



Program Statement

OPI: ADM
NUMBER: 1410.05
DATE: October 20, 1993
SUBJECT: Representation Funds

1. PURPOSE AND SCOPE. This Program Statement's purpose is to issue guidelines for using and controlling Central Office representation funds. Representation funds are authorized to cover expenses incurred by Bureau of Prisons employees who, in their official capacities, are responsible for establishing and maintaining relationships of value to the Bureau of Prisons.

Representation funds expenditures are authorized to extend courtesies to representatives of foreign countries, state and local governments, community leaders, and to fund official activities which further the Bureau of Prisons' interest. In all circumstances, representation funds must be used only for purposes which directly relate to the Bureau of Prisons.

2. DIRECTIVES AFFECTED

a. Directive Rescinded

O.M. 026-93 (2040) Representation Funds (01/21/93)

b. Directives Referenced

P.S. 2000.02	Accounting Management Manual (10/15/86)
P.S. 4100.02	BOP Acquisitions Policy (05/03/89)
DOJ Order 2110.31A	Expenditures of Representation Funds (09/16/91)

3. STANDARDS REFERENCED. None.

4. REPRESENTATIONS FUNDS LIMITATIONS. Representation funds shall not be used for the following purposes:

- a. Expenses for which other funding authority exists;
- b. Hiring, purchasing, operating, or repairing any motor propelled, passenger-carrying vehicle, including aircraft (31 U.S.C. 638a);

c. Membership fees or dues in any society, club, or association;

d. Printing of Christmas cards or other types of greeting cards (7 Comptroller General 481 (1957); 37 Comptroller General 360 (1957); 47 Comptroller General 314 (1967)). However, printing costs associated with a reception or representation expenditure would be permissible; and

e. Compensation for cost of living or quarters expenses.

5. REPRESENTATION FUNDS REQUESTS. The Director must approve each request to expend representation funds in advance after it has been routed through the Chief, Finance Branch, for fund availability. The request must be in a memorandum requesting authority to incur representation expenses and shall contain, at a minimum, the following information:

a. Type, location, and date of function;

b. Purpose of function;

c. Names and titles of American and/or foreign guests or recipients;

d. Estimated total cost and details concerning the individual components which comprise the estimated total cost;

e. Method by which bills will be rendered and expenses paid (i.e., cash from imprest fund or purchase order); and

f. The memorandum must be accompanied by a purchase request (BP-101(41)).

6. REPORTING AND RECORDING. Cost Center 196 is used to account for representation fund obligations. For accountability purposes, receipts are required for every disbursement from this fund regardless of the amount and must be submitted to the Finance Branch. All purchases with representation funds must be in accordance with established procurement regulations.

Kathleen M. Hawk
Director