

GPC BILLING OFFICIAL SETUP FORM

Use this form to set up a new Billing Official account or to replace an existing Billing Official

Office Symbol

Date

MEMORANDUM THRU DRM/Budget Office
FOR MICC- ICO - Fort Benning, CCMi-CEU-BN, Fort Benning, GA 31905
SUBJECT: Request for Appointment as a Billing Official/Alternate Billing Official

1. Reference the Department of the Army's Government Purchase Card (GPC) Operating Procedures dated 3 May 2013. The following individual is nominated for appointment as an Approving Official/Billing Official:

Name:

Grade/Rank – First Name – Last Name

DOD ID Number (EDIPI)

Email

For the Purchase Card On-Line System, PCOLS, we will also need the nominee's supervisor's name and email address. This information will be verified against the DEERS system. Please provide accurate information.

Supervisor Name:

Grade/Rank – First Name – Last Name

DOD ID Number (EDIPI)

Email

Nominee's Official Work Street address: (MUST be complete. **Your card will be sent to this address.**)

Name of Activity/Unit/BDE/BN

Work Telephone Number

Bldg No. & Street Address

City, State, Zip

2. Alternate BO duties are the same as the Primary BO, and should only be performed in the absence of the Primary BO. Individual will serve in capacity as: **(select one)**

Primary Billing Official

Alternate Billing Official

If Alternate, Primary Billing Official is:

Print Name

3. For the Organization:

If the organization/unit is not your own, a memorandum for record is required. The MFR must be signed by the commander of the organization/unit for which you will be assigned as a billing official.

4. If replacing a former Billing Official or Alternate Billing Official, request the following name(s) **removed** from the account

I am the Commander/Director of the Organization listed above in Section 3. I am aware that the individual named in Section 1 is nominated as a Billing Official for this unit.

(Signature of **Commander/Director**-- required for all applications)

(Title)

The following actions have been coordinated with the DRM/Budget Office.

- a. **A line of accounting (LOA) has been established for this account for Access Online.**
- b. **A GFEBS PR Processor and L1 Approver has been appointed by the DRM/Budget Office.**

I will be managing the cycle and credit limits for this account. I will also be the Funds Certifier in GFEBS for this account.

(Name & title of requesting Resource Manager/Budget Analyst)

(Signature of RM/BA)