

DEPARTMENT OF THE ARMY
977TH MILITARY POLICE COMPANY
223 CUSTER AVENUE
FORT RILEY, KANSAS 66442-5700

AFZN-BEA

02 SEPTEMBER 2010

MEMORANDUM FOR RECORD

SUBJECT: 977th Military Police Company Government Purchase Card (GPC) Standard Operating Procedure (SOP)

1. **REFERENCE.**

- a. AR 710-2 (Supply Policy Below the National Level)
- b. AR 715-XX,(Revised 02 May 07) (Government Purchase Card Program)
- c. AR 735-5 (Policies and Procedures for Property Accountability)
- d. AR 25-400-2 (Army Records Information Management System (ARIMS))
- e. Army Federal Acquisition Regulation Supplement (AFARS) Part 13, April 2001
- f. Fort Riley Contracting Office Website:
<http://www.riley.army.mil/Services/Fort/Contracting.aspx>

2. **PURPOSE.** To outline responsibilities and internal controls related to the utilization of the GPC and the administration of the Company's GPC program. The purpose of the GPC program is to facilitate local purchases/services, delineate an accounting system and ensure compliance with procurement regulations, ethics, and standards.

3. **SCOPE.** All units and personnel assigned and attached to the 977th MP Company will follow the procedures and polices associated with the GPC program.

4. **RESPONSIBILITIES.**

- a. Billing Officials/Approving Officials. Billing officials will be commissioned officers.

(1) Approve, in writing or by e-mail, ALL requests for purchases of supplies and services made with the GPC. Ensure all documents are complete and accurate that support said purchases.

(2) Ensure unit GPC personnel are in compliance to Directorate of Contracting guidelines as outlined in the Army Regulation 715-xx, AFARS Part 13, Fort Riley supplemental information, newsletters, and MOIs .

(3) Coordinate changes in Cardholders, Billing Officials/Alternates and spending limits with the Battalion S4 and the Directorate of Contracting.

(4) Receive Cardholder statement of accounts (SOA), any Cardholder Statements of Questioned Items (CSQI), and billing statement.

(5) Verify and validate purchases through the AxOL system. Conduct periodic hands on spot checks to ensure cardholders purchases, records and supply/equipment accountability procedures are to regulatory standards.

(6) Track and ensure resolution of disputed actions.

(7) Retain ALL billing statements and Cardholder files/records IAW ARIMS . Ensure Cardholders maintain and secure their own separate files of their transactions, statements and other billing information (ie, receipts). Ensure the Battalion S4 (Battalion APC) is provided copies of the monthly GPC records.

(8) Certify invoice in AxOL within 5 business days after the 19th cutoff. If the 19th falls on a weekend cutoff will be the Friday before the 19th.

(9) Take appropriate action to prevent split purchases.

(10) Ensure all appointment orders and signature cards are forwarded to the BN S4 and DOC as required.

(11) Follow up with the Battalion PBO and ICPBO to ensure non-expendable items have been posted to the respective property books.

b. Cardholders. Cardholders will be NCOs or commissioned officers. Junior Soldiers who exhibit a high degree of maturity, responsibility and meet other desired traits as GPC cardholders may perform duties as such per Commander's discretion.

(1) Will only purchase AUTHORIZED mission related supplies and/or services that are not available through mandatory supply channels or on the installation. Cardholder(s) are ultimately responsible for purchases made with their GPC.

(2) Advise merchants/vendors at the time of the transaction is made that items purchased are "For Official United States Government Use." The vendor should exempt the purchase from state and local taxes (See Annex D for KS Dept of Revenue Exemption Certificate).

(3) Reconcile monthly charges in CARE within 1 business day after cutoff on the 19th of the month. If the 19th falls on a weekend the cutoff will be the Friday before the 19th.

(4) Maintain a letter delegating specified procurement authority from the DOC.

5. GENERAL GUIDELINES AND INTERNAL PROCEDURES/CONTROLS.

a. The GPC can be used to purchase supplies and services up to \$3000.00 per purchase as long as said purchases are in compliance with the Federal Acquisition Regulation. Single purchase limits and 30-day billing cycle purchase limits have been established for each Company ICW the DOC and US Bank.

b. GPC cardholders will utilize the purchase request form found in Annex E when ordering items and supplies with the GPC. Purchases will be made only after the required signatures are collected on the purchase request form.

c. Billing officials will not be cardholders nor will they utilize a cardholder's GPC if they are not available to make a purchase.

d. Units will submit a weekly budget report that includes any GPC purchases made during the reporting time frame. The list of purchases will include a general itemized break down of the items made for the week.

e. Each GPC transaction should involve a single delivery and payment. Receipt of the item should be within the billing cycle or by the time the monthly report is received to simplify monthly reconciliation.

f. Cardholders shall not break down (split) requirements aggregating more than the micro-purchase threshold into several purchases merely to avoid exceeding the single purchase limit on the GPC. If a purchase is to exceed this limit, then the unit will coordinate through the S4 for alternative purchasing arrangements.

g. Disputes should be settled between the cardholder and merchant directly. However, if the merchant refuses to settle with the cardholder, or if 45 days have passed without resolution since receipt of the statement containing the questionable transaction, then the cardholder shall formally dispute the transaction with the card issuing bank.

h. Prior to making local purchases, card holders will consult with their Company Budget Officer to determine if funds are available. Units will ensure all information is accurate and complete on the written purchase request (Annex E). Once the purchase request is signed by the Billing Official, the Cardholder will:

(1) Verify availability through mandatory supply channels and the installation.

(2) Contact the suggested source and place the order, giving the vendor the credit card number and explicit delivery/ mailing instructions.

(3) Annotate phone number and any comments related to product quality, timeliness of delivery, etc.

(4) Ensure that if items requested are durable or non-expendable, that the proper accountability procedures are taken with the appropriate authority (ie, ICPBO, Battalion PBO, Unit Supply Sergeant) prior to the purchase. Preferably, the “appropriate authority” has initialed the purchase request as a method/tracking system to follow up with the unit for the appropriate property book transactions once the items have been received. In addition, the Battalion S6 and Fort Riley DOIM will approve any information technology purchases prior to any transactions.

(5) Receive item(s) and invoice/receipt. Ensure copies of each transaction are provided to the appropriate PBO and supply sergeant so the items can be accounted for IAW Army regulatory requirements.

(6) Verify quantity, quality, billing, etc.

(7) Pass item(s) to requestor/receiver and obtain an acknowledgment (signature and date) on the GPC Purchase Request

(8) Complete and retain any additional documentation

(9) Reconcile monthly charges in AxOL within 1 business day after cutoff on the 19th of the month. If the 19th falls on a weekend the cutoff will be the Friday before the 19th.

(10) Pass files to the Billing Official for retention. Ensure each cardholder retains a copy of the files for their own records.

i. Purchasing will be suspended when funds are no longer available.

j. Purchases that are not approved will be paid for by the Cardholder or Billing Official that is deemed responsible for the unapproved purchase(s) per AR 715-xx.

k. Use of the card by anyone other than the Cardholder will result in proper disciplinary action and termination of the card.

l. Cardholders will retain GPC records for three years and the Billing Officials will retain GPC records for six years and three months.

7. Lost Government Purchase Cards. The Approving Official will report the loss of any GPC to the DOC and US Bank within one (1) working day. Units are encouraged to report the loss immediately if circumstances allow.

8. Clearing Procedures for GPC cardholders and Billing Officials. Billing officials will ensure all cardholders properly clear their unit prior to PCS, ETS or intra-post transfer. The

clearing memo found in Annex H (Cardholder Clearing Document Template) will be utilized for this purpose.

9. The point of contact for this SOP is the undersigned at (111)222-1111

FOR THE COMMANDER

Commander's First Mi. Last Name
Rank, Branch
Commanding

Annexes:

Annex A: Billing Official Application

Annex B: Alternate Billing Official Application

Annex C: Cardholder Application

Annex D: KS Department of Revenue Exemption Certificate

Annex E: Purchase Request Form

Annex F: Billing Official Inspection Checklist

Annex G: Cardholder Inspection Checklist

Annex H: Cardholder Clearing Document Template