

Fort Benning

Installation Contracting Office

GOVERNMENT PURCHASE CARD

February 28, 2012

Prohibited Purchases

This section identifies transactions that are prohibited. Cardholders should first contact local authorities (e.g., the local judge advocate general attorney, resource manager, Installation A/OPC) prior to purchasing any items that seem questionable or may have the appearance of being inappropriate.

The following list, which is not all-inclusive, identifies some services and supplies that are **prohibited from purchase with the GPC** (this list also applies to convenience checks):

- a. Items purchased for **other than official Government use**.
- b. Making purchases and **returning them to the merchant for cash or merchant credit slips**.
- c. Purchasing or making payments **above the established Single Purchase Limit** (normally the micro purchase threshold). Entering into **contracts/agreements with merchants** for on-going service payments or supply purchases outside the Contracting Office and using the GPC as a method of payment. Use of the GPC as the payment method after the contract is awarded and procured by the Contracting Office is permissible.
- d. **Cash advances**, including money orders and travelers' checks.
- e. **Gift certificates and gift cards** are also considered to be cash advances and will not be purchased with the GPC, even to obtain items from merchants that do not accept the GPC.
- f. **Long-term lease of land and buildings**: Use of the GPC to lease real property (i.e., land and/or buildings) for a term longer than 30 days is prohibited.
- g. **Repair of leased GSA vehicles**: Use of the GPC to purchase repairs on GSA fleet-operated vehicles is prohibited.
- h. **Vehicle-related expenses**: Vehicle-related expenses are to be paid with the travel or fleet cards (as appropriate).
- i. **Telecommunication systems**: The purchase of major telecommunications systems, such as the Federal Telecommunications System or DSN system, is prohibited.
- j. **Fines**: Use of the GPC to settle a commercial or governmental fine is prohibited.
- k. **Auto Insurance**: Use of the GPC to purchase auto insurance for government-owned vehicles is prohibited. Government-owned vehicles are insured by the government.
- l. **Aircraft fuel and oil**.
- m. **Vehicle fuel is prohibited**. Limited exception: (1) the purchase card may be used for fuel for special purpose vehicles such as a fork lift, tractor, lawn mower, etc., and (2) the purchase card may be used for fuel for vehicles rented 30 days or less for official purposes.
- n. **Wire transfers**.
- o. **Training Vouchers for Prepayment of Training** (charging the GPC to reserve training slots prior to establishing the legitimate government need and requirement)
- p. Requirements submitted for purchase **after the fact**.
- q. **Savings bonds**.
- p. **Foreign currency**.

- q. **Coins** not in compliance with DA Memo 600-70. Coins may be procured with operating funds and presented pursuant to the following authorities: Recognition for accomplishments, award of trophies (10 USC 1125), and Agency Awards (5 USC 4503).
- r. **Dating and escort services.**
- s. **Betting, casino gaming chips, and off-track betting.**
- t. **Court costs, alimony, and child support.**
- u. **Bail and bond payments.**
- v. **Tax payments.** *i.e.* personal taxes
- w. **Payment of salaries and wages.**
- x. **Airline, bus, or travel-related expenses.**
- y. **Travel advances.**
- z. **Payment of travel claim.**
- aa. **Purchases of Explosives, Munitions, Toxins, and Firearms.** This specifically includes weapons (and parts), small arms, and ammunition.
- bb. **Purchases from contractors or contractor agents who are military personnel or civilian employees of the Government.**
- cc. **Non-rotation of sources by making repetitive purchases with the same merchant or contractor when other sources are available.**
- dd. **Split purchases** (FAR 13.003(c) (1)). The requirement is the quantity known at the time of the buy. If an individual purchases as [s]he becomes aware of a requirement, the requirement is each. If the person consolidates purchases and buys once a day, the requirement becomes what was received during the day. Splitting is the intentional breaking down of a known requirement to stay within a cardholders single purchase limit to avoid other procurement methods or competition requirements. Examples of Split Purchases or Split Requirements include the following:
- (1) A single CH making multiple purchases from the same merchant on the same day, the total of which exceeds the single purchase limit and the total requirement was known at the time of the first purchase.
 - (2) A single CH purchasing the same/similar item(s) from multiple merchants on the same day, the total of which exceeds the single purchase limit and the total was known at the time of the first purchase.
 - (3) A single CH making multiple purchases of similar items from the same or multiple merchants over a period of time when the total requirement was known at time of the first purchase and the value exceeds the single purchase limit.
 - (4) Multiple Cardholders under the same supervision or billing official purchasing the same/similar item(s) the same day or in a compressed timeframe when the total requirement is known at a given time and exceeds the single purchase limit.
 - (5) Requirements exceeding the micro-purchase threshold. (e.g. yearly requirement where the monthly recurring services are less than the micro-purchase threshold but the known yearly total exceed the micro-purchase threshold.)