



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 2302.1

02-25-00

Subject: DEPARTMENT OF TRANSPORTATION ACQUISITION OF EMPLOYEE BUSINESS CARDS


1. PURPOSE. This Order provides guidance to U.S. Department of Transportation (DOT) organizations on the use of appropriations to purchase, or reimburse the cost of business cards for official use by employees.
2. REFERENCES.
 - a. U.S. Department of Justice (DOJ) Memorandum, B-280759, Use of Appropriations to Purchase Employee Business Cards, 8-11-97.
 - b. Sections 501 and 501 Note of title 44, United States Code.
 - c. Office of Management and Budget (OMB) Memorandum, Procurement of Printing through the Government Printing Office (GPO), 9-12-96.
 - d. DOT Manual 1360.5b, Printing, Duplicating/Copying, and Publications Distribution Manual, 6-28-95.
 - e. Section 4124 of title 18, United States Code.
 - f. Sections 46-48c of title 41, United States Code.
3. IMPLEMENTATION. The provisions of this Order supersede any conflicting provisions of other guidelines predating this directive.
 - a. DOT organizations may lawfully obligate a general or lump-sum appropriation for the purpose of purchasing business cards for its employees, or reimbursing employees for such a purchase, provided that the primary purpose of the business card is to facilitate necessary agency-related communications.
 - b. DOT organizations may also legally obligate reception and representation funds to purchase business cards for its employees, or to reimburse employees for such a purchase, provided that the primary purpose of the business card is to extend courtesies and conform to social or business custom in the context of agency-related activities.
 - c. A request that a Departmental organization purchase, or reimburse an employee the cost of business cards must be approved by a designated official in advance of the purchase. Whether a Departmental organization determines that it will purchase, or reimburse the cost of business cards for mission-related use by an employee is a matter of discretion.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of Security &
Administrative Mgmt.

- d. DOT organizations purchasing business cards should use the capabilities and expertise of the Government Printing Office (GPO) or any other organization that has been delegated GPO printing-related responsibility, unless otherwise excepted. The GPO and those organizations having delegated GPO printing-related responsibilities such as the Transportation Administrative Services Center (TASC) will ensure that mandatory source priorities prescribed in law and the implementing regulations are complied with fully. Alternatively, a Departmental organization may use its computer capabilities to print business cards for mission-related use by its employees.

FOR THE SECRETARY OF TRANSPORTATION



Melissa J. Allen
Assistant Secretary for Administration