

**GUIDELINES FOR THE USE OF THE BUREAU OF ENGRAVING AND PRINTING  
REPRESENTATION FUND**

REVIEW DATE: March 16, 2020

**1.0 PURPOSE**

This circular addresses the Bureau of Engraving and Printing's (Bureau/BEP) policy and procedures relative to the use of representation funds. In order to insure accountability and responsibility, it is incumbent on the Bureau to tightly control and monitor expenditures of these funds.

**2.0 POLICY**

Representation funds shall be used solely to facilitate official reception and representation activities that further the interests of the Bureau, the Department of the Treasury, and the United States of America (USA/US). These activities are intended to facilitate cooperation and collaboration with the Bureau's global counterparts and domestic partners in the securities printing, banking and related industries.

**3.0 SCOPE**

The Director and the Deputy Director (or their designees) have authority to use representation funds for expenses, subject to enacted limits incurred in facilitating official reception and representation activities. This generally consists of official agency events characterized by a mixed ceremonial, social and/or business purpose, including luncheons, dinners, receptions, and similar events, used to build beneficial international and domestic relationships which relate to BEP's mission and are hosted by a high level BEP official. Representation funds may not be used to provide food or refreshments at intra-government work sessions or routine business meetings.

**4.0 BACKGROUND**

The Bureau meets regularly with its counterparts in the securities printing and banking industries around the world to share information and collaborate on issues related to currency production, counterfeit deterrence, and industry trends. Collaboration with other global security printers as well as experts in the field of counterfeit deterrent features provides opportunities to the Bureau to investigate features as well as technologies that may be suitable for inclusion into US paper currency designs. By using representation funds, the Bureau has a means to extend business courtesies to its official guests during collaborative meetings and forums.

**5.0 RESPONSIBILITIES**

The Office of Financial Management (OFM) shall establish detailed procedures for use of the representation fund. The Director or Deputy Director (or their designee) may request payment or reimbursement from representation funds of expenses incurred in connection with a function attended by foreign dignitaries and/or officials of organizations with interests related to security printing, securities design or manufacture, banking, or counterfeit deterrence, when the principal purpose of the function relates to BEP's programs or activities. The Chief Financial Officer (CFO)

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shall review requests and, if appropriate, approve the request. OFM shall review approved requests for accuracy and completeness, and perform all necessary procedures to facilitate payment or reimbursement transaction.

## 6.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of Financial Management

**<SIGNED>**  
Larry R. Felix  
Director