

## **E-mail Regarding GSA Freeze Directive Relayed to National Park Units**

Pursuant to guidance from the General Services Administration, DOI will be reducing the spending threshold for all purchase and travel cards on Tuesday, February 25 to \$1. In order to implement this change, all regional offices within NPS were asked to take the following steps:

1. **Identify employees who will be in active travel status on Tuesday, February 25.**

Employees who are in an active travel status on 2/25 will not have their spending limit reduced until they return from travel. Therefore, we need to identify all employees in this situation by close of business on Monday, so that we can ensure that their travel is not impacted.

2. **Purchase card holders.** As of today, each regional office was allowed to submit one name as the purchase card holder for the entire region.

There will be additional guidance coming next week on how we will address increasing spending thresholds for travel card holders for future, approved travel. In the meantime, please be sure that you are complying with the current guidance regarding travel approvals. **In addition, bureaus and offices must ensure that purchase card spending remains at normal levels between now and tomorrow and remains consistent with current policies and priorities.**