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Refreshed Procurement Card Handbook Launches January 1 [1]

November 18, 2026 by Staff [2]

The Procurement Service Center is pleased to announce the launch of a newly refreshed Procurement Card Handbook, **releasing January 1, 2027**.

The updated handbook does not change to Procurement Card policies or program requirements. Instead, the existing guidance has been reorganized, clarified, and presented in a new format designed to make information easier to find and the handbook significantly easier to navigate.

The new handbook brings Procurement Card guidance together into a more intuitive structure that follows the lifecycle of the card from obtaining and using a card through restrictions, reconciliation, violations, and account management. The format also more closely aligns with the existing Travel Card Handbook [3], providing a more consistent experience for Commercial Card users.

As part of the update, information that applies across both the Procurement Card and Travel Card programs has also been consolidated and refreshed on the Commercial Card Program [4] webpage. Card-specific requirements remain within the respective card handbooks, with links between resources to help users quickly locate related guidance.

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