



DEPARTMENT OF THE ARMY
266th FINANCIAL MANAGEMENT CENTER
UNIT 23122
APO AE 09227

AETS-FCZ

16 April 2012

MEMORANDUM FOR 266th FMC

SUBJECT: Policy Letter 16, Government Purchase Card (GPC) Program

1. References.

- a. Defense Finance and Accounting Service, Army GPC Guidebook, 10 January 2011.
- b. Department of the Army Regulation, AR 715-XX, GPC Program, 1 October 2004, revised 2 May 2007.
- c. Department of the Army GPC Standard Operating Procedure (SOP), 31 July 2002.
- d. 21st Theater Sustainment Command (TSC) Policy #29, GPC, 26 September 2011.
- e. 21st Theater Sustainment Command GPC Standard Operating Procedure, 1 January 2008.

2. Purpose. The purpose of this memorandum is to establish policy and procedures of the 266th Financial Management Center (FMC) GPC Program and the responsibilities of the personnel involved.

3. Scope. This memorandum applies to the Resource Manager (RM), Billing Officials (BO), and cardholders of the 266th FMC.

4. Responsibilities and Procedures.

a. RM

(1) Coordinate GPC funding and spending limits with the BO and GPC Coordinator based upon mission requirements and procurement history.

(2) Provide the BO or cardholder with an official notification of funding.

(3) Assist the GPC Coordinator with the surveillance of assigned accounts.

(4) Include the GPC Program in the annual Management Control Program as required by USAREUR, 21st TSC, or as determined by the G8.

(5) Assist the GPC Coordinator in developing the Single Purchase Limits (SPL) and cycle limits for cardholders.

b. BO

(1) The BO's primary responsibilities involve GPC administration for cardholder accounts including approval/disapproval of all purchases, funds accountability, property accountability, invoice certification, and monitoring of all cardholders within their account. The BO is nominated for appointment by the 266th FMC Director or Deputy Director and is recommended to be in the cardholder's supervisory chain. He/she has oversight responsibility for a number of cardholders to ensure that all transactions are necessary and for official government purposes only. The BO is also a Certifying Officer within the context of the GPC program. The Certifying Officer's minimum qualifications and eligibility are discussed in DoD Financial Management Regulation (FMR) Volume 5, Chapter 33. BO's are responsible for the accuracy of payments, including designation of the proper appropriation(s) or other funds, certified to the paying office and Disbursing Officer. BO's are financially responsible for any illegal, improper, or incorrect payment as a result of an inaccurate or misleading certification.

(2) Specific BO responsibilities include, but are not limited to:

(a) Complete the required initial and refresher training and maintains currency on all refresher training requirements as described below.

(b) Recommend GPC dollar limits to the 266th FMC RM for cardholders under the BO's oversight.

(c) Ensure each cardholder fulfills his or her responsibilities related to the GPC.

(d) Pre-approve ALL cardholders' purchases prior to the actual purchase and ensures that the cardholder has other requisite approvals (i.e. G6 approvals on IT purchases). As part of the pre-approval process, the BO should verify that the purchase will comply with GPC policy, including property accountability, and the item is necessary to support the functional area.

(e) Review his or her assigned cardholders' statements to ensure that the cardholder is maintaining the bank electronic system properly and reconciling transactions and approving the cardholders' statement in their absence within the required time frames. As part of the review, the BO should ensure that all transactions are adequately supported and accountable items make the property book/hand receipt.

(f) Retain a copy of each BO billing statement and maintains all cardholder billing statements, to include original supporting documentation (for example, receipts, logs, invoices, delivery tickets, and approvals).

(g) Report suspected cases of fraudulent, improper, abusive, or questionable purchases to the GPC Program Coordinator and FMC Director.

(h) Notify the GPC Program Coordinator as soon as possible (in most cases prior to the event) to close any cardholder accounts for individuals who have transferred, terminated, are in "absent without leave" (AWOL) status, retired or has otherwise no further need for use of the GPC. This should occur at least 60 days prior to PCS/ETS and foreseeable changes in status.

(i) Notify the GPC Program Coordinator of any lost, stolen or compromised cards (in addition to the cardholder's immediate notification of the Servicing Bank) and notifies the Level IV A/OPC (servicing RCO) within five business days to detail the circumstances of the lost, stolen or compromised card.

(j) Resolve any questionable purchases with the cardholder and ensures that appropriate action is taken. Ensures that the cardholder follows-up with the servicing bank on disputed items or missing credits.

(k) Certify billing statements electronically within 5 business days for Electronic Data Interface (EDI)-enabled accounts.

(l) Ensure that the Alternate BO appointed is trained on all BO procedures.

(m) Notify the GPC Program Coordinator to terminate or reassign an BO account prior to the BO's reassignment to other duties and/or departure from the installation/activity.

(n) Ensure that the final bill(s) for departing cardholders are processed and adequate supporting documentation is maintained.

c. Cardholders

(1) Primary responsibilities include making authorized transactions, collecting and maintaining the required documentation, logging and reconciling transactions, and obtaining pre-approvals of all transactions made in support of organizational requirements.

(2) Specific cardholders' responsibilities include the following, but are not limited to:

(a) Complete the required initial and annual refresher training. The following is a list of required training for both the BO and cardholder. The items that are marked with double asterisks are the training requirements for BOs only.

1. GPC Initial "Classroom" Training
2. Access Online Web based training

3. DAU GPC (CLG 001)
4. DAU Ethics (CLM003) (also annual requirement)
5. GSA 508 Micro Purchase and Section 508 Training (also annual requirement)
6. Certifying Officer's Training**
7. DAU GPC (CLG 004) (annual requirement)
8. GPC Expanded Authority "classroom" training (selected cardholders)

(b) Comply with FAR 8 and DFARS 208 required sources, rotating merchants when practicable and utilizing Mandatory Army Blanket Purchase Agreement to purchase supplies and services.

(c) Obtain all required pre-purchase approvals (Supervisor, BO, PBO, Hand-Receipt Holder, & G6, if IT Purchase).

(d) Use the GPC to purchase and/or pay only for official supplies and services in support of the cardholder's agency's mission, ensures that he or she does not use the GPC to purchase items for personal use, ensures that others do not use his or her GPC or account number, and understands what restrictions may be placed on purchases by the funds allotted to the card.

(e) Maintain the Servicing Bank's electronic purchase log after every purchase is made.

(f) Verify receipt/acceptance of purchased goods or services. Completes or obtains a copy of the DD250, Material Inspection and Receiving Report, for supplies identified as non-expendable and durable by the PBO to initiate accountability procedures between the requesting activity and the PBO.

(g) Maintain original receipts and other supporting documentation for purchases until provided to the BO monthly.

(h) Review, reconcile and approve transactions throughout the cycle. Approves the Statement within 2 business days after the cycle closes.

(i) Resolve unauthorized, erroneous, or questionable transactions with merchants and Servicing Bank.

1. Contact merchant if an item has been ordered and billed, but not received. If the cardholder cannot resolve the problem with the merchant, the cardholder should notify the BO

and dispute the charge with the servicing bank. The cardholder should track disputes until the issue has been resolved.

2. Dispute questionable transaction charges.

3. Contact the bank immediately if any items have been charged to their account that they have NOT ordered or purchased and follows the guidance provided by the servicing bank regarding fraud.

(j) Maintain physical security of the GPC to avoid unauthorized use. No one except the cardholder shall use the GPC. Additionally, the cardholder shall not release the GPC account number to entities other than a merchant processing a transaction.

(k) Notify the BO of a lost, stolen, or compromised GPC within one business day, so that the BO can meet the requirement to notify the GPC Program Coordinator within five business days.

(l) Notify the GPC Program Coordinator to terminate the card upon reassignment to other duties and/or departure from the installation/activity. This should occur at least 60 days prior to PCS/ETS and foreseeable changes in status.

(m) Maintain the Servicing Bank's electronic purchase log throughout the billing cycle, reconciles all transactions, and approves the statement of account within three business days of the end of the billing cycle. If the electronic purchase log is not accessible, the cardholder is responsible for maintaining a manual purchase log.

(n) Ensure funds are available to pay for a purchase prior to making the buy.

(o) Ensure purchased items are received by the requiring activity.

(p) Notify the Property Book Officer of the receipt of all accountable property and provides its descriptive and serial number information.

(q) Ensure that a copy of their monthly statement and all original supporting documentation is provided to the BO every month.

(r) Ensure that every purchase made with the GPC has a Purchase Request form that is signed, at a minimum, by the Requestor, Supervisor, Property Book Officer & BO (the Receiver, PBO or Requestor, depending on who is responsible to "sign for" the purchase, must also sign every form). This request should also include additional supporting documentation if the purchase is greater than 3K (3 quotes, abstract of offer & price reasonableness determination OR mini-J&A [mini-justification & authority if it is a sole source, signed by a Contracting Officer at the RCO], and a Purchase Request Form), and "higher level approvals" for all items that require it and all other supporting documentation required by the AO.

AETS-FCZ

SUBJECT: Policy Letter 16, Government Purchase Card (GPC) Program

(s) Ensure that every purchase that is made is not available through the Army Supply System, and if it is, has adequate justification as to why it is not being acquired through the Army Supply System. Cardholders must use regulatory required sources of supply when available to meet the mission requirements.

(t) Ensure that every purchase made is supported by regulatory authority to do so and it is documented on the purchase request form citing the regulation and paragraph number. The PBO shall assist in determining this authority.

(u) Work with the BO, the GPC Coordinator and the SJA to validate the legitimacy of the transaction PRIOR to purchase if there is any doubt about the legality or validity of a particular purchase.

(v) Notify the BO and GPC Coordinator of any undue influence by vendors, requestors, etc. to use a specific supplier.

(w) Comply with all applicable ethics laws and regulations covering procurement officials.

(x) Request account closure through the BO and GPC Coordinator upon departure and ensures that the BO receives adequate documentation to certify and process the final statement(s) at least 60 days prior to departure.

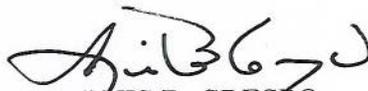
(y) Ensures that GPC cards are not used to support downrange activities.

5. Intentional Misuse, Unauthorized and Fraudulent Purchases. Misuse of the Government Purchase Card is unlawful and will not be tolerated. Cases of suspected intentional misuse will be investigated IAW procedures outlined in AR 715-XX, Para 2-5 (f) and appropriate disciplinary will be taken. This may include efforts to recover the funds if liability has been determined.

6. POC for this policy is the FMC Policy Section, DSN 483-6257/6135, commercial 0631-411-6257/6135.

First in Finance Support!

FOR THE COMMANDER:


LUIS B. CRESPO
COL, FC
Director