing orders for supplies in accordance with instructions in the Customer Supply Center catalog.
- (3) Receiving supplies and verifying delivery receipts (packing slips).
- (4) Preparing reports in accordance with the requirements set forth in paragraph 7 of this Order.
- (5) Forwarding all delivery receipts to M-443 at the end of each month.

6. GUIDELINES FOR PURCHASING SUPPLIES FROM CUSTOMER SUPPLY CENTER.

- a. Administrative officers or designated officials will control activity address codes and user access codes.
- b. M-44 will assign each administrative officer or designated official a three-digit access code which along with the six digit activity address code, may be used to place an order with the Customer Supply Center. Only administrative officers and designated officials are authorized to place orders.
- c. Supplies should not be stockpiled. Offices should maintain an adequate quantity of supplies on hand to support their activities for a limited period of time and to avoid emergency ordering situations. Excess supplies should not be set out as trash, but shall be delivered to M-443 for reissue.
- d. Items listed in Attachment 1 may be ordered by submitting a written justification signed by the administrative officer or designated official. The justification shall provide information concerning why the supplies are needed, etc.
- e. Items listed in Attachment 2 may be ordered by submitting a request for approval to M-443. M-443 will review the request and issue a determination.
- f. Questions concerning Attachments 1 and 3 may be directed to M-443.

7. REPORTING REQUIREMENTS.

- a. Administrative officers or designated officials will keep delivery receipts for all purchases and within five working days after the end of each month, forward them to M-443.

- b. M-443 will review delivery receipts for compliance with this Order and reconcile them with GSA billings.
- 8. RECORDS RETENTION. M-443 will retain Customer Supply Center delivery receipts for a period of two years.

FOR THE SECRETARY OF TRANSPORTATION

ITEMS REQUIRING JUSTIFICATION

Books (Atlas, Secretarial Handbooks, Dictionaries, etc.)
Week-at-a-Glance Calendars
Executive Rolodex Files
Hand Soap
Whisk Brooms
Trash Cans
Desk Trays
Fingerprint Kits
Numbering Machines
Dictation Tape Cassettes
Large Tape Dispensers
Hand Towels
Briefcases
Cleaners
Work Gloves
Batteries
Technical Pen Sets
Chair Pads
Facial Tissues
Coat Hangers
Drafting Items
Electrical Supplies (i.e., extension cords,
light bulbs, insulation tapes, etc.)
Wall Clocks
Desk Lamps
Air Fresheners
Padlocks
Desk Pad Sets
Shipping Bags (Jiffy Bags)