

Notice on “Trend Reports” from the Office of Charge Card Management

Using the existing Electronic Access System (EAS) provided by your servicing GSA SmartPay® contractor bank, your agency already has the ability to obtain high-level trend information on overall office supply spending through the purchase card. These queries typically can be run by the level 1 or headquarters Agency/Organization Program Coordinator (A/OPC) in the civilian agencies or by the level 2-3 A/OPCs within the DoD. Should your A/OPC need any assistance in running these reports, GSA's Office of Charge Card Management (OCCM) provided step-by-step instructions for inclusion in the Office Supply 2 (OS2) "Toolkit."

OCCM will also be posting this information on its website (smartpay.gsa.gov) and stands ready, along with the GSA SmartPay banks, to provide any assistance your organization may need to run these reports. Your staff can obtain this assistance by contacting OCCM at (703) 605-2808 or gsa_smartpay@gsa.gov. CAOs or SPEs with questions concerning this issue can directly contact the OCCM Director, David Shea, at (703) 605-2867 or david.shea@gsa.gov.

Please note that due to the nature of commercial charge card data, this information is not granular and is suitable only for gauging a rough, high level of purchase card activity "trend" away from non-OS2 office supply vendors toward OS2 vendors. OCCM is working with all three contractor banks to implement a standard EAS office supply spending report. We expect to have this report implemented later this year. As there are many different sources for partial spending data, each with their associated limitations, as well as differences in the definition of what constitutes an "office supply" and which vendors qualify as "office supply" vendors, development of reliable spending reports will necessarily be an iterative process.