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## GOVERNMENT PURCHASE CARD (GPC) USER GUIDE

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**1. Purpose:** This Customer Guide provides information and procedures for using the Government Purchase Card (GPC) at the Presidio of Monterey for purchases up to \$2,500. This Guide is initiated to comply with Federal Acquisition Regulation (FAR) 13.301(b). Questions, comments, and suggestions may be addressed to your GPC Agency Program Coordinator (APC), Gordon Ross at 242-6581 / [gordon.ross@monterey.army.mil](mailto:gordon.ross@monterey.army.mil).

**2. Scope:** Procedures and information apply to all GPC cardholders authorized by Directorate of Contracting in support of the Defense Language Institute, Presidio of Monterey, and tenant organizations. GPC personnel shall not be allowed to make any purchase over \$2,500 and shall not split requirements in order to meet the \$2,500 limit.



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## Introduction

The Government Purchase Card provides you with a quick and simple way to make purchases of supplies/services up to \$2,500 per purchase. With this streamlined acquisition procedure comes greater responsibility.

Your primary source of guidance for the GPC Program is the Draft Army Regulation 715-xx dated 1 Oct 04 revised 21 Mar 06. However, this Customer Guide provides you easy-to-find information pertaining to training requirements, the account application process, and local installation procedures on the proper use of the Card. The information in this Guide is presented in the Frequently Asked Questions (FAQ) format for your convenience. .

Mr. Gordon Ross is the GPC Agency/Organization Program Coordinator (APC) for the Presidio of Monterey (POM) Directorate of Contracting (DOC). He stands ready to assist with your GPC needs. Please feel free to contact him at [gordon.ross@monterey.army.mil](mailto:gordon.ross@monterey.army.mil) or (831) 242-6581.

## **PART 1: OBTAINING A GPC**

### **Who is eligible to receive a GPC?**

Civilian employees or military members assigned to Presidio of Monterey (POM), along with tenant activities, Camp Roberts, and Defense Language Institute (DLI) Washington D.C. office.

### **How do I apply for a GPC?**

#### **STEP 1.**

Commanders/Directors will nominate individuals within their organization to serve as

- (1) Billing Official(s),
- (2) Alternate Billing Officials(s), and
- (3) Cardholder(s)

Every Cardholder must have a Billing Official. Every Billing Official must have an Alternate. The Alternate Billing Official is required to have the same GPC training and certification as the Primary Billing Official.

#### **STEP 2.**

Successfully complete the online Defense Acquisition University (DAU) Government Purchase Card tutorial (CLG 001) using instructions provided at **Enclosure 1**. Print the training certificate for the on-line tutorial. Attend one of the quarterly new cardholder/approving official Army on-site GPC classes held at the Presidio of Monterey. (Proof of training from other Army Installations may be acceptable)

#### **STEP 3.**

Commander/Director will submit the Customer Automation & Reporting Environment (C.A.R.E.) set up form to request for account (sample at **Enclosure 2**) correctly and fully completed. A copy of the individual's training certificate must be attached to the form. Nominee shall retain a copy of submitted paperwork in their GPC file.

#### **STEP 4.**

Sign the Acknowledgement of Delegation of Authority memo upon receipt and return a copy to the GPC A/OPC.

### **How do I apply for training?**

**GPC Classroom Training:** Scheduled training dates are posted on the Presidio of Monterey Purchase Card website: [http://www.monterey.army.mil/directorates/DOC/purchase\\_card.htm](http://www.monterey.army.mil/directorates/DOC/purchase_card.htm) You may also contact the POM GPC A/OPC, Gordon Ross, via email at [gordon.ross@monterey.army.mil](mailto:gordon.ross@monterey.army.mil) or by phone at (831) 242-6581 for the next available training.

On-line DoD Government Purchase Card Tutorial: Use instructions provided at **Enclosure 1** to register and complete the tutorial. Print the certificate of training provided at the DAU web site.

### **What are the requirements for becoming a Billing Official (BO) (also known as Certifying Official, Managing Official and Approving Official)?**

- ✓ Successfully complete GPC classroom training, on-line DoD GPC Tutorial, and ethics training.
- ✓ Director/Commander submits GPC training certificate, Set-Up form, and nomination through Resource Manager (for obligation of funds).
- ✓ Sign and return Certifying/Billing Official appointment letter to A/OPC upon receipt.

### **What are the requirements to become an Alternate Billing Official (ABO)?**

- ✓ Exactly the same as for Primary Billing Official.

### **How long will it take before I receive my Card?**

Under an existing Billing Official Account, the cardholder should receive the credit card within 7-10 business days after set-up. The GPC A/OPC will send an email notification to the cardholder after creating the account.

If the Billing Official account is new, the card will be delayed by one or two days. The GPC APC must create the billing official account first and must wait until the following business day to create the cardholder's account.

The Bank, not the GPC A/OPC, issues the Cards. If you do not receive your card within the above time frames, notify the A/OPC (Gordon Ross).

### **How will I receive my Card?**

The bank will send your credit card to your office in a plain envelope through official mail. Your name will be on the first line of the address.

### **I received my card, how do I set up an account?**

- 1) Immediately implement security procedures for card and records:
  - ✓ Throw nothing with your account number on it in the trash intact. If you need to discard anything with your account number (extra copies of receipts, carbons, etc.), shred it!
  - ✓ Leave nothing regarding your account or card exposed!
  - ✓ Know where your card is at all times!
  - ✓ Sign back of card!
  - ✓ Call the number on the back of your card for activation. YOUR SINGLE PURCHASE LIMIT IS \$2,500 (unless otherwise noted in your Delegation of Authority memorandum from the POM DOC).

- 2) Set up your C.A.R.E. user ID and password using the instructions at [Enclosure 3](#).

## **PART 2: USING THE GPC**

### **What are Micro Purchases?**

Purchases of supplies or services equal to or less than \$2,500 per transaction. Micro purchases for construction are limited to \$2,000.

### **What are the micro purchase rules?**

Standard procurement rules described in the Federal Acquisition Regulation and Supplements, and fiscal law requirements of the Anti-Deficiency Act [Army Regulation (AR) 37-1] apply, which means:

1. Total amount of an individual purchase cannot exceed \$2,500.00 (otherwise known as the micro purchase threshold).
2. Requirements are not to be split in order to meet the micro purchase threshold. For example; if the requirement is for 3 printers, each of which costs \$1,000.00, then you cannot make a transaction for 2 printers at a total cost of \$2,000.00 and another transaction for 1 printer at a total cost of \$1,000.00. In this example, you would have to submit a purchase request in PRWeb through your Budget Analyst to the POM DOC.
3. Mandatory sources, e.g. local Base Supply Store or the DoD Email Army Office Supply BPA Vendors for all office supplies. UNICOR will be consulted for all furniture purchases. If UNICOR cannot meet your furniture need by price, quality, delivery, you must then check with GSA before going open market. If the mandatory sources are not used when required, the GPC file must contain justification for these purchases.
4. Competition is not required; however, you must determine the price to be fair and reasonable.
5. Recommend small business, but purchases may be made from large business.

### **How do I identify what I can or cannot buy with the GPC?**

The Card may be used for almost every kind of supply or service. However, the Draft AR 715-xx groups the types of purchases you may encounter in three different groups: Prohibited Items, Items That Often Require Pre-Purchase Approval, and Fiscal Law Issues. I've listed them again for you in this guide and included any local procedures you need to follow.

Read through the following list. If you still have questions, you should contact POM DOC personnel (Gordon Ross, 242-6581, or Vivida Torre, 242-6586) or SJA (Capt. Robert B. Nelson, 242-6402) before making any of these purchases.

### **PROHIBITED ITEMS (Refer to Pages 85-89 of Draft AR 715-xx and the following):**

#### **You will not use the card for:**

- ✓ Cash advances
- ✓ Long-term lease of land or buildings
- ✓ Aircraft Fuel
- ✓ Repair of leased GSA vehicles
- ✓ Telecommunication systems
- ✓ Construction services in excess of \$2,000.00. In construction, work must be accomplished in accordance with certain building codes and specifications. Drawings are often needed to depict locations and applicable elevations. Building codes, specifications and drawings are not incorporated into a GPC purchase. Finally, at the \$2,000 level, the Davis-Bacon Act is applicable and requires the use of a Department of Labor wage determination.
- ✓ Wire transfers
- ✓ Savings bonds
- ✓ Foreign currency
- ✓ Dating and escort services
- ✓ Betting, casino gaming chips, and off-track betting
- ✓ Transactions with political organizations
- ✓ Court costs, alimony, and child support
- ✓ Fines
- ✓ Bail and bond payments
- ✓ Tax payments

**Items That Often Require Pre-Purchase Approval (Refer to pages 89-94 of the Draft AR 715-xx and the following):**

1. **Printing:** Refer to pages 89-90 of Draft AR 715-xx. Contact the POM Publication Officers: (Mission) Tom Colin at 242-6030 or (IMA) Emily Clark at 242-5131 for correct procedures with all printing requirements.
2. **Hazardous materials:** Refer to page 90 of Draft AR 715-xx. Contact the POM Public Works Environmental Div. Hazardous Waste Office (242-7924) as a possible source for your item or for written approval prior to purchasing off-post. Hazardous items include cleaning products, batteries (to include AA, AAA, etc.), paint, etc.
3. **Advertising:** Refer to page 90 of Draft AR 715-xx. Contact your budget analyst or SJA for additional clarification.
4. **Video information (VI):** Refer to page 90 of Draft AR 715-xx. Contact DOIM Visual Information Office at 242-5191 before buying off post.
5. **Information Technology (IT):** Refer to page 91 of Draft AR 715-xx. You must obtain prior approval from ATFL-CIO office (242-4289) and DOIM (242-5028). You must also check with the Army Small Computer Program (ASCP) to determine whether the purchase must be made from one of the ASCP's blanket purchase agreements or contracts. The ASCP website is <https://ascp.monmouth.army.mil/scp/ascp/aboutus.jsp>. A copy of all approvals must be in the cardholder's file with the receipt, along with property book documentation, when applicable.
6. **Equipment and materiel:** Refer to page 91 of Draft AR 715-xx. Pre-approval must be in the file.

7. Ergonomic-related and low-vision equipment: Refer to pages 91-92 of Draft AR 715-xx. You must follow the specific procedures described here and place documentation in the file.
8. Travel-related purchases: Refer to page 92 of Draft AR 715-xx. You must not use your Government Purchase Card for travel-related purchases unless approved in writing by your GPC A/OPC in writing. (These will not be approved after the fact!)
9. Short Term Rental or Lease of land and buildings: Refer to pages 92-93 of Draft AR 715-xx.
10. Wood Packaging Material (WPM) (pallets, crates, boxes, etc.): Refer to page 93-94 of Draft AR 715-xx. Wood or wood products to be used as wood packaging material shall not be purchased unless it meets the ISPM 15 standard or other acceptable standard.

**Restricted purchase list by FISCAL LAW RESTRICTIONS (Refer to pages 94-104 of Draft AR 715-xx and the following guidance)**: Can I buy the following? If your purchase falls within one of the limited exceptions, you must include justification in your GPC file.

1. Food and Refreshments: In most cases, **NO. YOU CAN'T BUY** Refer to pages 95–98 of Draft AR 715-xx for possible exceptions. Contact SJA (242-6402) for Immersion Training food purchase authorization.
2. Personal Purchases: **NO. YOU CAN'T BUY** Should be purchased through employee collections and/or personal funds. Refer to page 98 of Draft AR 715-xx for Limited Exception.
3. Memberships: Refer to pages 98–99 of Draft AR 715-xx.
4. Greeting Cards and Decorations: Refer to page 99 of Draft AR 715-xx.
5. Cellular Phones/Pagers: Refer to pages 99–100 of Draft AR 715-xx. Contact DOIM, (242-5028) for local procedures.
6. Bottled Water Services: Refer to page 100 of Draft AR 715-xx. Submit a work order to the DPW Service Order Desk (242-7779) to have contractor test the water.
7. Motor vehicle, long-term rental or lease: Refer to page 100 of Draft 715-xx.
8. Trophies, gifts, awards, plaques, and mementoes as give-away items for hails, farewells, and other occasions: Refer to page 101 of Draft 715-xx. Again, if your purchase falls within the limited exception identified, you must include justification in your file.
9. Business cards: Refer to pages 101-102 of Draft AR 715-xx.
10. Clothing: In most cases, **NO. YOU CAN'T BUY** Refer to pages 102–104 of Draft AR 715-xx. The following are three statutes under which purchase of wearing apparel may be authorized:
  - 5 USC Section 7903 (special clothing for hazardous occupations)
  - 5 USC Section 5901 (uniform allowances)
  - Occupational Safety and Health Act of 1970 (Protective clothing)

## What is “brokering”?

Brokering occurs when a merchant gets another merchant to swipe the credit card for them. This might seem harmless, but it is against Visa regulations and leaves the government open for possible trouble because there is no audit trail to show proof of payment. If a vendor does not accept Visa, you cannot do business with them.

## What must I do before each purchase?



1. A need to buy a supply or service is identified by your activity. The requirement should be submitted to the Cardholder in writing (via memo, e-mail, worksheet etc.) to ensure the Cardholder fully understands what is required.
2. Cardholder must determine if a mandatory source meets need before going to a commercial source. Cardholder must screen mandatory sources in order dictated by Federal Acquisition Regulation (FAR) Part 8, Required Sources of Supplies and Services, Subpart 8.001 - Priorities for Use of Government Supply Sources. The mandatory sources for supplies in descending order of priority are:

- \* Activity/Installation inventories
- \* Excess items from other agencies.
- \* Federal Prison Industries (FPI or trade name UNICOR). To see if they have the item(s) you need, visit their web page at: <http://www.unicor.gov/unicor/schedule.html>.
- \* Department of Defense (DoD) Electronic Mall E-Mall for all office supplies with limited exceptions.

Office products are consumable items that are routinely used in an office environment.

- \* Wholesale supply sources. Questions should be directed to Contracting Officers in the POM DOC, 242-6581.

Defense Logistics Agency (DLA) point-of-contact  
(614) 692-7585  
DSN 850-7585

- \* **After** the mandatory sources have been reviewed and it has been determined that a mandatory source cannot meet the requirement, then you are free to purchase from a commercial source, provided the price is considered fair and reasonable.

3. The mandatory order of precedence for services is far less complicated:

- \* National Industries for the Blind/Severely Handicapped (NIB/NISH). Visit their web page at: <http://www.jwod.gov>.

- \* Federal Prison Industries (FPI or trade name UNICOR). To see if they have the item(s) you need, visit their web page at: <http://www.unicor.gov/unicor/schedule.html>.

Please note that NIB/NISH has priority over UNICOR for services.

### **What are the correct procedures for a property book purchase?**

*Extremely important!* The Property Book Officer (PBO) determines if items are to be entered into the Property Book. They will also provide guidance on warranty issues. Contact 242-6542 for assistance from the Property Book Office. All property book items must be added to the hand receipt within five business days after receipt of the item. The paperwork must contain a description of the item(s) purchased, make, model, serial number, unit of issue, price, quantity received, and signature of cardholder. GPC file must contain hand receipt documentation!

Purchase of Information Technology (IT) Equipment requires prior approval from your servicing information management activity. For assistance with Information Technology and Communications Equipment purchases, contact DOIM, 242-5028. All IT hardware and software, regardless of dollar value or procurement type, must be evaluated for architectural compliance. IT type items include automation, telecommunications, records management, visual information, printing and publications. Therefore, the following guide is provided to assist our customers in development of your procurement packages.

- Must be less than \$2,500; must have DOIM approval prior to purchase; and must not be a fragmented (split) purchase.

- IT items include, but are not limited to: PCs, Multifunction/FAX; adapters and cables; RAM upgrades; monitors; laptops; zip drives; processors; hard drives; memory chips; speakers; communication cards; scanners, printers and accessories; CD ROM and rewritable; modems; and all software.

- Cellular phones, cordless phones, and answering machines may be purchased with the purchase card, but must be cleared through DOIM prior to purchase.

The Billing Official must review Cardholder accounts monthly to ensure property book/hand receipt responsibilities have been met.

### **How do I make an open market purchase?**

**STEP 1.** Establish price reasonableness:

- ❑ Use your own knowledge
- ❑ Use catalogs
- ❑ Use advertisements
- ❑ Obtain information from others
- ❑ Communicate with other vendors

**STEP 2.** Conduct a transaction just like you would with your own personal credit card via over-the-counter, telephone, or Internet. When communicating with the contractor, identify

yourself as a Government employee who is making a purchase for the Government. Ask if the vendor accepts VISA. If not, politely end the conversation and move on to another vendor.

Ask about discounts including quantity discounts or special Government discounts. Ask for their best price. If the vendor publicly advertises that he/she will meet or beat other vendor's prices, it is acceptable to reveal another's price in order to take advantage of this offer.

The United States Government is tax exempt, which means we do not pay state or local taxes. If the vendor will not honor the Government's tax-exempt status, use another vendor. If this is the only vendor who can provide your supply/service and they insist on some sort of proof of your tax-exempt status, you may provide them with a copy of a state tax-exempt letter that can be obtained from the POM Purchase Card website. However, if they will not honor your tax-exempt status, you **MUST NOT DO BUSINESS WITH THEM!**

Taxes cannot be disputed with the bank! If a vendor charges tax against your account, you must resolve the issue with the merchant.

### **What actions must I perform after the purchase?**

DOCUMENT !! Make sure you have completed a log of the transaction within C.A.R.E.. Each transaction must have a complete and legible audit trail in the file explaining the history of the transaction.

DOCUMENT !! When the item is received, you need to document receipt. Again, you may use the Purchase Log for that purpose or enter the date received on the original request. If however, the item is a property book item, you must make sure that your Hand Receipt Holder and PBO are notified and a copy of the property book documentation must be in the file.

DOCUMENT !! If a purchase does not show on the statement, you must subtract the amount of that charge from your monthly purchase limit when the new cycle begins so you do not inadvertently over extend your finances. You must also move the documentation for this purchase to the following month's file.

### **What if the item or service received is incorrect, damaged or of poor quality?**

Return any items that are defective, poor quality, or erroneously shipped. Contact the vendor prior to shipping anything back, and request either a replacement or a credit, as applicable. Always attempt to settle problems with the vendor.

Your initial statement may reflect the purchase, but your subsequent statement should reflect the credit. Maintain copies of all documents related to exchanges and returns in purchase card files.

**Do not** withhold payment while attempting resolution with the vendor. Pay each bill within five business days after the cycle closing date. If resolution has not been reached by the time the next statement is received, contact your GPC APC. If fraud is suspected, immediately begin lost, stolen, or compromised card procedures.

## How are the bills paid?

§ The Cardholder shall access the Customer Automated Reporting Environment (C.A.R.E.) system throughout the month, create log entries for each purchase, and reconcile each transaction with the matching log entry. Cardholders have three (3) business days after cycle end (19th of month) to reconcile/reallocate/dispute/approve all transactions and their statement. Billing Officials have five (5) days after cycle closing date to review all Cardholder's purchases (along with all supporting documentation) and certify their invoice for payment. Remember, if certification can be completed before the five days, you will earn higher rebates (\$) for your accounts.

### Billing Officials: Notes to Remember:

Prior to certifying within C.A.R.E., please check the following:

- ✗ Ensure property book items are identified and reported
- ✗ Verify proper funding was in place prior to purchase
- ✗ Verify proper purchasing procedures were followed
- ✗ Verify mandatory sources used or proper waivers obtained
- ✗ Verify taxes were not charged
- ✗ If taxes have been charged, ensure efforts to recover from merchant have been initiated. Counsel Cardholder on preventing tax from being charged. (Taxes are not disputable items with the Bank and must be recovered from vendor.)
- ✗ Ensure that credits promised by vendors have been processed and credited
- ✗ Verify dispute procedures were implemented, if needed
- ✗ Ensure disputes from previous months were resolved and proper action taken

The Billing Official should retain the original SOA, Register, Logs, and receipts in one file. Records must be retained for 6 yrs, and 3 mos.

## **PART 3: SPECIAL GPC ISSUES**

### What if my card is lost or stolen?

1. It is the Cardholder's responsibility to notify the Bank's Customer Service Department for reporting lost or stolen cards (1-888-994-6722), keep this number with you, in a separate area from where you carry your card.
2. Immediately after reporting the lost or stolen card to the bank, the Cardholder will notify the law enforcement activity with jurisdiction over the location where the card was stolen or location where card was presumably lost (if applicable).
3. Cardholder must also notify the Billing Official of the lost or stolen card within 1 workday of discovering the card missing.
4. The Billing Official must provide a written report to the GPC Program Manager with the following information:

- ✓ Card number
- ✓ Cardholder's name exactly as it appears on card
- ✓ Date and location of loss (approximate)
- ✓ Date and time reported to police (if applicable)
- ✓ Name, location and point of contact for police (if applicable)
- ✓ Date, time and point of contact receiving report at bank
- ✓ Any purchase(s) made on the card the day of loss/theft
- ✓ Any open transactions not billed

### **What if my card has been compromised?**

If you still have your card, and unrecognized charges appear on your Statement of Account (SOA), your card may well have been compromised. Credit card numbers are stolen everyday. Stolen numbers can be used telephonically or electronically, and are used by criminals to either make fraudulent purchases or to create new cards, which can then be used for criminal activity.

Again, notify the bank and your billing official immediately. The Billing Official must submit a written report (email) of any open unbilled transactions that have not posted to your account. Time is of the essence –  
The matter may need to be referred to the Criminal Investigation Division.

### **What do I do with the card when I change jobs?**

Your account must be closed and your card destroyed. You are not authorized to take the GPC with you to a new activity. Cardholders and Billing Officials must clear with the POM GPC APC (Gordon Ross) before departing the installation. The GPC must be turned in and destroyed. Your Billing Official must notify the GPC APC in writing that he/she witnessed the destruction of the card and request the account be terminated with the bank. All files must stay with the Billing Official.

### **How do I request changes to my account?**

Cardholders and Billing Officials may request administrative changes, e.g., telephone numbers, address, Billing Official name, cardholder's name (name only – person cannot change), in an email to the GPC APC who will process the change with the bank. All changes to spending limits must be sent via email to your budget analyst. Once approved, they will forward the request to the GPC APC who will process the change with the bank.

## How must I maintain my GPC files?

### **Each Cardholder, Billing Official and Alternate Billing Official shall maintain a Personal GPC File.**

The file shall contain:

- ❖ Training Certificate(s) related to GPC (initial GPC classroom; on-line DoD GPC Tutorial; Annual Ethics & GPC refresher training)
- ❖ Copy of Delegation of Authority (for Cardholder) or Appointment Memorandum and DD577 (for Primary and Alternate Billing Official)
- ❖ Training materials from class
- ❖ Draft Army Regulation 715-xx
- ❖ POM Customer Guide
- ❖ Any and all Purchase Card information or correspondence provided by POM GPC APC.

In addition to the Personal GPC File, each **Cardholder shall maintain separate labeled monthly files**, which are to contain:

- ❖ Cardholder shall print a Cardholder's Transaction Activity Report from C.A.R.E. each month and insert it at the front of each months file
- ❖ Written GPC purchase requests (See Sample, Enclosure 6) with attached supporting documentation shall be tabbed and numbered to match all transactions on the monthly transaction activity report
- ❖ Written certification of funds
- ❖ Receipts for purchases
- ❖ Any notes or memorandums about the purchase
- ❖ Cardholder Statements of Questioned Items, if any
- ❖ Property Book documentation
- ❖ Copy of Approved CAPR for IT purchases
- ❖ All correspondence related to transaction.

### **Each Billing Official shall maintain a Billing Official's File**, which shall contain:

- ❖ Any notes or memorandums about Billing Official accounts
- ❖ All information contained in Billing File shall be GPC specific and relate only to purchases made with GPC
- ❖

See Enclosure 4 for files disposition instructions

## What if I (billing official) receive a delinquency notice from the bank?

Immediately call the bank, 888-994-6722, press \*, and ask the customer service representative to check the status of your account. If they say your account is current, annotate their name and comment on your delinquency notice and place it in that month's file. If the bank says your account is delinquent, ask what month's statement is delinquent and the amount of the delinquency. Log into C.A.R.E., select Account Statement on the left side of the screen, and print the statement for the month in question. Hand carry the statement to your budget analyst and explain that your account is delinquent by the specific amount given to you by the bank. You will sign a certification statement provided by your budget analyst and they will process a manual payment through DFAS to the bank. ACT PROMPTLY!!

## How do I handle a dispute?

For an erroneous/duplicate billing: You have only 60 days from the date the transaction appears on your statement in C.A.R.E. to file a dispute. If you are unable to resolve the issue with the vendor (e.g., they refuse to issue a credit for the erroneous charge), and it is still within the approval period, you may dispute the transaction electronically in C.A.R.E. by selecting the "Dispute" button, completing the Cardholder Statement of Questioned Item (CSQI) Form that will appear on your screen, and printing a copy for your files. If you do not determine the dispute is valid until after transaction and statement have been approved, you must complete and fax a CSQI directly to the Bank and place a copy in your file. Be sure to inform your Billing Official so he/she can monitor the dispute until it is resolved.

For item in need of replacement: Attempt to resolve issue directly with vendor. If vendor refuses to replace or correct the faulty item, submit CSQI to Bank.

### Can I have a purchase limit in excess of \$2,500?

Only Directorate of Contracting or CPAC training personnel can have these special PAYMENT cards in excess of \$2,500. Between \$2,500 and \$25,000 the Card is only authorized for PAYMENT against existing Government contracts or Blanket Purchase Agreements or for training requirements up to \$25,000. Submit written request through your Budget Analyst to the POM Director of Contracting with adequate justification. If the POM DOC approves, you must receive additional training.

### GPC checks, what are they and when can they be used?

The preferred method of purchase under \$2,500 is the Government Purchase Card. However, The POM Directorate of Contracting (DOC) can issue GPC Convenience Checks on a very limited basis. Checks can only be requested by Government Purchase Cardholders to support purchases up to \$2,500 where the contractor will not accept the GPC card. Due to the additional oversight associated with issuing checks, there is a separate DOC Standard Operation Procedure #DOC-003. Checks must be requested and approved by DOC PRIOR TO SOLICITING SERVICES. If you have a requirement \$2,500 or below and cannot locate a vendor who will accept the Visa card as payment, have the GPC Cardholder contact the POM DOC at 242-6586/6576. They will instruct you on the necessary paperwork.

### What are the local disciplinary procedures?

POM's Disciplinary Procedures are provided at **Enclosure 5**.

#### Enclosures:

- 1 – On-line Tutorial
2. – GPC Set-up
3. – C.A.R.E. User ID and Pass word On-line Registration
4. – Record Keeping Instructions
5. – Disciplinary Procedures
6. – GPC Purchase Request / Receipt Sheet

## **ENCLOSURE 1**

### **Defense Acquisition University (DAU) Virtual Campus On-line Registration**

1. Access <http://www.dau.mil>. Place cursor over "Training Courses" and select "Virtual Campus" in the drop down box.
2. If you already have an account with DAU, log in with your Username and Password. If not, look for the statement, "If you are a student wanting to register for a DAU on-line course or module, click [HERE](#)."
3. Select "Apply for training."
4. Select category "Continuous Learning Modules" from the drop down list.
5. Log in with your SSN and Date Of Birth.
6. Select the DAU CL Course from the Course drop-down list. If you need to take the required GPC training, please select "CLG 001 (DOD GOVERNMENT PURCHASE CARD TUTORIAL)."
7. Press the SEARCH button.
8. Click on "DAU Virtual Campus Continuous Learning Module" link.
9. Click on the class number 301.
10. Complete application.
11. Click on the "SUBMIT THIS APPLICATION" button at bottom of screen.

Your application will be forwarded to DAU for enrollment in their virtual campus. If you do not already have an account on the DAU virtual campus, one will be created for you.

You will receive a welcome email from DAU (ATLAS) when you have been enrolled and can start the course. If you do not receive email confirmation within an hour or so, contact the number below and ask for assistance.

If you have any questions or for assistance, contact the DAU HELP DESK at [dauhelp@dau.mil](mailto:dauhelp@dau.mil) or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. When calling in, select option 1 for DAU Virtual Campus Continuous Learning. Please do not contact your DACM or service training office regarding the DAU Continuous Learning Center/Module move initiative.

**Enclosure 1**

**ENCLOSURE 2**



**C.A.R.E.**  
Customer Automation & Reporting Environment

**GOVERNMENT PURCHASE CARD (GPC) SET UP FORM**

**PURCHASE CARD HOLDER (CH) INFORMATION:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Work Address, Street, Building No., City, State, and Zip Code \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_ Work Email Address \_\_\_\_\_ Office Symbol \_\_\_\_\_

**APPROVING OFFICIAL (AO) INFORMATION:**      **NEW AO?**       **YES**       **NO**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Work Address, Street, Building No., City, State, and zip Code \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_ Work Email Address \_\_\_\_\_ Office Symbol \_\_\_\_\_

AO's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 AO's must attach the nomination letter with this form.  
 AO's IMPAC Account Number: 4716 \_\_\_\_\_

**SINGLE PURCHASE LIMIT:** \$ \_\_\_\_\_ **MONTHLY LIMIT:** \$ \_\_\_\_\_  
**OFFICE MONTHLY LIMIT** \$ \_\_\_\_\_

**FORWARD FORM TO: DRM-IMA Fax 242-6324; DRM-MISSION Fax 242-6021**

**DRM: FORWARD FORM TO: GORDON ROSS, ACASR, DIRECTORATE OF CONTRACTING, VOICE: 242-6581, FAX: 242-6585 / 6562**

**DO NOT FILL OUT BELOW THIS LINE**

**BUDGET INFORMATION: ATZP-DRM-B**

AO's LEVEL NO.: \_\_\_\_\_ CHILD RULE SET NAME: \_\_\_\_\_  
 FY: \_\_\_\_\_

OMA: 2020	AFH: 7025	OPEN ALLOT: 2010
C: 57	C:	C:
N: 01069	N:	N:
C: GPC0I6	C: GPC0I6	C: GPC0I6
R: I6 PC)	R: I6 PC)	R: I6 PC)
:	:	:
OR)	OR)	OR)
SH: I6 PC)	SH: I6 PC)	SH: I6 PC)
: 004351	: 004351	:

BUDGET ANALYST NAME \_\_\_\_\_ DATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

BUDGET ANALYST'S ARE RESPONSIBLE FOR ADDING ALL ACCOUNTING INTO THE C.A.R.E. SYSTEM

**Enclosure 2**

## **ENCLOSURE 3**

### **C.A.R.E. USER ID AND PASS WORD REGISTRATION**

1. Access the C.A.R.E. web address at <https://care.usbank.com>.
2. At the C.A.R.E. log on screen, click "On-Line Registration" on the task bar.
3. Enter the Relationship Registration Code (0021army) and User Profile Code (c01).
4. Click OK.
5. To add the accounts associated with the user ID and password being established, enter the Account Number (16 digits), Account Expiration Date (MM/YY) and Zip Code (5 digits) in the appropriate fields.
6. After all accounts are entered, click OK. The system validates account information.
7. Enter Contact Information.
8. Enter user ID, User Verification (Favorite Sports Team, Mother's Maiden Name, etc.) and password. **NOTES:** No dashes, hyphens, parenthesis or spaces in phone/fax numbers. Fields that require data are identified with an asterisk (\*). User Ids must be 7-12 characters in length, with at least one alpha and one numeric character. User Ids must also be unique; try to think of a distinctive ID (i.e., if your name is John F. Smith, try the user ID jofsmith3). User verification is used to authenticate you if you forget your user ID or password and need to gain access to that information. Passwords must be 8-12 characters in length, with at least one alpha and one numeric character.
9. Click Submit. The system validates your entries.
10. Click OK in the "On-Line Registration was successful" dialog box. You are brought to the C.A.R.E. login screen where you are prompted to change your password. This will be your password for the next 100 days.

**Tip!** Accounts are locked when invalid information is entered three times. To unlock your account, contact U.S. Bank Customer Service at (888) 994-6722.

## ENCLOSURE 4

### Record Keeping Instructions

**Record Category:** PROCUREMENT

**Category Description:** The procurement records described below are generally prescribed by the FAR and the DOD Supplement thereto; however, for consistency of numbering within ARIMS, they are identified here with the related 715-series publications on procurement. These records concern procurement of materiel and services through purchase or contract from sources outside the Army. This includes such functions as priorities and allocations, procurement, inspection, and quality control, high dollar parts, small business procedures, and open-end contract information.

**Record Title:** Small purchases and modifications - other than environmental issues

**Record Description:** Records or documents pertaining to transactions at or below the simplified acquisition threshold in the FAR. Included are signed copies of small purchases and modifications thereto and construction contracts of less than \$2,000.

**Disposition:** KE3. Event is after final payment. Keep in CFA until event occurs, then destroy 3 years after the event.

**Event Description:** Final payment or goods or services accepted

**Privacy Act Number:** NA **Record Classification:** K

**Disposition Authority:** GRS 3, item 3a(2)(b) **Status:** Proposed

**Record Number:** 715j1 **Duration:** 3

**Event Driven:** Yes

**Permanent Record:** No **Year Type:** Fiscal Year

Enclosure 4

## **ENCLOSURE 5**

### **PURCHASE CARD DISCIPLINARY PROCEDURES**

When a violation\* is noted during a files review, the following procedures will be followed:

**FIRST OFFENSE:** The Billing Official will receive written notification explaining the violation. A copy of the memorandum will be provided to the cardholder by the billing official. The billing official will also instruct the cardholder and provide a copy of that counseling statement to the APC. The files will be reviewed again in six months. If the same violation appears during the second review, that will constitute a **SECOND OFFENSE**.

**SECOND OFFENSE:** The Program Coordinator will suspend or terminate the Billing Official and Cardholder accounts. Written notification will be provided through the Commander/Director to the Billing Official and Cardholder. When written notification is received, the Cardholder must cut up and throw away the credit card in the presence of the Billing Official. The Billing Official will notify the APC in writing that the card has been destroyed. The Billing Official will monitor the account in C.A.R.E. until all previous transactions have been approved to ensure payment. The files will be maintained in the local files area for a period of six years and three months after they have been closed out. If other active cardholders are assigned to the Billing Official, a replacement Billing Official must be nominated in writing by the Commander/Director to the Director of Contracting. This must be done immediately to prevent delinquencies due to late payments.

**NOTE:** If, at any time, evidence of fraud (use of the card for personal advantage) is discovered during a review, the Cardholder and Billing Official accounts will be terminated and the information will be turned over to an appropriate criminal or administrative investigative agency.

\* A "Violation" is splitting a purchase to stay beneath the maximum single purchase limit in order to use the Purchase Card; failing to add property book items to the hand receipt within five days after receipt; failing to certify statements IAW DA guidelines; failing to obtain prior approval for hazardous material item or Information Technology (IT) item; or a missing receipt.

**Enclosure 5**

