



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-RM

28 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #93, Government Purchase Card (GPC).

1. The proponent of this policy is the Directorate of Resource Management (DRM).
2. This policy is effective immediately and remains in effect until rescinded, superseded or obsolete.
3. References.
 - a. 411th Contracting Support Brigade, Korea (CSB-K) Supplement to Army's GPC Operating Procedures, 31 August 2013.
 - b. Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs, 1 November 2012.
 - c. Department of the Army GPC Operating Procedures, 3 May 2013.
4. Purpose. To provide guidance and procedures to establish, maintain, and operate an effective and trustworthy GPC program for all activities using appropriated funds within USAG Humphreys.
5. Applicability. This policy applies to all Departments of the Army Civilian (DAC) personnel assigned to USAG Humphreys.
6. Policy.
 - a. Commander and Division Chiefs are responsible for oversight of the activity of their Cardholders (CHs) and Billing Officials (BOs). Commander and Division Chiefs shall take action to verify that GPC operations are in compliance with sound business practices, regulations, and laws.
 - b. The USAG Humphreys Garrison Commander will nominate BOs, Alternate Billing Officials (ABOs), and CHs as needed to support the needs of activities. Nominations are accomplished by signature on the GPC application form. The application package is routed through the DRM for review, approval, and processing through the 411th CSB-K.

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c. Funding of the GPC. The BOs will establish funds availability with the DRM and delegate funded amounts to the CHs. No purchase may be made without the BO's signature on the GPC Order Request and Receipt Form. When the BO is on leave, the ABO will validate charges. Purchasing will be suspended when funds are not available.

d. Monthly Reconciliation. CHs will hand carry the Statement of Account monthly log, Questioned Item Form statement, and all other supporting documentation to the BO for certification within three days after the cycle date (on the 19th of each month).

e. Hand Receipt and Property Accountability. CHs will maintain all documentation in accordance with the 411th CSB-K SOP (Reference a). CHs will instruct vendors to ship to CH's address only. Supplies are not to be shipped to other individuals within the organization. CHs will maintain positive control of all items until release to requester. Non-expendable property items must be recorded in the Property Book. Property Book accountability required for non-expendable items.

f. Transfer of CHs. CHs will surrender their GPC card to the BOs after cutting the card into two pieces across the magnetic strip. The GPC card will be surrendered 60 days prior to departure from the organization. CHs will coordinate with their BO prior to rendering the GPC unusable.

g. Ethics Requirements. BOs and CHs who make total annual purchases exceeding \$100,000, or buy any single requirement costing more than \$3,000, must complete the annual Ethics Training for Procurement officials and submit a completed OGE Form 450 to the Staff Judge Advocate annually.

h. GPC Surveillance.

(1) Surveillance shall be accomplished by the DRM or 411th CSB-K for each CH at any time if required. GPC Data Mining using the U.S. Bank Access Online system (AXOL) may be randomly surveyed by the DRM GPC Administrator to identify potentially fraudulent, improper, or abusive purchases including but not limited to: questionable vendors, weekend and holiday purchases, split purchases, unusual amounts or relationships, year-end spending, transactions by vendor, etc.

(2) Surveillance will consist of on-site reviews of randomly selected transactions for frequent users of the GPC. Surveillance results will be maintained on file by DRM for three years, and will be forwarded to the CH and the BO.

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i. Purchases Requiring Authorization .

(1) Property Accountability . BOs are required to ensure that all Property Book accountability requirements have been fulfilled by coordinating with the Property Book Office. Non-expendable property items must be recorded in the Property Book as required by existing regulations governing property accountability. Property Book accountability required for non-expendable items having a unit price of \$300 or more. In addition, highly pilferable items with a value lower than \$300 should be accounted for either on a durable hand receipt or on the appropriate Property Book. Any tool priced at \$50 or more is also considered a non-expendable item.

(2) Computers, Communication Equipment. Computers, communication equipment, and other automatic data processing equipment purchases must be approved through Information Management Office channels prior to purchase and documented when required with Capabilities Request (CAPR) approval. Written approval must be obtained prior to purchase of items from the Commander, 41st Signal Battalion (NETC-SKE-RDOIM).

(3) Hazardous Materials. Purchases of hazardous materials, transportation services, disposal, and/or cleanup of such materials must be coordinated with Directorate of Public Works.

(4) Construction Services, Facilities and Ground Maintenance. Before making any purchases of construction, facilities and ground maintenance requirements, the CHs will coordinate with ORM to ensure that the funds they have assigned to their accounts are authorized for such purchases.

j. Prohibited Items. The GPC shall not be used for the following purposes:

(1) Cash. The GPC is not to be used to purchase other financial instruments including cash advances, money orders, traveler's checks, gift certificates, etc. All refunds from merchants will be processed using a chargeback to the GPC and never accomplished by a cash refund.

(2) Travel-Related Purchases. The GPC is not to be used to pay for expenses related to official travel (PCS or TDY) that is supported by travel orders and will be reimbursed on a travel voucher. Purchase of rental vehicles, airline, train, or bus tickets, lodging, meals, drinks, or refreshments associated with such travel is not authorized.

(3) Telecommunication Services. Telecommunications services, specifically, Federal Telecommunication System or DSN, are to be provided by the Signal organizations. The general restriction against procuring goods or services that are already provided through an established system applies to this category of services.

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(4) Souvenirs, gifts, and mementos. Operation and Maintenance funds are not authorized for these types of purchases. Such purchases include: plaques, flowers, gifts for retirement parties or hail and farewell functions. The CH must ensure that he/she has such funds assigned to the GPC account before making any such purchases.

(5) Morale, Welfare, and Recreation and Non-appropriated Funds. Any costs associated with staging an organization day picnic or Christmas party items are prohibited. Purchases for items such as: barbecue grills, picnic tables, Santa suits, paper plates, plastic forks and knives, etc., are not authorized.

(6) Personal Expense Items. Items that are primarily for the convenience of an individual are not to be procured using the GPC. These include clothing, food and drink, items such as appliances, handheld/portable electronic devices, the paying of personal fines, etc.

7. Responsibilities

a. Agency/Organization Program Coordinator (A/OPC) (Level 4). The ORM will maintain surveillance over the GPC program and has the authority to suspend or terminate GPC privileges to CHs and BOs. The A/OPC responsibilities include:

(1) Managing the day-to-day operation of the GPC Program at the installation/organization.

(2) Assisting CHs and BOs in fulfilling their responsibilities.

(3) Ensuring local agency training is provided to CHs and BOs via an appropriate training method (e.g. classroom, VTC, DCO) prior to participation in the GPC program.

(4) Ensuring an ABO is in place.

(5) Oversight responsibilities that may not be re-delegated (i.e., reviewing BOs and CHs accounts, span of control).

(6) Maintaining delegation of authority appointment letters and a current listing of all CHs and BOs.

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(7) Cancelling accounts with no activity for six months; or

(a) Setting the single purchase limit to \$1 in the event of unauthorized activity/fraud on the account.

(b) Receiving justification in writing when individuals are deployed or other authorized absence for six months or longer.

(c) Receiving justification in writing from BOs when accounts that have little activity must remain open in the event of an emergency service outage, emergency repair, contingency, etc.

(8) Ensuring and maintaining completion of the following training for all CHs and BOs:

(a) Mandatory Defense Acquisition University initial GPC training.

(b) Local specific agency training through any authorized training method deemed appropriate by the activity.

(c) Mandatory refresher training every two years.

(d) Mandatory annual ethics training.

(e) US Bank Access Online web-based training.

(9) Monitoring bank transaction reports to disclose potential prohibited or improper use, and taking immediate action to address suspected legal or policy violations.

(10) Processing requests for user identifications and passwords for the Servicing Bank's Electronic Access System (EAS).

b. Approving Official / Billing Official (Level 5). BO should be in the CH's supervisory chain and the BO is the ultimate approval authority.

(1) The BOs will review every transaction for each CH account assigned to his/her BO account and verify that all transactions were made in accordance with 411th CSB-K SOP. The BO will certify monthly billing statements within 5 working days for accounts in AXOL and BO is responsible for ensuring payment is accomplished in a timely manner.

(2) Neither delegates any of their GPC program responsibilities nor allows others to certify billing statements using their individual AXOL username and password.

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(3) ABOs need to be appointed to approve urgent GPC requirements when the primary BO is temporarily absent and ABOs also certify statement in AXOL using their own username and password.

c. Cardholder (Level 6).

(1) Prior to any proposed purchase, obtain BO's approval and route through ORM to validate funds availability.

(2) Create the Purchase Request (PR) in General Fund Enterprise Business Systems (GFEBS). GFEBS will produce an eOrder and e-mail to the BO and CH once RM certifies the PR.

(3) Ensure the eOrder is posted to AXOL and then make the purchase

(4) Ensure that all purchases are made in accordance with the guidance, procedures, regulations, and statutes contained in 411th CSB-K SOP (Reference a.).

(5) Review and verify the legitimacy of all charges applied to her/his account and complete reconciliation and approval or dispute of the bank statements in AXOL within 3 business days of the close of the billing cycle, and provide supporting documents to the BO.

(6) Maintain records of all purchases made. These records are to be maintained for 6 years and 3 months at the organization.

(7) Notify the BO of a lost, stolen, or compromised GPC within one business day so the BO can meet the requirement to submit a report to the Level 4 A/OPC within five business days.

(8) Maintain the Servicing Bank's EAS purchase log throughout the billing cycle, reconciling all transactions, and approving the statement of account within 3 business days of the end of the billing cycle.

(9) Maintain a manual purchase log if the electronic purchase log is not accessible. CHs must keep an accurate log of all purchases entering "Log Item Detail" data into the U.S. Bank Access Online system at the time of the transaction. At a minimum, logs will record: (i) the transaction data; (ii) the name of the merchant; (iii) the transaction price; (iv) what was purchased; and, (v) the name of the requester. Failure of CHs to properly enter this data will be grounds for suspension or termination of the CH's account by the ORM GPC Administrator.

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(10) Maintain records of all purchases made, includes: (1) the GPC Purchase Request and Receipt document; (2) the receipt from the seller; (3) the Cardholder Account Statement printed in the U.S. Bank Access Online system; and, (4) any required authorization documents that may be required for certain goods or services. The original documents will be turned over to the BO after the CH completes his/her reconciliation at the end of the billing cycle. These records are to be maintained for six years and 3 months at the organization.

(11) Properly allocate the transactions to the proper line of accounting.

(12) Notify the BO prior to departure, when on leave or travel that will prevent the CH from promptly signing and forwarding the CH statement of account.

(13) Provide to the BO upon departure, the disposition of CH records such as sales receipts and credit vouchers. Transfer all CH records to the BO with all statements, supporting documentation, receipts, and logs.

(14) Notify the BO 60 days prior to departure, cease purchasing six to eight weeks prior to DEROS or departure, cut the card in half along the magnetic strip, and turn the cut card over to ORM GPC Administrator with the completed Destruction Notice form NLT 4 weeks prior to departure. CHs must ensure that any outstanding charges on their accounts are identified to their BO and that any outstanding records of their purchase activities are turned over to the BO.

d. Certifying Officer/Fund Certifier (Resource Managers).

(1) Coordinate GPC funding and spending limits with the BO and Level 4 A/OPC (i.e., assignment of credit and cycle limits).

(2) Establish funding for each account, at either the CH or BO level; non-applicable to U.S. Army Corps of Engineers.

(3) Assign default and alternate lines of accounting as appropriate.

(4) Ensure obligations are posted prior to the submittal of an invoice.

(5) Assist with resolving accounts that are in a delinquent status, and provide payment information when requested.

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8. The policy and procedures identified in this memorandum are not all inclusive. BOs and CHs will stay abreast of relevant policies that pertain to the GPC program that are currently in place or will come into force.

9.. The point of contact for this memorandum is the Resource Management Officer at DSN 754-6099.



DARIN S. CONKRIGHT
COL, SF
Commanding

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A & B