**APPENDIX A**

# HQ ACC Level 3 GPC Program Manager Appointment



**DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING COMMAND**

**4505 Martin Road**

**REDSTONE ARSENAL, AL 35898-5000**

AMSCC-COA DD MON YY

MEMORANDUM FOR *Name of Appointee,* U.S. Army Contracting Command, Redstone Arsenal, AL 35898

SUBJECT: HQ Army Contracting Command Level 3 Government Purchase Card Program Manager Appointment

1. References.

 a. Federal Acquisition Regulation.

 b. Department of Defense Financial Management Regulation Supplement.

 c. Defense Federal Acquisition Regulation Supplement.

 d. Army Federal Acquisition Regulation Supplement.

 e. AR 11-2, Managers' Internal Control Program.

 f. ACC Regulation 715-1, Government Purchase Card Program.

ACC Regulation 715-1, Appendix B, *has obtained or will obtain within 24 months* Defense Acquisition Workplace Improvement Act level II certification in *procurement or contracting*, and is hereby appointed as the HQ ACC Level 3 GPC program manager (*or alternate program manager*).

3. HQ ACC Level 3 GPC Program Manager responsibilities are outlined in ACC Regulation 715-1, paragraph 1-4.

4. This appointment remains active until you leave the command and/or are no longer part of the ACC Purchase Card Program.

 Signature

 APPOINTING OFFICIAL

 Job Title / Position

Acknowledgement.

 Signature

 APPOINTEE NAME

 HQ ACC Level 3 GPC Program Manager

**APPENDIX B**

# Training Requirements

1. Mandatory initial training requirements for CHs with a single purchase limit up to the micro-purchase threshold:

 a. Three Defense Acquisition University (DAU) courses: (1) DoD Government Purchase Card – CLG 001, (2) Purchase Card Online System (PCOLS) – CLG 005 and (3) Overview of Acquisition Ethics – CLM 003. Comments or issues with the DAU website may be directed to their help desk at dauhelp@dau.mil or at (866) 568-6924. To complete this training:

 (1) Go to the Army Training Requirements and Resources System (ATRRS) website: *https://www.atrrs.army.mil/channels/aitas/*.

 (2) Click the Apply for Training link in the upper left corner and press I agree on the next screen.

 (3) Press the CAC button under Sign in Options.

 (4) Confirm e-mail address, press OK.

 (5) Select the Continuous Learning Modules button.

 (6) Select DOD GOVERNMENT PURCHASE CARD – CLG 001 on the pull-down menu. This course is the first course listed. (*Follow same directions to complete CLG 005 and CLM 003*)

 (7) Press Search.

 (8) Input all required information on the form.

 (9) Press the Submit Application link and note approval screen.

 (10) Close window.

 (11) Go to Microsoft Outlook/e-mail server. Check and open e-mail from NoReply@dau.mil. If no e-mail is received within 10 minutes, start the process again or contact the ATRRS Help Desk e-mail: ahelp@asmr.com, phone: (703) 695-2060.

 (12) Read the instructions contained in the e-mail.

 (13) Click the hyperlink within the e-mail or cut and paste [*https://learn.dau.mil*](https://learn.dau.mil)into a web browser.

 (14) Login (CAC).

 (15) Acknowledge the course by selecting the I Acknowledge button.

 (16) Launch Course.

 (17) Follow all instructions until completion of the course. The course need not be completed at one setting. If interrupted, sign-out and begin again by following the instructions above from step 15.

 b. U.S. Bank Access Online Training. Comments or issues with the Access Online web based training website may be directed to their help desk at (888) 994-6722 or (701) 461-2232. To complete this training:

 (1) Contact the supporting contracting office for the current WBT password.

 (2) Log-on to *https://wbt.access.usbank.com/*.

 (3) Register using the Register Now! Link to receive credit for the courses completed.

 (4) Fill in the required boxes. The Organization Short Name is: Army.

 (5) Fill in the information again on the home page. Click Go!

 (6) Select the following lessons under Get Started Using Access Online: My Personal Information; Navigation Basics; and Online Registration. Click Add to My Learning Plan and Select More.

 (7) Select the following lessons under Work with Transactions: Transaction Management and Account Approval Process. Click Add to My Learning Plan and Select More.

 (8) Select the following lessons under Manage Approvals: Account Approval Process and Transaction Management. Click Finish and Go to My Learning Plan.

 (9) Click Start Training!

 (10) Complete all the training lessons. Once all lessons are complete, click Finish and Go to My Learning Plan.

 (11) On the Completed side of My Learning Plan, select each lesson, then select Certification, and check each box.

 (12) Click Go to Certification.

 (13) Complete the test.

 (14) Click Print Certificate.

 c. General Fund Enterprise Business System (GFEBS) training. Point of contact for GFEBS training is the BO's organization budget resource management office.

 d. Local procedures training. Contact the supporting contracting office for guidance.

2. Mandatory initial training requirements for BOs and their respective CHs who obtain a GPC with a single purchase limit greater than the micro-purchase threshold. In addition to completing all CH training requirements listed in paragraph 1 above, select CHs and their respective BOs must also complete:

 a. DAU Simplified Acquisition Procedures – CLC 005.or CON 237. Follow the instructions outlined in 1.a. above and select the simplified acquisition procedures module.

 b. Additional training provided by the supporting contracting office.

3. Mandatory initial training requirements for BOs. In addition to completing all CH training requirements listed in paragraph 1 above, BOs must also complete Certifying Officer Legislation training within two weeks of appointment and prior to performing any certifying officer actions. On-the-job training is not an acceptable option. DAU Certifying Officer Course – CLG 006. Follow the instructions outlined in 1.a. above and select the certifying officer legislation module.

4. Mandatory initial training requirements for GPC program managers and GPC A/OPCs. In addition to completing all training outlined in paragraphs 1 through 3 above, GPC program managers and GPC AOPCs will:

 a. Complete training requirements to become Level 2 DAWIA certified in either procurement or contracting within 24 months of assignment to the position.

 b. Participate in the annual GSA SmartPay on-line conference. Contact information for this conference is provided by the Army program manager.

5. Mandatory perpetual training.

 a. Biennial refresher training. CHs and BOs must complete the DAU Government Purchase Card Refresher Training – CLG 004 every alternate year. Follow the instructions outlined in 1.a. above and select the GPC refresher training module. Contact the supporting contracting office for additional guidance.

 b. Annual refresher training. BOs must complete the Certifying Officer Legislation course annually. See paragraph 3 above for the training website location.

6. Optional Training

 (a) Additional training on varied procurement topics is available on the ATRRS website. Follow the hyperlink provided in 1(a).1. above and use the drop down menu to select from many related courses.

 (b) GSA SmartPay Purchase Card Training for CHs, BOs, and A/OPCs. Go to: https://training.smartpay.gsa.gov/.

 (c) Treasury publication for billing officials entitled "Now That You're a Certifying Officer". Go to: tfm.fiscal.treasury.gov/v1**/CertifyingOfficer**.pdf

 (d) Fiscal law training, CLM 003 – Overview of Acquisition Ethics. Follow the instructions outlined in 1.a. above and select the CLM 003 module.

**APPENDIX C**

# Level 3 GPC Agency/Organization Program Coordinator Appointment with Endorsement

**DEPARTMENT OF THE ARMY
SUBORDINATE CONTRACTING COMMAND**

**0000 STREET NAME**

**CITY, STATE/APO 00000**

OFFICE SYMBOL DD MON YY

MEMORANDUM FOR *Name of Appointee,* *Subordinate Contracting Command/Organization*, City, ST/APO 00000

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card (GPC) Level 3 Agency/Organization Program Coordinator Appointment

1. References.

 a. Federal Acquisition Regulation.

 b. Department of Defense Financial Management Regulation Supplement.

 c. Defense Federal Acquisition Regulation Supplement.

 d. Army Federal Acquisition Regulation Supplement.

 e. AR 11-2, Managers' Internal Control Program.

 f. ACC Regulation 715-1, Government Purchase Card Program.

2. The individual identified above has completed all mandatory training requirements outlined in ACC Regulation 715-1, Appendix B, *has obtained or will obtain within 24 months* Defense Acquisition Workplace Improvement Act level II certification in *procurement or contracting*, and is hereby appointed as the *Subordinate Contracting Command/Organization* GPC Agency/Organization Program Coordinator (A/OPC) or (*alternate A/OPC*).

3. Program manager responsibilities are outlined in ACC Regulation 715-1, paragraph 1-4.

4. This appointment remains active until you leave the command and/or are no longer part of the ACC Purchase Card Program.

 Signature

 APPOINTING OFFICIAL

 Job Title / Position

Acknowledgement.

 Signature

 APPOINTEE NAME

 Level 3 GPC Agency/Organization Program Coordinator



OFFICE SYMBOL

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card (GPC) Level 3 Agency/Organization Program Coordinator Appointment

Headquarters Army Contracting Command Government Purchase Card Program Manager, 4505 Martin Road, Redstone Arsenal, AL 35898

FOR Programs Division – GPC Program Manager, Programs Directorate, Office of the Deputy Assistant Secretary of the Army (Procurement), 2800 Crystal Drive, Arlington, VA 22202

Recommend Approval.

 Signature

 ENDORSER NAME

 HQ ACC Level 3 GPC Program Manager

2

**APPENDIX D**

# Level 4 GPC Agency/Organization Program Coordinator Appointment



**DEPARTMENT OF THE ARMY
SUBORDINATE CONTRACTING COMMAND**

**0000 STREET NAME**

**CITY, STATE/APO 00000**

OFFICE SYMBOL DD MON YY

MEMORANDUM FOR *Name of Appointee,* *Subordinate Contracting Command/Organization*, City, ST/APO 00000

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card Level 4 GPC Agency/Organization Program Coordinator Appointment

1. References.

 a. Federal Acquisition Regulation.

 b. Department of Defense Financial Management Regulation Supplement.

 c. Defense Federal Acquisition Regulation Supplement.

 d. Army Federal Acquisition Regulation Supplement.

 e. AR 11-2, Managers' Internal Control Program.

 f. ACC Regulation 715-1, Government Purchase Card Program.

2. The individual identified above has completed all mandatory training requirements outlined in ACC Regulation 715-1, Appendix B, *has obtained or will obtain within 24 months* Defense Acquisition Workplace Improvement Act level II certification in *procurement or contracting*, and is hereby appointed as the *Subordinate Contracting Command/Organization* GPC Agency/Organization Program Coordinator (A/OPC) or (*alternate A/OPC* ).

3. Program manager responsibilities are outlined in ACC Regulation 715-1, paragraph 1-4.

4. This appointment remains active until you leave the command and/or are no longer part of the ACC Purchase Card Program...

 Signature

 APPOINTING OFFICIAL

 Job Title / Position

Acknowledgement.

 Signature

 APPOINTEE NAME

 Level 4 GPC Agency/Organization Program Coordinator

**APPENDIX E**

# Level 4 GPC Agency/Organization Program Coordinator Delegation of Authority



**DEPARTMENT OF THE ARMY
ARMY/SUBORDINATE CONTRACTING COMMAND**

**0000 STREET NAME**

**CITY, STATE/APO 00000**

OFFICE-SYMBOL DD MON YY

MEMORANDUM FOR *Name of Delegate*, *Army/Subordinate Contracting Command / Organization*, City, ST/APO 00000

SUBJECT: Delegation of Authority

1. While serving as the Government Purchase Card (GPC) Agency/Organization Program Coordinator (A/OPC), the individual identified above is hereby delegated the authority to:

 \_\_\_\_\_\_ Endorse A/OPC appointments.

 \_\_\_\_\_\_ Sign and issue letters of instruction to billing officials.

 \_\_\_\_\_\_ Sign and issue delegation of authority appointment letters to cardholders with a GPC

 single purchase limit up to the micro-purchase threshold.

 \_\_\_\_\_\_ Terminate cardholder delegation of authority letters as warranted.

2. Delegation of authority shall remain in effect until you leave the command and/or are no longer part of the ACC Purchase Card Program.

3. This authority may not be re-delegated.

 Signature

 DELEGATOR NAME

 Rank/Grade

 Position

Acknowledgement.

 Signature

 A/OPC NAME

 GPC Agency/Organization Program Coordinator

**APPENDIX F**

# Billing Official Memorandum of Instructions



**DEPARTMENT OF THE ARMY
SUBORDINATE CONTRACTING COMMAND**

**0000 STREET NAME**

**CITY, STATE/APO 00000**

OFFICE SYMBOL DD MON YY

MEMORANDUM FOR *Name of Billing Official (e-mail: first.m.last.civ@mail.mil)*

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card Billing Official / Alternate Billing Official Duties and Responsibilities

1. References.

 a. Federal Acquisition Regulation.

 b. Department of Defense Financial Management Regulation Supplement.

 c. Defense Federal Acquisition Regulation Supplement.

 d. Army Federal Acquisition Regulation Supplement.

 e. AR 11-2, Managers' Internal Control Program.

 f. ACC Regulation 715-1, Government Purchase Card Program.

2. Pursuant to appointment as a government purchase card (GPC) certifying officer by the *installation commander* *or* *activity director*, the individual identified above is concurrently assigned the role of billing official. This letter outlines billing official duties and responsibilities.

3. The billing official must complete all mandatory training requirements for the position as outlined in ACC Regulation 715-1, Appendix B before assuming the role.

4. Duties and responsibilities include:

 a. Serve as the cardholder's supervisor or provide input to the cardholder's supervisor concerning cardholder performance for inclusion into their annual evaluation reports/appraisals.

 b. Provide written approval to the cardholder for each request prior to purchase.

 c. Verify transaction data is accurate, either (a) authorized by statute or (b) necessary and incident to the mission of the organization, and in accordance with government rules and regulations.

 (1) Ensure payee/merchant has fulfilled the prerequisites to payment, e.g., invoice, receiving report.

 (2) Verify the payment is legal under the appropriation, i.e., current appropriation and fiscal year.

OFFICE SYMBOL

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card Billing Official / Alternate Billing Official Duties and Responsibilities

 (3) Report suspected fraudulent, improper, abusive, or questionable purchases to the supporting contracting office.

 (4) Ensure accountable property is reported to the appropriate property book office.

 (5) Prevent two or more payments for the same transaction.

 d. Maintain separation of key duties, i.e., billing official, cardholder, resource manager, and property book officer, or obtain a waiver from through the supporting contracting office.

 e. Coordinate funding and dollar limits with the resource manager or budget office.

 (1) Justify and adjust dollar limits when the situation warrants.

 (2) Verify lines of accounting are funded and applied to individual transactions.

 f. Assess the continuing need for a cardholder to retain the GPC on an annual basis.

 g. Coordinate purchase limit adjustments, account terminations, personnel reassignments and other account modifications with the supporting contracting office.

 h. Ensure the account is paid in a timely manner.

 (1) Resolve/dispute questionable or erroneous transactions as warranted.

 (2) For accounts paid through Access Online:

 (a) Match cardholder orders to transactions and approve cardholder statements in Access Online at the close of the billing cycle within three business days when the cardholder is unavailable.

 (b) Certify cardholder monthly statements in Access Online at the close of the billing cycle within five business days. The days for approval and certification run concurrently.

 (3) For manual pay accounts, download the Managing Account statement though Access Online at the close of the billing cycle. Verify, sign, and forward the statement, together with a copy of each Cardholder Account Statement to the supporting budget office within five days of cycle close. Note the following remark on the statement above the billing official's signature and printed name: “Pursuant to authority vested in me, I certify that this billing statement is correct and proper for payment, except as may be noted herein or on supporting documents.”

2

OFFICE SYMBOL

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card (GPC) Billing Official / Alternate Billing Official Duties and Responsibilities

 (4) Follow-up any delinquent accounts or other accounting errors with the resource manager, budget office or U.S. Bank as appropriate.

 i. Action PCOLS correspondence e-mails regarding GPC role acceptance and transaction reviews.

 j. Conduct cardholder annual account reviews. See ACC Regulation 715-1.

 k. Complete mandatory biennial training.

 l. File a Confidential Financial Disclosure Report (OGE 450) when GPC purchases exceed $150,000 within a fiscal year.

 m. Maintain complete and accurate individual transaction records for a period of six years and three months.

 (1) Transfer transaction records from an incumbent billing official to a replacement billing official for continuity.

 (2) Follow internal guidance when terminating a billing official account without replacement.

5. Duties and responsibilities remain in effect until formerly relieved by the undersigned.

 Signature

 FIRST LAST NAME

Chief of the Contracting Office *or*

Agency/Organization Program Coordinator (with delegation authority)

Acknowledgement.

 The undersigned agrees to comply with the duties, responsibilities, guidelines, and requirements contained herein in addition to those outlined in ACC Regulation 715-1, and other procurement regulations listed in the references section of this appointment.

 Statement of training. The undersigned confirms completion of all training requirements as outlined in ACC Regulation 715-1, Appendix B and that GPC program training materials were provided and/or are available through the supporting contracting office.

 The undersigned may be held liable for any illegal, improper or incorrect payments/certifications.

 Signature

 BILLING OFFICIAL NAME

3

**APPENDIX G**

# Cardholder Delegation of Authority

**DEPARTMENT OF THE ARMY
SUBORDINATE CONTRACTING COMMAND**

**0000 STREET NAME**

**CITY, STATE/APO 00000**

OFFICE SYMBOL DD MON YY

MEMORANDUM FOR *Name of Cardholder (e-mail: first.m.last.civ@mail.mil)*

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card (GPC) Cardholder Delegation of Authority

1. References.

 a. Federal Acquisition Regulation.

 b. Department of Defense Financial Management Regulation Supplement.

 c. Defense Federal Acquisition Regulation Supplement.

 d. Army Federal Acquisition Regulation Supplement (AFARS).

 e. AR 11-2, Managers' Internal Control Program.

 f. ACC Regulation 715-1, Government Purchase Card Program.

2. The individual identified above is hereby appointed as a GPC cardholder (termed 'ordering officer' for purchases above the micro-purchase threshold). This appointment may not be re-delegated. Purchase card monetary limits are as noted on the cardholder nomination unless superseded by subsequent correspondence to the supporting contracting office.

3. The cardholder must complete all mandatory training requirements for the position as outlined in ACC Regulation 715-1, Appendix B before assuming the role.

4. Duties and responsibilities include:

 a. Maintain physical security of the GPC, card number and convenience checks if issued to prevent compromise and unauthorized use.

 b. Follow procurement guidelines outlined ACC Regulation 715-1, and AFARS subpart 5113.2.

 c. Maintain a purchase log of GPC orders and transactions.

 (1) Track items purchased until received.

 (2) Obtain independent receipt and acceptance of goods and services.

 (3) Dispute orders not received within 45 days after the billing cycle closes.

 d. Process quarterly rebates and merchant refunds.



OFFICE SYMBOL

SUBJECT: *Subordinate Contracting Command/Organization* Government Purchase Card Cardholder Delegation of Authority

 e. Match orders to transactions and approve the monthly statement in Access Online at the close of the billing cycle within three business days.

 (1) Resolve unauthorized and erroneous payments with merchants.

 (2) Dispute unauthorized transactions in Access Online prior to approving statement.

 f. For manual pay accounts, verify, sign and forward the statement and supporting documentation to the billing official at the close of the billing cycle within three days of receipt.

 g. File a Confidential Financial Disclosure Report (OGE 450) when GPC purchases exceed

$150,000 within a fiscal year.

 h. Complete mandatory biennial training.

5. This appointment remains in effect until formerly relieved by the undersigned.

 Signature

 FIRST LAST NAME

Chief of the Contracting Office *or*

Agency/Organization Program Coordinator (with delegation authority)

Acknowledgement.

Statement of training. The undersigned confirms completion of all training requirements as outlined in ACC Regulation 715-1, and that GPC program training materials were provided and/or are available through the supporting contracting office.

The undersigned agrees to comply with the duties, responsibilities, guidelines, and requirements contained herein in addition to those outlined in ACC Regulation 715-1, and other procurement regulations listed in the references section of this appointment.

The undersigned may be held financially liable for any negligence or fraudulent use of the GPC.

 Signature

 CARDHOLDER NAME

2

**Appendix G**

**Sample Addendum to Cardholder Delegation of Authority Letters**

**for Purchases Up To $25,000**

OFFICE SYMBOL

SUBJECT: Cardholder Appointment as an Ordering Officer for GSA Federal Supply Schedule and/or Local Blanket Purchase Agreement Calls Above the Micro-Purchase Threshold up to $25,000.

*1. Appointment*. Under AFARS 5101.602-2-92, cardholder is hereby appointed an ordering officer for the purposes set forth in paragraph 2. This appointment becomes effective on (*enter date*) and will remain effective, unless sooner revoked, until cardholder is reassigned or employment is terminated. Cardholder is responsible to and under the technical supervision of the chief of the (*enter name of installation or activity*) contracting office for all ordering officer actions.

2. *Authority, Limitations and Requirements.* This appointment is subject to the use of the following method(s) of purchase, limitations and requirements: subject to cardholder ensuring funds are available, documented competition requirements are met as outlined in FAR Section 8.405-1, and local purchase authority exists for the transaction:

 a. \_\_\_\_\_ Cardholder may place delivery orders up to $25,000, against -- schedule contractors through the GSA Advantage! Online shopping service; and/or,

 b. \_\_\_\_\_ Under AFARS 5101.603-3-90(a), cardholder may place calls under active locally produced (*enter name of installation or activity*) blanket purchase agreements up to $25,000.

3. *Standards of Conduct and Contracting Action Reporting Requirements.*

 a. Cardholder shall comply with the standards of conduct prescribed in DoD 5500.7-R.

 b. Cardholder shall furnish the supporting contracting office such information as may be required for contracting action reporting purposes in the manner and the time specified.

4. *Termination of Appointment.*

 a. This appointment may be revoked at any time by the undersigned authority or successor and shall be terminated in writing.

 b. Should cardholder be reassigned or separated from Government service while this appointment is in effect, s/he shall promptly notify the appointing authority in writing. This appointment will be terminated in writing if cardholder is reassigned; and shall automatically terminate on the date cardholder is separated from Government service, if it is not revoked sooner.

5. *Acknowledgement of Receipt.* Cardholder must acknowledge receipt of this appointment and return a signed copy to the contracting office. Cardholder’s signature also serves as certification that cardholder has read and understands the contents of DoD 5500.7-R. Cardholder must also retain a copy of this designation in local files.

CONTRACTING OFFICER

Receipt of this appointment is acknowledged.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: (Print or type) |  | Signature: |  |
| Title: |  | Date: |  |
| Rank/Grade: |  | Telephone: |  |

**APPENDIX H**

# Certifying Officer Appointment

|  |
| --- |
| **APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE***(Read Privacy Act Statement and Instructions before completing form.)* |
| **PRIVACY ACT STATEMENT****AUTHORITY:** E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. **PRINCIPAL PURPOSE(S):** To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Pricacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx) **ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx. **DISCLOSURE** Voluntary; however, failure to provide the requested information may preclude appointments. |
|  **SECTION I - APPOINTEE** |
| **1. NAME** *(First, Middle Initial, Last)*BILLING OFFICIAL NAME | **2. DOD ID NUMBER**12345679890 | **3. TITLE**Section Chief |
| **4. DOD COMPONENT/ORGANIZATION**Army / Unit Assigned | **5. ADDRESS** *(Include ZIP Code, email address, and telephone number with area code and DSN)*0123 Miltown Street, Ft. Anybase, TX 00000First.m.last.civ@mail.mil (256)-955-1524 |
| **6. POSITION TO WHICH APPOINTED** *(X appropriate box - one only. Checking more than one invalidates the appointment.)* |
|  | DISBURSING OFFICER: DSSN: \_\_\_\_\_\_ |  | CASHIER |  | CHANGE FUND CUSTODIAN |
|  | DEPUTY DISBURSING OFFICER: DSSN: \_\_\_\_\_\_ |  | PAYING AGENT |  | IMPREST FUND CASHIER |
| **X** | CERTIFYING OFFICER |  | COLLECTION AGENT  |  | SAFEKEEPING CUSTODIAN |
|  | DEPARTMENTAL ACCOUNTABLE OFFICIAL |  | DISBURSING AGENT |  | ASSISTANT SAFEKEEPING CUSTODIAN |
| **7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:** 1. Certify GPC Statements for Payment.a. Ensure transactions are legal, proper, correct, and satisfy a current need.b. Reconcile all transactions with purchase log entries; ensure facts presented in documents for  payment are complete and accurate to include designation of the proper funds.c. Dispute any supplies not received during this billing cycle when certifying next cycle (within 45  days).d. Retain transaction documentation for a period of 6 years and 3 months after payment. 2. Verify the line item detail on the invoices matches the amount certified for payment.  3. Take appropriate action to prevent submission of duplicate invoices for the same transaction.  4. Ensure payment is completed within ten days of certification. Contact the budget/resource management  office for any outstanding non-payments. 5. Follow agency procedures for addressing any fraudulent, improper, abusive, or questionable  transactions.  |
| **8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:**Federal Acquisition Regulation & DoD/Army Supplements, DOD Financial Management Regulation Vols. 5 & 10, DoD Government Charge Card Guidebook, Army Government Purchase Card Operating Procedures, ACC Regulation 715-1. |
| **SECTION II – APPOINTING AUTHORITY** |
| **9. NAME** *(First, Middle Initial, Last)*APPOINTING OFFICIAL NAME | **10. TITLE**Installation Commander or Activity Director | **11. DOD COMPONENT/ORGANIZATION**Army / Unit Assigned |
| **12. DATE** *(YYYYMMDD)*20140704 | **13. SIGNATURE** |
| **SECTION III – APPOINTEE ACKNOWLEDGEMENT** |
|  I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below. |
| **14. PRINTED NAME** *(First, Middle Initial, Last)*BILLING OFFICIAL NAME | **15. DATE** *(YYYYMMDD) (Not earlier than date in Item 12 or 13)*20140704 |
| **16.a. DIGITAL SIGNATURE** | **16.b. MANUAL SIGNATURE** |
| **SECTION IV - APPOINTMENT TERMINATION** |
| The appointment of the individual named above is hereby revoked. | **17. DATE** *(YYYYMMDD)* | **18. APPOINTEE INITIALS** |
| **19. NAME OF APPOINTING AUTHORITY** | **20. TITLE** | **21. SIGNATURE** |
| **DD FORM 577, NOV 2014**  PREVIOUS EDITION IS OBSOLETE. Adobe Professional 9.0 |

**APPENDIX I**

# Sample Purchase Request

|  |  |
| --- | --- |
| **PURCHASE REQUEST****(Below the Micro-Purchase Threshold\*)** | Order Number:  |
| 1. Requester | 2. Phone Number | 3. Date | 4. Urgency of Need |
| 5. Description of Supplies or Services | 6. Part Number | 7. Quantity | 8. Unit Price | 9. Total Price |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
| Shipping/Handling | $ |
| **Total** | $ |
| 10. Recommended Source | 11. Identified Legitimate Government Need this Purchase Fills |
| **Pre-Purchase Approvals** |
| Approver Position | Signature | Approver Position | Signature |
| Cardholder |  | Resource Manager |  |
| Billing Official |  |  |  |
| **Procurement (Filled in by Cardholder)** |
| **I. DoD Mandatory Sources**  |
| **II. FAR Mandatory Sources**  |
| **III. Other Federal Sources** |
| **IV. Commercial Sources** |
| **Factor(s) Used to Determine Best Value** |
|  | Price  |  | Quality  |  | Warrantee(s) |  | Service |  | Deliverability |  | Other: |
| **Independent Receipt and Acceptance** |
| 12. Name of Receiver | 13. Section/Directorate | 14. Date Received  | 15. Signature |
| **Property Book Office Screening for Accountable/Durable Property** |
| 16. Name of Property Book Officer | 17. Action Taken | 18. Signature |
| \* For purchases above the micro-purchase threshold, contact the local supporting contracting office. |

**APPENDIX J**

# Questionable Purchases and Mandatory Sources

**DISCLAIMER:** This list is not all inclusive. All purchases must be (1) authorized by statute or fulfill a necessary and incident expense to the agency, (2) for a bona fide government need, (3) available at a fair and reasonable price, (4) within card single purchase limits, and (5) in compliance with all applicable government policies and regulations. Where this list conflicts with established policy, the policy takes precedence. For additional information, contact the supporting contracting office.

| **Item/Service** | **Authorized** | **Discussion and Authority** |
| --- | --- | --- |
| Advertising, Newspaper | Special Approval Required | Advertisements, notices, or proposals may not be published in a newspaper except under written authority from the head of the agency. *44 U.S.C. § 370 and FAR 5.5* |
| Appliances: Refrigerators, Coffee Pots, Microwaves | Yes (w/in parameters) | Parameters:(1) the cost of the purchase should be offset by an increase in employee productivity, and (2) the appliances must be placed in common areas where they are available for use by all personnel. *B-302993 (June 25, 2004)*. |
| Business Cards | No(w/exception) | Exception: authorized when necessary to perform official duties and to facilitate mission related business communications.Commercially procured cards are generally restricted to designated investigators and recruiters.Produce business cards for other government employees in-house using existing computer hardware & software on standard business card stock available through normal supply channels. See *AR 25–30 (Mar. 27, 2006), para. 7-11.* |
| Carpet Cleaning | Yes(w/restriction) | Restriction: buildings authorized custodial services on the post-wide contract shall procure project work using the custodial contractor. Project work includes carpet cleaning/shampooing and spot cleaning. This work is in addition to routine services provided by the custodial contractor and payment for services may be made separately via the GPC. *FAR 13.003(a) (3)*. |
| Cellular Phones and Cellular Phone Service | Mandatory Source | May be purchased only through the carrier's Next Generation Blanket Purchase Agreement: https://www.dodwem.com.*Memorandum: Office of the Secretary of the Army, Army Policy Requiring the Use of Next-Generation (NexGen) Department of Defense (DoD) Handheld Wireless Enterprise Blanket Purchase Agreements (BPAs) to Identify and Eliminate Devices Based on Usage (December 17)* |
| Clothing: OrganizationalT-Shirts / Polo Shirts | No | Considered a Personal Item. No specific statutory authority exists. See generally *B-223741 (Feb. 24, 1987).* |
| Clothing: Protective | No (w/exceptions)Seek Legal Concurrence | Exceptions: 1. Required by law or regulation while performing official duties. *10 U.S.C.* *§ 1593.*2. To meet OSHA requirements. *29 U.S.C. § 668*.3. To protect against hazards. Must satisfy a 3-part test: (1) item must be "special" and not part of the ordinary and usual furnishings an employee may reasonably be expected to provide for himself; (2) item must be for the benefit of the government, that is, essential to the safe and successful accomplishment of the work, and not solely for the protection of the employee, and (3) the employee must be engaged in hazardous duty. *63 Comp. Gen. 245 (1984)*.Safety shoes. See *B-229085, 67 Comp. Gen. 104 (Nov. 30, 1987)*.Coveralls: not authorized. *B-288828 (Oct. 3, 2002)* |
| Commander's Coins | **When Expressly Authorized** | Only as expressly authorized by MACOM and Subordinate Command Policy Memoranda. Other restrictions may apply as outlined in the respective Memorandum. |
| Commercial Shipments | **Yes****(w/restriction)** | Restriction: accounts must be established through the GSA Service Schedule, e.g., FedEx Account Services: 800-645-9424 |
| Conference Fees / Registration Fees | Yes(w/exception) | Exception: registration fees for DoD travelers while on temporary duty shall be charged/reimbursed through the Government Travel Card. *Department of Defense Financial Management Regulation, Vol. 9, Sec. 050306*. |
| Construction | Yes(w/restriction) | Restriction: subject to a lower single-purchase threshold pursuant to the Davis-Bacon Act ($2,000). See *Federal Acquisition Regulation, Subpart 2.101*. |
| Court Reporter | Yes(w/restriction) | Restriction: subject to a lower single-purchase threshold pursuant to the Service Contract Labor Standards ($2,500). See *Federal Acquisition Regulation, Subpart 2.101*. |
| EZ Pass | Yes(w/restriction) | Restriction: automatic payment plans are unauthorized as doing so may violate the Anti-deficiency Act. The account may only be replenished manually. |
| Food | No(w/exceptions)Seek Legal Concurrence | Award Ceremonies: an agency to use its operating appropriations to cover the “necessary expense for the honorary recognition of” the employee or employees receiving the awards". *5 U.S.C. § 4503*.Conferences and Meetings: a hosting agency may consider paying the cost of providing meals and refreshments to conference attendees if (1) the meals and refreshments are incidental to the conference, (2) the attendance during the meals is important to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and (3) when the meals and refreshments are served, substantial conference related functions are occurring. B-300826 (March 3, 2005).Cultural Awareness Events: food provided must meet the following criteria: (1) the food must be part of a formal program intended to advance EEO objectives and to make the audience aware of the cultural or ethnic history being celebrated, and (2) the food provided may only provide a sample of the food of the culture offered as part of the larger program to serve an educational function; and may not include an entire meal. *B-301184 (January 15, 2004)*. |
| Flags for Retiring Personnel | Retiring Army Soldiers Only | Upon the release of a member of the Army from active duty for retirement, the Secretary of the Army shall present a United States flag to the member. *10 U.S.C. §3681*. Not applicable for civilian retirees. |
| Gasoline | Lawn Care Tools Only(Government Use) | Do not purchase gasoline for: (1) Privately owned vehicles. Official travel expenses should be reimbursed via the Government Travel Card. *DoD 7000.14-R, 040902*.(2) GSA Vehicles. Official expenses should be paid with the Government-wide Fleet Card. *See generally FAR 13.301*. |
| Gifts and/or mementos: retirement, incentive, etc. | Seek Legal Concurrence | Generally considered to be a personal expense. Personal expenses are not payable from appropriated funds absent specific statutory authority. *B-261729, 72 Comp. Gen. 225 (Apr. 1, 1996).* If no specific statutory authority exists, then the purchase must turn on the "necessary expense rule". *31 USC § 1301*. |
| Information Technology | Mandatory Source | All IT, expressly defined as: commercial off-the-shelf (COTS) software, desktops, notebook computers, video teleconferencing equipment, routers, servers, and printers must be purchased through CHESS (https://chess.army.mil), or a statement of non-availability must be obtained.*Memorandum: Department of the Army, Use of Computer Hardware, Enterprise Software and Solutions (CHESS) as the Primary Source for Procuring Commercial Information technology (IT) Hardware and Software (May 4, 2009)* |
| Office Supplies  | Mandatory Source | All orders shall be placed against the Office Supply BPAs available through DoD EMALL (https://dod.emall.dla.mil/) unless an exception applies. Exceptions:a. Orders placed through a local Ability One Base Supply Store.b. When DoD EMALL is unavailable for more than 24-hours (order directly from a DoD EMALL BPA vendor through an alternate means of communication).c. An urgent need arises for an unplanned same-day requirement. This exception requires valid documentation.d. Orders are placed outside of the Continental United States (OCONUS).*Memorandum: Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology, Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Supplies (October 31, 2011)* |
| Printing | Mandatory Source | Printing may only be purchased from Defense Logistics Agency, Document Services. *Department of Defense Instruction 5330.03, 5.5.1, (February 8, 2006)*. |
| Software Maintenance/License | As a Product: YesAs a Service:No | Product: includes operating system software, application software, EDI translation & mapping software, enabled E-Mail message based products, Internet software, database management programs. Includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. May include other 'no charge' support included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs, hosted chat rooms, and limited telephone, email and/or web-based general technical support for user self-diagnostics.Does not include: the creation, design, implementation, integration, etc. of a software package. Billed at the time of purchase.Service: creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Billed in arrears in accordance with 31 U.S.C. 3324. Requires Service Contract Approval through the contracting office.  |
| Subscriptions: Newspapers, Magazines | Yes | Subscription must be justified as a necessary agency expense. *B-185591, 55 Comp. Gen. 1076 (May. 5, 1976).* |
| Water, Bottled | No(w/exceptions) | Exceptions: (1) When an agency’s work site has no available potable drinking water or when the available drinking water poses health risks if consumed. Requires documentation from the Department of Public Works that the water is non-potable and an estimated time to repair. *B-247871 (Apr. 10, 1992)*. (2) When providing bottled water to remote areas, the agency must administratively determine that providing bottled water is the best way to provide employees access to potable water. *B-310592 (Feb. 4, 2008)*. |

**APPENDIX K**

# Approval Request for Unauthorized Commitment

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| **APPROVAL REQUEST FOR UNAUTHORIZED COMMITMENT****GOVERNMENT PURCHASE CARD (GPC) TRANSACTIONS (UP TO $25,000)***Federal Acquisition Regulation (FAR) 1.602-3**Army Federal Acquisition Regulation Supplement (AFARS) 5101.602-3* |
| Committing Activity/Unit | Date of Unauthorized Commitment | Amount |
| Merchant/Vendor Name | Vendor/Contractor Address | For *(items/services purchased)* |
| Proposed Ratification Assigned to (Contracting Officer) | E-mail Address | Telephone Number |
| Supporting Contracting Office/Division | Chief/Director Name | Signature | Date |
| **PART I – DESCRIPTION OF COMMITMENT AND ACTIVITY/UNIT COMMANDER'S REVIEW** |
| **SECTION A – UNAUTHORIZED COMMITMENT CIRCUMSTANCES***Completed by the GPC cardholder/individual who created the unauthorized commitment.* *Upon completion of section, attach required documentation and forward packet to immediate supervisor.* |
| 1. Circumstances Leading to the Unauthorized Commitment: |
| 2. Why Normal Procurement Procedures Were Not Followed: |
| 3. Legitimate Bona Fide Government Need/Requirement Necessitating the Commitment: |
| 4. Benefits Received by the Government *(Include Value of Benefit)*: |
| 5. List of Relevant Documents (attached): |
| Name and Grade Individual Who Created the Unauthorized Commitment | Signature | Date |

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| --- |
| **SECTION B – IMMEDIATE SUPERVISOR REVIEW** |
| *Completed by the immediate supervisor of the individual who created the unauthorized commitment.**Upon completion, forward packet to Unit Commander, Director, or Activity Chief (O-6 or GS-15 equivalent).* |
| 1. Attempts to Resolve Unauthorized Commitment Prior to Requesting Ratification, e.g., returning merchandise, individual paying from personal  funds: |
| 2. Special Remedial Corrective Action and/or Disciplinary Action Taken. *(Include a description of any administrative action taken under applicable*  *personnel authority or provide an explanation of why no disciplinary action was considered necessary)*: |
| 3. Action Taken to Prevent Recurrence of Unauthorized Commitments: |
| Name, Grade/Rank, Title of Supervisor | Signature | Date |
| **SECTION C – CONTRACT RATIFICATION AND CONCURRENCE** |
| *Completed by Unit Commander, Director, or Activity Chief (O-6 or GS-15 equivalent).**Upon concurrence, forward packet to the chief/director of the contracting office identified above.* |
| 1. Information provided in Part I, sections A and B is accurate and complete. CONCUR DO NOT CONCUR |
| 2. Government received value from the unauthorized commitment.  CONCUR DO NOT CONCUR |
| 3. Approve of corrective and/or disciplinary action proposed.  CONCUR DO NOT CONCUR |
| 4. Approve of recommended corrective action(s) to preclude recurrence.  CONCUR DO NOT CONCUR |
| 5. Recommend ratification of unauthorized commitment. YES NO (*Contracting office will take no further action*)*When recommending ratification, attach an executed funding document that specifically states funding was available at the time of the unauthorized commitment and remains available at the time of submittal.* |
| Name, Grade/Rank, Title of Unit Commander, Director/Chief | Signature | Date |
| **PART II – CONTRACTING OFFICER REVIEW** |
| Summary of facts:  |
| Basis for fair and reasonable price determination: |
|  The adequacy of all facts, records and documents presented are adequate to render an informed decision. |
|  Merchant/vendor provided supplies/services accepted by the government. |
|  Sufficient funds were available at the time of the unauthorized commitment and remain available for payment. |
|  Ratifying official has the authority to enter into a contractual commitment. |
|  The resulting contract would otherwise have been proper if made by an appropriate Contracting Officer. |
| Recommendation: Discussion: Ratify transaction (w/legal concurrence). Do not ratify transaction. See legal review. Other:  |
|  Ratification is in accordance with any other limitations prescribed under Agency procedures. |
| Name of Contracting Officer | Signature | Date |
| **PART III – LEGAL REVIEW** |
| *The Legal Office is requested to determine whether the acquisition may be ratified under FAR 1.602.3 and AFARS 5101.602-3, or whether the matter should be processed under FAR and DOD FAR Supplement part 50 (Public Law 85-804),* *as a GAO claim or recommend other appropriate disposition.* |
| Legal Opinion: |
| Name of Legal Reviewer | Signature | Date |
| **PART IV – CONTRACTING APPROVAL** |
| For GPC Transactions less than $10,000: Approved Disapproved |
| Chief of the Supporting Contracting Office/Division | Signature | Date |
| For GPC Transactions greater than $10,000 up to $25,000: Approved Disapproved |
| Principal Assistant Responsible for Contracting | Signature | Date |

**APPENDIX L**

# Internal Control Evaluation Checklists

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| **INTERNAL CONTROL EVALUATION CHECKLIST****Government Purchase Card Program Manager – Level 3** | 1. GOVERNING REGULATION |
| 2. DATE OF REGULATION |
| 3. ASSESSABLE UNIT |
| 4. FUNCTION |
| 5. EVALUATION CONDUCTED BY | 6. DATE OF EVALUATION |
| **CHECK** | **FINDING** |
| Collect and maintain level 3 A/OPCs appointment letter w/endorsement, initial and biennial training records, and DAWIA level certificates. |  |
| Endorse level 3 A/OPCs appointment letters and send copies to the level 2 Program Manager. |  |
| Ensure level 3 A/OPCs appointed prior to DAWIA level II certification complete requirements within 24 months. |  |
| Disseminate policy, updates, and identified concerns to level 3 A/OPC. |  |
| Resolve GPC program issues and concerns that transcend single subordinate commands. |  |
| Consolidate level 3 A/OPC quarterly/semi-annual reports. Forward to level 2 program manager as appropriate. |  |
| Develop and implement the ACC GPC surveillance plan. |  |
| Conduct annual Program Management Reviews or Staff Assistant Visits with all Level 4 GPC A/OPC (on-site or virtual). |  |
| Monitor PCOLS and generate Access Online reports to identify GPC program deficiencies. Incorporate risk management policies. |  |
| Track proposed changes to ACC Regulation 715-1. Update regulation biennially.Last ACC Regulation 715-1 update: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |
| Comments. |

|  |  |
| --- | --- |
| **INTERNAL CONTROL EVALUATION CHECKLIST****Government Purchase Card Program Coordinator – Level 3** | 1. GOVERNING REGULATION |
| 2. DATE OF REGULATION |
| 3. ASSESSABLE UNIT |
| 4. FUNCTION |
| 5. EVALUATION CONDUCTED BY | 6. DATE OF EVALUATION |
| **CHECK** | **FINDING** |
| Collect and maintain Level 4 GPC A/OPC appointment letter, initial and biennial training records, and DAWIA level certificates. |  |
| Ensure Level 4 GPC A/OPCs appointed prior to DAWIA level II certification complete requirements within 24 months. |  |
| Consolidate Level 4 GPC A/OPCs quarterly/semi-annual reports. Forward to level 3 program manager as appropriate. |  |
| Conduct Program Management Reviews or Staff Assistant Visits annually with all Level 4 GPC A/OPCs (on-site or virtual). Forward to level 3 program manager as appropriate.  |  |
| Disseminate policy, updates, and identified risk management controls to Level 4 GPC A/OPCs. |  |
| Implement risk management controls, policies and practices to mitigate identified risks to the maximum extent practicable. |  |
| Manage supervisor rolls (A/OPCs / financial management). |  |
| Monitor PCOLS and generate Access Online reports to identify GPC program deficiencies. Incorporate risk management controls and practices. |  |
| Implement surveillance plan. |  |
| Monitor delinquencies and take corrective action to coordinate payments with the Level 3 program manager, RMs, and Level 4 GPC A/OPCs. |  |
|  |  |
| Comments. |

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| --- | --- |
| **INTERNAL CONTROL EVALUATION CHECKLIST****Government Purchase Card Agency/Organization Program Coordinator – Level 4** | 1. GOVERNING REGULATION |
| 2. DATE OF REGULATION |
| 3. ASSESSABLE UNIT |
| 4. FUNCTION |
| 5. EVALUATION CONDUCTED BY | 6. DATE OF EVALUATION |
| **CHECK** | **FINDING** |
| Collect and maintain cardholder and billing official appointment letter, initial and biennial training records.  |  |
| Administrate, establish, maintain, and terminate cardholder and billing official accounts in Access Online. |  |
| Conduct annual account reviews of all billing official accounts. |  |
| Coordinate third-party reviews of all checking accounts quarterly. |  |
| Complete Level 4 GPC A/OPC quarterly/semi-annual reports. Forward to level 3 A/OPC as appropriate. |  |
| Publish, maintain and update GPC local operating procedures.  |  |
| Disseminate policy and changes to policy to all affected persons within the program. |  |
| Resolve cardholder and billing official issues with vendors and U.S. Bank as they arise. |  |
| Implement risk management controls, policies and practices to mitigate identified risks to the maximum extent practicable. |  |
| Verify and provide consultation for external organization controls including property accountability procedures and adequate approval processes. |  |
|  |  |
| Comments. |

**APPENDIX M**

# Surveillance Reports

|  |  |
| --- | --- |
| **ANNUAL CONSOLIDATED ROLL-UP****Government Purchase Card Program – Agency/Organization Program Coordinator** | Fiscal Year |
| Level 3 A/OPC |  | Reporting Organization  |  |
| Agent Numbers |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Number of A/OPCs |  |  A/OPCs **:** accounts exceed 1 **:** 300 |  |
| Number of billing officials |  |  Billing officials **:** cardholders exceed 1:7 |  |
| **Previous 12 Month Account Activity (Reported)** |
| 1. Billing official account reviews conducted. |  | 6. Accounts w/no activity (6 months). |  |
| 2. Total number of transactions.  |  | 7. Open accounts with <50% underutilization. |  |
| 3. Amount of spend. | $  | 8. Number of Prompt Payment Act penalties. |  |
| 4. Number accounts certified late. |  | 9. Lost Rebate. |  |
| 5. Total number of payments. |  | 10. Percentage of payments paid late. |  |
| **Account Establishment and Maintenance Assessment** |
| 1. Billing official letter and training files. |  |
| 2. Cardholder delegation of authority letter and training files. |  |
| 3. Local procedures training. |  |
| 4. Account reviews/audits. |  |
| **Consolidated Roll-Up of Annual Billing Official Account Reviews (last 12 months)** | Total | % |
| 1. | Alternate billing official assigned for each billing official account. |  |  |
| 2. | Written billing official approval to cardholder for each purchase. |  |  |
| 3. | Verified purchases were contractually and legally sufficient (authorized by statute or fulfilled a 'necessary expense'). |  |  |
| 4. | Actioned PCOLS correspondence e-mails regarding GPC role acceptance and flagged transaction case reviews in a timely manner. |  |  |
| 5. | Verified accountable property is properly recorded with the Property Book Officer. |  |  |
| 6. | Certified billing statement within 5 days after the cycle close (Access Online) or forwarded the signed billing official statement within 5 days to the budget office (manual pay). |  |  |
| 7. | Coordinated appropriate funding limits with the budget / resource management office. |  |  |
| 8. | Assessed the continuing need for the number of cardholders. |  |  |
| 9. | Cardholder performance is reflected in cardholder's annual evaluation report. |  |  |
| 10. | Completed cardholder annual surveillance reports for each year appointed. |  |  |
| 11. | Maintained supporting financial documentation for all purchases (6 years and 3 months). |  |  |
| 12. | Maintained terminated individual cardholder and terminated individual billing official records (3 years). |  |  |
| Identified systemic trends, weaknesses and other general findings. |
| **Reviewer (Level 3 A/OPC)** |
| \_\_\_\_\_\_\_\_ Number of accounts reviewed virtual\_\_\_\_\_\_\_\_\_ Number of accounts reviewed on-site | Date: | Signature: |

|  |  |
| --- | --- |
| **ANNUAL SURVEILLANCE REPORT****Government Purchase Card Program – Agency/Organization Program Coordinator** | 1. Fiscal Year |
| 2. Agent Numbers |  |  |  |  |  |  |  |  |  |  |
|  | **Name** | **Individual Records** |  |
| 3. A/OPC |  | a. Appointment orders / delegation of authority letter. |  |
| b. Required training certificates. |  |
| c. DAWIA certification level in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |
| d. Contracting officer warrant. |  |
| 4. Alternate  A/OPC |  | a. Appointment orders / delegation of authority letter. |  |
| b. Required training certificates. |  |
| c. DAWIA certification level in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |
| d. Contracting officer warrant. |  |
| 5. Alternate A/OPC |  | a. Appointment orders / delegation of authority letter. |  |
| b. Required training certificates. |  |
| c. DAWIA certification level in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |
| d. Contracting officer warrant. |  |
| 6. Number of A/OPCs.  |  | 8. A/OPCs **:** accounts exceed 1 **:** 300. |  |
| 7. Number of billing officials. |  | 9. Billing officials**:** cardholders exceed 1:7. |  |
| **I. Previous 12 Month Account Activity (Reported)** |
| 1. Billing official account reviews conducted. |  | 6. Billing official accounts w/no activity (6 months). |  |
| 2. Total number of transactions. |  | 7. Open accounts with <50% underutilization. |  |
| 3. Amount of spend. | $  | 8. Number of Prompt Payment Act penalties. |  |
| 4. Number accounts certified late. |  | 9. Lost Rebate. | $ |
| 5. Total number of payments. |  | 10. Percentage of payments paid late. |  |
| **II. Account Establishment and Maintenance Assessment (Overview)** |
| 1. Billing official letter and training files. |  |
| 2. Cardholder delegation of authority letter and training files. |  |
| 3. Local procedures training. |  |
| 4. Account reviews/audits. |  |
| **III. Consolidated Roll-Up of Annual Billing Official Account Reviews (last 12 months)** | Total | % |
| 1. | Alternate billing official assigned for each cardholder account. |  |  |
| 2. | Written billing official approval to cardholder for each purchase. |  |  |
| 3. | Verified purchases were contractually and legally sufficient (authorized by statute or fulfilled a 'necessary expense'). |  |  |
| 4. | Actioned PCOLS correspondence e-mails regarding GPC role acceptance and flagged transaction case reviews in a timely manner. |  |  |
| 5. | Verified accountable property is properly recorded with the Property Book Officer. |  |  |
| 6. | Certified billing statement within 5 days after the cycle close (Access Online) or forwarded the signed billing official statement within 5 days to the budget office (manual pay). |  |  |
| 7. | Coordinated appropriate funding limits with the budget / resource management office. |  |  |
| 8. | Assessed the continuing need for the number of cardholders. |  |  |
| 9. | Cardholder performance is reflected in cardholder's annual evaluation report. |  |  |
| 10. | Completed cardholder annual surveillance reports for each year appointed. |  |  |
| 11. | Maintained supporting financial documentation for all purchases (6 years). |  |  |
| 12. | Maintained terminated individual cardholder / billing official records (3 years). |  |  |
| **IV. Reviewer** |
|  VirtualOn-Site | 1. Date: | 2. Position: | 3. Name/ Signature: |
| **ANNUAL SURVEILLANCE REPORT****Government Purchase Card Program – Billing Official** | 1. Fiscal Year |
|  | **Name** | **Individual Records** | **Y/N** |
| 2. Billing Official |  | a. Appointment/termination record (DD Form 577). |  |
| b. Billing official letter from the contracting office. |  |
| c. Required initial training certificates. |  |
| d. Biennial refresher training certificates. |  |
| 3. Alternate Billing Official |  | a. Appointment/termination record (DD Form 577). |  |
| b. Billing official letter from the contracting office. |  |
| c. Required initial training certificates. |  |
| d. Biennial refresher training certificates. |  |
| 4. Alternate Billing Official |  | a. Appointment/termination record (DD Form 577). |  |
| b. Billing official letter from the contracting office. |  |
| c. Required initial training certificates. |  |
| d. Biennial refresher training certificates. |  |
| 5. Billing official supervisor present for review. |  | 8. Cardholder(s) present for review. |  |
| 6. Billing official is the cardholder's supervisor. |  | 9. GPCs below the micro-purchase threshold.  |  |
| 7. Cardholder(s) supervisor(s) present for review. |  | 10. GPCs above the micro-purchase threshold. |  |
| Previous 12 Month Account Activity |
| 11. Number of cardholders. |  | 14. Total number of transactions. |  |
| 12. Billing official: cardholder waiver on file (> 1 : 7). |  | 15. Average number of days to certify. |  |
| 13. Amount of spend. | $  | 16. Amount of Prompt Payment Act penalties. | $  |
| **I. Billing Official Account Review Checklist** | **Y/N** |
| 1. | Alternate billing official assigned for each cardholder account. |  |
| 2. | Provided written approval to cardholder for each purchase. |  |
| 3. | Verified purchases were contractually and legally sufficient (authorized by statute or fulfilled a 'necessary expense'). |  |
| 4. | Actioned PCOLS correspondence e-mails regarding GPC role acceptance and flagged transaction case reviews in a timely manner. |  |
| 5. | Verified accountable property is properly recorded with the Property Book Officer. |  |
| 6. | Certified billing statement within 5 days after the cycle close (Access Online accounts) or forwarded the signed billing official statement within 5 days to the budget office (manual pay accounts). |  |
| 7. | Coordinated appropriate funding limits with the budget / resource management office. |  |
| 8. | Assessed the continuing need for the number of cardholders. |  |
| 9. | Cardholder performance is reflected in cardholder's annual evaluation report. |  |
| 10. | Completed cardholder annual surveillance reports for each year appointed. |  |
| 11. | Maintained supporting financial documentation for all purchases (6 years). |  |
| 12. | Maintained terminated individual cardholder and terminated individual billing official records (3 years). |  |
| **II. Reviewer** |
| 1. Findings: |
|  VirtualOn-Site | 2. Date: | 3. Position: | 4. Name/ Signature: |

|  |  |
| --- | --- |
| **ANNUAL SURVEILLANCE REPORT****Government Purchase Card Program – Cardholder** | 1. Fiscal Year |
| **Cardholder** | **Name** | **Single Purchase Limit** | **Alternate Billing Official** |
| 1 |  | At or below $3,500Above $3,500 . |  |
| 2 |  | At or below $3,500Above $3,500 . |  |
| 3 |  | At or below $3,500Above $3,500 . |  |
| 4 |  | At or below $3,500Above $3,500 . |  |
| 5 |  | At or below $3,500Above $3,500 . |  |
| 6 |  | At or below $3,500Above $3,500 . |  |
| 7 |  | At or below $3,500Above $3,500 . |  |
| **I. Cardholder Account Review Checklist** | **Cardholder** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. |  Official documents on file. |  |
|  a. Delegation of authority letter. |  |  |  |  |  |  |  |
|  b. Required Defense Acquisition University and U.S. Bank training certificates. |  |  |  |  |  |  |  |
|  c. Biennial refresher training certificates per every 2 years in the program. |  |  |  |  |  |  |  |
| 2. | Safeguarded card. |  |  |  |  |  |  |  |
| 3. | Obtained required approvals prior to purchasing. |  |  |  |  |  |  |  |
| 4. | Purchased only authorized products and services at a fair and reasonable price, below  commodity thresholds. |  |  |  |  |  |  |  |
| 5. | Obtained legal/A/OPC review for questionable items. |  |  |  |  |  |  |  |
| 6. | Complied with mandatory sourcing and FAR Part 8, Required Sources. |  |  |  |  |  |  |  |
| 7. | Rotated sources when placing repeat orders. |  |  |  |  |  |  |  |
| 8. | Entered all orders and rebates into GFEBS/Access Online/other financial system. |  |  |  |  |  |  |  |
| 9. | Documented all transactions posted to the billing statement, but not received; utilizes  tracking system to verify subsequent delivery. |  |  |  |  |  |  |  |
| 10. | Reconciled transactions and approved the cardholder statement within 3 days after the  billing cycle closed. |  |  |  |  |  |  |  |
| 11. | Disputed unresolved or invalid transactions for which deliveries or credits have not  been received no later than 45 days after the original invoice. |  |  |  |  |  |  |  |
| 12. | Obtained property book approval and independent receipt for all purchases. |  |  |  |  |  |  |  |
| **II. Transactions Above the Micro-Purchase Threshold – Select Cardholders Only** |  |
| 1. | Purchased only supplies, printing (DLA), or training above the micro-purchase  threshold; *i.e.*, no services >$2,500 (subject to SCA) and no construction >$2,000. |  |  |  |  |  |  |  |
| 2. | Placed supply orders only from the Federal Supply Schedules, DoD / Army contracts or  from approved vendors consistent with supporting contracting office guidance. |  |  |  |  |  |  |  |
| 3. | Obtained fair and reasonable price determination (3 bids) or obtained approval for the  purchase from the supporting contracting office for all supply purchases. |  |  |  |  |  |  |  |
| 4. | Maintained vendors/merchants contacted, quoted prices and vendor points of contact.  |  |  |  |  |  |  |  |
| 5. | Maintained approved SF Form 182 documents for all training events. |  |  |  |  |  |  |  |
| **III. Reviewer** |
| 1. Findings: |
|  VirtualOn-Site | 2. Date: | 3. Position: | 4. Name/ Signature: |

|  |
| --- |
| **QUARTERLY SURVEILLANCE REPORT****Government Purchase Card Program – Convenience Checking Account** |
| 1. Name: | 2. Fiscal Year: | 7. Month / Year account opened.  |  |
| 8. Delegation of authority letter. |  |
| 5. Organization: | 6. Account last 4: | 9. Initial training certificates. |  |
| 10. Biennial training certificates. |  |
| **I. First Quarter** |
| 1. | Safeguarded checks. |  |
| 2. | Purchased authorized products and services from vendors who did not accept any other form of payment. |  |
| 3. | Obtained approvals, coordinated required concurrence, and inputted order into GFEBS prior to purchase. |  |
| 4. | Complied with purchase guidance for source selection, repeat orders, and property accountability. |  |
| 5. | Inputted merchant data for reportable services into the 1099 Tax Reporting Program. |  |
| 6. | Reconciled transactions and approved the account statement within the allotted timeframe. |  |
| 7. | Disputed unresolved transactions for which deliveries or credits have not been received within 45 days. |  |
| **Reviewer** |
| VirtualOn-Site | 8. Date: | 9. Position: | 10. Name/ Signature: |
| **II. Second Quarter** |
| 1. | Safeguarded checks. |  |
| 2. | Purchased authorized products and services from vendors who did not accept any other form of payment. |  |
| 3. | Obtained approvals, coordinated required concurrence, and inputted order into GFEBS prior to purchase. |  |
| 4. | Complied with purchase guidance for source selection, repeat orders, and property accountability. |  |
| 5. | Inputted merchant data for reportable services into the 1099 Tax Reporting Program. |  |
| 6. | Reconciled transactions and approved the account statement within the allotted timeframe. |  |
| 7. | Disputed unresolved transactions for which deliveries or credits have not been received within 45 days. |  |
| **Reviewer** |
| VirtualOn-Site | 8. Date: | 9. Position: | 10. Name/ Signature: |
| **III. Third Quarter** |
| 1. | Safeguarded checks. |  |
| 2. | Purchased authorized products and services from vendors who did not accept any other form of payment. |  |
| 3. | Obtained approvals, coordinated required concurrence, and inputted order into GFEBS prior to purchase. |  |
| 4. | Complied with purchase guidance for source selection, repeat orders, and property accountability. |  |
| 5. | Inputted merchant data for reportable services into the 1099 Tax Reporting Program. |  |
| 6. | Reconciled transactions and approved the account statement within the allotted timeframe. |  |
| 7. | Disputed unresolved transactions for which deliveries or credits have not been received within 45 days. |  |
| **Reviewer** |
| VirtualOn-Site | 8. Date: | 9. Position: | 10. Name/ Signature: |
| **IV. Fourth Quarter** |
| 1. | Safeguarded checks. |  |
| 2. | Purchased authorized products and services from vendors who did not accept any other form of payment. |  |
| 3. | Obtained approvals, coordinated required concurrence, and inputted order into GFEBS prior to purchase. |  |
| 4. | Complied with purchase guidance for source selection, repeat orders, and property accountability. |  |
| 5. | Inputted merchant data for reportable services into the 1099 Tax Reporting Program. |  |
| 6. | Reconciled transactions and approved the account statement within the allotted timeframe. |  |
| 7. | Disputed unresolved transactions for which deliveries or credits have not been received within 45 days. |  |
| **Reviewer** |
| VirtualOn-Site | 8. Date: | 9. Position: | 10. Name/ Signature: |

**APPENDIX N**

# Quarterly Management Control Report

|  |  |  |  |
| --- | --- | --- | --- |
| **QUARTERLY MANAGEMENT CONTROL REPORT****Government Purchase Card – Agency/Organization Program Coordinator** | 1. Reporting Organization | 2. Quarter | 3. FY |
| 4. Total Number of AOPCs and Alternates |
|  | Cardholder  | Billing Official |  | Cardholder | Billing Official |
| 5. Number of accounts. |  |  | 11. Accounts established this quarter. |  |  |
| 6. CH: BO ratio exceeding 7**:**1. |  | 12. Accounts terminated this quarter. |  |  |
| 7. Ratio waivers in place. |  | 13. Accounts w/no activity this quarter. |  |  |
| 8. Cardholder accounts with a single purchase limit exceeding the micro-purchase threshold. |  |  |
| 9. Number of accounts whereas cardholder is a warranted contracting officer. |  |  |
| 10. Date of last PMR or SAV. |  | 14. Date of next PMR or SAV. |  |
| **I. Financial Summary** |
|  | Month 1 | Month 2 | Month 3 | Total |
| 1. Spend | $ | $ | $ | $ |
| 2. Number of payments |  |  |  |  |
| 3. Amount of Prompt Payment Act penalties | $ | $ | $ | $ |
| 4. Number of Prompt Payment Act payments |  |  |  |  |
| 5. Number of billing official accounts not  certified within 5 business days |  |  |  |  |
| **II. Transaction Review** |
| Dates of ReviewItem reviewed | 1. Number of  Transactions | 2. Transactions Under  Review (open) | 3. Transactions  Reviewed (closed) | 4. Transactions  Identified as Abuse | 5. Number Reported  to Command |
| 1 Oct – 31 OctMCC 4814 >$250 |  |  |  |  |  |
| 1 Nov – 30 NovMCCs 5812 & 5814 |  |  |  |  |  |
| 1 Dec – 31 DecMCCs 5811 & 5945 |  |  |  |  |  |
| 1 Jan – 31 JanMCCs 1731 & 5983 |  |  |  |  |  |
| 1 Feb – 28 FebMCCs 5722 & 5947 |  |  |  |  |  |
| 1 Mar – 31 MarSee \*Note (below) |  |  |  |  |  |
| 1 Apr – 30 AprMCCs 1520 & 5941 |  |  |  |  |  |
| 1 May – 31 MayMCCs 0780 & 5699 |  |  |  |  |  |
| 1 Jun – 30 JunMCCs 7999 & 8099 |  |  |  |  |  |
| 1 Jul – 31 JulMCCs 5651 & 5691 |  |  |  |  |  |
| 1 Aug – 31 AugMCCs 1711 & 2741 |  |  |  |  |  |
| 1 Sep – 30 SepSee \*Note (below) |  |  |  |  |  |
| **\*Note:** Purchases above $3,500 placed on designated training cards (other than for training), i.e., without an approved SF-182. |
| **III. Surveillance Review Plan – Billing Official Account Reviews** |
| 1. First Quarter | 2. Second Quarter | 3. Third Quarter | 4. Fourth Quarter |
| a. Projected | b. Actual | a. Projected | b. Actual | a. Projected | b. Actual | a. Projected | b. Actual |
|  |  |  |  |  |  |  |  |

**GLOSSARY**

**Section I. Abbreviations.**

**AFARS**

Army Federal Acquisition Regulation Supplement

**A/OPC**

Agency/Organization Program Coordinator

**AOR**

Area of Responsibility

**CHESS**

Computer Hardware, Enterprise Software Solutions

**CCO**

Chief of the Contracting Office

**CONUS**

Contiguous United States

**DA**

Department of the Army

**DAWIA**

Defense Acquisition Workforce Improvement Act

**DFARS**

Defense Federal Acquisition Regulation Supplement

**DLA**

Defense Logistics Agency

**DoD**

Department of Defense

**FAR**

Federal Acquisition Regulation

**FPDS**

Federal Procurement Data System – Next Generation

**GSA**

General Services Administration

**GFEBS**

General Fund Enterprise Business System

**GPC**

Government Purchase Card

**HQ**

Headquarters

**HQ ACC**

Headquarters, Army Contracting Command

**MPT**

Micro-Purchase Threshold

**MSC**

Major Subordinate Command

**PARC**

Principal Assistant Responsible for Contracting

**PCOLS**

Purchase Card Online System

**PMR**

Procurement Management Review

**PR**

Purchase Request

**SAV**

Staff Assistant Visit

**SCC**

Subordinate Contracting Command

**SF**

Standard Form

**SME**

Subject Matter Expert

**Section II. Terms.**

**Agency/Organization Program Coordinator**

Appointed individual responsible for executing the GPC Program within their respective contracting command or organization.

**Appointee**

Designated individual who meets the necessary training and education qualifications for appointment as a GPC Agency/Organization Program Coordinator.

**Appointing Official**

Principal Assistant Responsible for Contracting or other designated staff official granted express authority to appoint an individual as a GPC Agency/Organization Program Coordinator.

**Bona Fide Need**

Bona Fide Need is the point in time when a government agency is authorized to obligate funds to acquire a particular good or service based on a currently existing requirement. Agencies may only obligate funds to fill a requirement once the bona fide need exists, and may only use funds current while the bona fide need exists.

**Chief of the Contracting Office**

The division chief, or in the absence of assigned division chiefs, the PARC.

**Endorsing Official**

Designated staff official granted authority to endorse an individual as a GPC Agency/Organization Program Coordinator.

**Legitimate Need**

Supplies and services necessary and incident to the performance of the organization's mission.

**Micro-Purchase Threshold**

Maximum purchase limit before synopsis of requirements, competition, source selection and other procurement policy is mandated: supplies**—**$3,500; services (not subject to Service Contract Labor Standards) **—**$3,500; services (subject to Service Contract Labor Standards) **—**$2,500; construction**—**$2,000. Other limits may be established in contingency situations.

**Principal Assistant Responsible for Contracting (PARC)**

Designated senior staff official responsible for establishing and administrating the contracting program within a contracting command or organization.

**Program Manager (Army Contracting Command)**

Designated office responsible for the daily operations of the ACC GPC program.

**Service Contract Labor Standards**

A statute which sets wage rates and other labor standards for employees of contractors furnishing services to the federal government.

**Supporting Contracting Office**

The contracting office with authority to appoint CHs.

**Training**

The process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency’s mission and performance goals

**Section III. Additional References.**

1. Army Regulations – <http://armypubs.army.mil>

 a. AR 11-2, Managers' Internal Control Program.

 b. AR 710-2, Supply Policy below the National Level.

 c. AR 735-5, Policies and Procedures for Property Accountability.