



ORIGINAL

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
STATION SUPPLY DEPT
BEAUFORT, SOUTH CAROLINA 29904-5010

IN REPLY REFER TO
ASO P4200.4A
SUPP

05 MAR 2003

AIR STATION ORDER P4200.4A

From: Commanding Officer
To: Distribution List

Subj: MCAS BEAUFORT STANDING OPERATING PROCEDURES (SOP) FOR RECEIPT AND
USE OF GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM
(GCPC) BY NON-PURCHASING PERSONNEL

Ref: (a) EBUSOFFINST 4200.1

1. Purpose. To publish updated procedures and instructions for non-purchasing Government personnel to obtain and use a Government Purchase Card aboard MCAS Beaufort, per the reference.
2. Cancellation. ASO P4200.4
3. Scope. This SOP applies to all MCAS Beaufort activities using the GCPC under the MCAS Beaufort Hierarchy.
4. Background. The purchase card program is intended to streamline payment procedures and reduce the administrative burden associated with traditional and emergency purchasing of supplies and services. This program should not be used to circumvent the supply system nor rectify poor planning/forecasting techniques. The contract authorizes the card to be used as a method of payment for purchases of most commercially available goods and services that do not exceed \$2,500.
5. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.


H. A. STOCKWELL

DISTRIBUTION: B

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CONTENTS

CHAPTER

- 1 GENERAL INFORMATION
- 2 ESTABLISHING APPROVING OFFICIAL & CARDHOLDER ACCOUNTS
- 3 AUTHORIZED USES OF THE GCPC
- 4 MAKING THE TRANSACTION
- 5 CANCELING A PURCHASE, RECEIPT AND ACCEPTANCE, RETURNS, SHIPMENTS
- 6 TRANSACTIONS POSTING IN CITIBANK
- 7 CARD SECURITY, GCPC SEMI-ANNUAL, VIOLATIONS AND DISCREPANCIES
- 8 SEPARATION OF CARD HOLDER
- 9 REVIEWING OFFICIAL
- 10 PURCHASE CARD FREQUENTLY ASKED QUESTIONS

FIGURE

- 2-1 EXAMPLE LETTER: REQUEST FOR APPOINTMENT OF GOVERNMENT-WIDE
COMMERCIAL PURCHASE CARD APPROVING OFFICIAL (AO)
- 2-2 EXAMPLE LETTER: REQUEST FOR ISSUANCE OF GOVERNMENT-WIDE COMMERCIAL
PURCHASE CARD TO A CARDHOLDER (CH)
- 3-1 MCAS BEAUFORT MICRO PURCHASE FORM
- 5-1 PURCHASE CARD LOG
- 7-1 MARINE CORPS AIR STATION, BEAUFORT, SOUTH CAROLINE, GOVERNMENT-WIDE
COMMERCIAL PURCHASE CARD SEMI-ANNUAL REVIEW
- 7-2 USMC GCPC ACTIVITY PROGRAM COORDINATOR (APC) TABLE OF ACTION

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 1

GENERAL INFORMATION

	PARAGRAPH	PAGE
GENERAL INFORMATION.....	1100	1-2
DEFINITIONS.....	1101	1-2
DESIGNATION OF OFFICES.....	1103	1-4
ACCOUNT AND PURCHASE LIMITS.....	1104	1-5

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

1100. GENERAL INFORMATION

1. The DON has issued a Task Order under the GSA SMARTPAY Contract (#GS-23F-98006) to obtain purchase card services from Citibank. These standard operating procedures provide guidance on the appropriate use of the purchase card by MCAS Beaufort personnel.
2. The policy of MCAS Beaufort is to use the purchase card for all supplies and services at or below the micro-purchase threshold (\$2,500) as either a procurement method or a method of payment. All purchases must be accomplished in accordance with FAR Part 13, DFARS 213, NAPS 5213, NAVSUPINST 4200.94, the GSA contract, and this internal operating procedure.
3. Assignment as an Agency Program coordinator (APC), Approving Official (AO), or Card Holder (CH) shall be delegated to military or civilian government employees only. Contractor personnel are not authorized to act on behalf of the Government in accordance with DOD/DON policy.
4. MCAS Beaufort purchase CHs shall only use the purchase card for authorized purchases in accordance with this standard operating procedure.
5. This ASO serves to amplify policies, instructions, and directives of the Government-Wide Commercial Purchase Card Program from higher authority. DOD, DON, DFAR, FAR, and those regulations, instructions, directions governing the GPC program from higher authority shall supercede this ASO as guiding direction related to any questions arising from this order.

1101. DEFINITIONS

1. Agency Program Coordinator (APC) - The individual designated by the Commanding Officer, or HA who shall have overall responsibility for the management, administration and day to day operations of the purchase card program at the activity. Upon Commanding Officer designation, the appointment letter must be forwarded to the next higher level APC for Request of the Delegation of Contracting Authority. This action permits the APC to delegate contractual authority to the AO and CH upon completion of training certification.
2. Approving Official (AO) - The individual responsible for reviewing and verifying the monthly purchase card statements of the cardholders under his/her purview. The AO must verify that all purchases were necessary and for official government purposes in accordance with applicable directives. Unless otherwise specified, the AO must also be the Certifying Officer for his/her cardholder(s) and in that capacity must certify the monthly billing statement.
3. Billing Cycle - The 30-day billing period cardholders may use their purchase card. For DON, the billing cycle ends on the 21st of the month.
4. Billing Cycle Purchase Limit - The spending limit assigned each cardholder's cumulative purchases and transactions with a given billing cycle.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

5. Bulk Funding - An advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions.
6. Cardholder (CH) - Any Government employee who is designated by the HA or designee to be issued a purchase card or purchase card account. The purchase card bears the name/account number of this individual.
7. Commonly Used Hazardous Materials (HAZMAT) - For the purpose of this instruction, commonly used HAZMAT means hazardous materials or products that are customarily sold to the general public to be used for non-governmental purposes (commercial products) which are in the same size and packaging found commercially and subject to procedures found later in this SOP. Examples of those materials or products include those required on a routine basis to meet daily operational needs such as; lubricants, batteries, toner cartridges, detergents, etc.
8. Contracting Officer - Government employees who have the authority to bind the Government to the extent of their delegated purchasing authority. Purchase CHs are provided that authority by their commanding officer or APC in writing by the issuance of a Letter of Delegation.
9. Credit Limit - The maximum dollar threshold assigned at the AO/billing level limiting the amount an account can have outstanding at any one time. The bank automatically sets the amount at three times the corresponding billing account 30 day limit.
10. Disputes - Instances where the transactions on the CH's statements do not agree with entries in the Purchase Card Log or retained receipts. This may include circumstances where the CH did not make the transaction, the amount of the transaction is incorrect or the quality or service is an issue.
11. HCA - The official at one of the 23 DON components listed at DFARS 202.101 and NAPS 5202.101 (e.g. COMNAVSUPSYSCOM, COMNAVAIRSYSCOM, etc.) who has overall responsibility for managing contracting authority within their contracting chain of command. They are responsible for the delegation, redelegation, and use of contracting authority including use of the purchase card by DON command, DON activities, and DON personnel under his/her contracting cognizance.
12. HA - For the purposes of this SOP, HA is the military officer in command or the civilian executive in charge of the mission of a DON command or activity that has been granted contracting authority by the cognizant HCA and has overall responsibility for managing the delegation and use of this authority by personnel under his/her command.
13. Purchase Card - The purchase card is the credit-card-like purchase account established with the bank that enables properly authorized Government personnel to buy and pay for mission requirements.
14. Purchase Card Log - A manual or automated Purchase Card Log on which the CH documents individual transactions using the purchase card. Entries in the Purchase Card Log should be supported by internal command documentation.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

15. MCC - A four-digit code assigned to a participating purchase card vendor based on their industry classification. APCs can limit CH transactions by type of merchant by blocking out certain categories of vendors for use by activity CHs.

16. Monthly Cardholders Statement - By Direction of DON eBusiness Operations, Citibank issued the last Cardholder hard copy statement on 02/21/04. Approving Officials statements will continue to be issued as always.

17. Monthly Billing Statement - The monthly billing statement is the official invoice for payment purposes, which is provided to the AO. The billing statement identifies all of the purchase card transactions of his/her CHs during a billing cycle.

18. Services - For the purposes of this SOP, services are firm fixed priced (including unpriced orders with an established ceiling), non-personal, commercially available requirements in which we directly engage the time and effort of the contractor to perform a task. (e.g. repairs, maintenance, annual maintenance agreements, etc.).

19. Single Purchase Limit - The dollar threshold assigned to each CH for a single purchase/payment action.

20. Reconciliation - The process by which the CH/AO review their monthly statements, reconcile against available vendor receipts and Purchase Card Log and authorizes payment of those charges provided on the monthly statement.

21. Transaction Type - The transaction type is the method by which an order is placed when using the purchase card. Purchase card buys may be made over-the-counter, over-the phone, or via the Internet.

1103. DESIGNATION OF OFFICES

1. Designation of offices under the Marine Corps Air Station Beaufort Government Card Purchase Card Program.

a. APC - Manages, oversees, and has overall responsibility for the management and administration of the MCAS Beaufort's GCPC Program.

b. AO - Acts a certifying officer for CH's monthly purchase card statements. Responsible for reviewing and verifying the monthly purchase card statements of the CHs under his/her purview. The AO verifies that all completed purchases are necessary and for official Government purposes in accordance with applicable directives. Unless otherwise specified, the AO is also the direct supervisor and the certifying officer for his/her CH(s). In the event the AO is not the direct supervisor of the CH, the AO must be in the CH's chain of command.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

(1) The AO will have no more than seven CHs under his/her cognizance. This ratio is subject to further reduction and modification if the volume of purchase card transactions creates a situation that inhibits the AO from performing an effective review of the statements of his/her CHs.

(2) Under the Span of Control Guidance, AO's may not have more than a 7:1 ratio, regardless of how many accounts the AO manages.

c. CH - Uses his/her purchase card to buy/pay for supplies or services.

d. Designated Billing Office - MCAS Beaufort's Designated DFAS OPLOC is Defense Finance Accounting Service, Columbus, Ohio.

e. Fiscal Clerks - Comptroller Dept financial personnel responsible for managing the financial records for command funding. Comptroller personnel and APCs will work together to ensure funding process is streamlined to the maximum extent practicable.

f. Purchase Card Team (PCT) - Performs announced and unannounced reviews/inspections of CHs records to ensure compliance with all applicable regulations. The PCT shall identify to the APC the possible evidence of fraud, waste, or abuse in any account. The PCT performs the day-to-day operations of the GCPC Program which includes maintaining account profiles; maintaining all CH letters of delegation/warrants, merchant category code authorizations; making sure purchase limits are current and appropriate for local mission requirements; reviewing CH usage to make sure it remains regular and that there are no open, irregular, or minimum usage accounts; and making sure CH and AO accounts are up to date and an adequate span of control is maintained.

1104. ACCOUNT AND PURCHASE LIMITS

1. AO Account Limits. An AO will not maintain a single purchase limit, as they will not make purchases with a GPC. The Billing Cycle Limit established for the AO may only exceed by 20% the total of all CH's Monthly Billing Cycle Limits.

2. CH Account Limits. Use of the purchase card at MCAS Beaufort is subject to a single purchase limit, normally \$2,500, and a monthly (Billing Cycle) CH limit. Explanations of these dollar limits are as follows:

a. Single Purchase Limit - The single purchase limit is a limitation on the purchase authority delegated to the purchase CH by the HA (or designee). This dollar limit cannot be exceeded unless a revised delegation of authority is issued to the CH raising his/her limit.

b. Billing Cycle Purchase Limit - The billing cycle CH limit is the spending limit assigned the purchase CH's cumulative purchases in a billing cycle.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 2

ESTABLISHING APPROVING OFFICIAL & CARDHOLDER ACCOUNTS

	PARAGRAPH	PAGE
ESTABLISHING APPROVING OFFICIAL & CARDHOLDER ACCOUNTS	2100	2-2

FIGURE

2-1	EXAMPLE LETTER: REQUEST FOR APPOINTMENT OF GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD APPROVING OFFICIAL (AO)	2-3
2-2	EXAMPLE LETTER: REQUEST FOR ISSUANCE OF GOVERNMENT-WIDE COMMERCIAL-WIDE PURCHASE CARD TO A CARDHOLDER (CH)	2-4

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

2100. ESTABLISHING APPROVING OFFICIAL & CARDHOLDER ACCOUNTS

1. The APC for MCAS Beaufort is currently Mr. Wayne Donaldson, phone 228-7248. Contact him to request establishment of a new AO or CH account. Three things must be accomplished prior to the establishment and activation of a new CH or AO account:

a. The training requirements, which follow, must be completed. In addition to the initial training required, refresher training on current DON policies and procedures and local internal operating procedures is required at least every two years. Ethics training is required annually. Certification of completion for DOD/DON training must be made available prior to issuance of a new account or credit card.

(1) Ethics and Standards of Conduct Training. All MCAS Beaufort AOs and purchase CHs must receive ethics and standards of conduct training in accordance with the Joint Ethics Regulations, DOD 5500-7r, as well as 5 CFR 2638.705 prior to assuming their duties with the MCAS Beaufort purchase card program. All MCAS Beaufort AOs and purchase CHs hold a public trust, and their conduct must meet the highest ethical standard.

(2) DON purchase card training (CD ROM/ classroom training, etc.)

(3) DOD purchase card training (DAU web based training)

(4) ASO P4200.4A training provided by a member of the Purchase Card Team.

b. Written request must be submitted to APC, Station Supply, in the format provided on next two pages for the individual to be appointed the position of an AO and for the individual to be appointed as the position of a CH.

c. AO and CH must each be in receipt of a their "DELEGATION OF AUTHORITY" letter signed by the APC and all training certificates.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

From: Directorate Head/Officer in Charge
To: Agency Program Coordinator, Station Supply, MCAS, Beaufort, SC 29904
Subj: REQUEST FOR APPOINTMENT OF GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD
APPROVING OFFICIAL (AO)
Ref: (a) NAVSUPINST 4200.94
(b) AIR STATION ORDER P4200.4A

1. In accordance with the references, it is requested the individual identified below be appointed the position of purchase card certifying officer.

- a. NAME OF OFFICER/LAST FOUR SSN/BENEFIT START DATE (MMYY)
- b. TITLE/SERIES/GRADE/PHONE NUMBER
- c. DEPARTMENT, DIVISION
- d. ESTIMATED DATE OF TRANSFER

Signature

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

FIG. 2-1

From: Directorate Head/Officer in Charge
To: Agency Program Coordinator, Station Supply, MCAS, Beaufort, SC 29904
Subj: REQUEST FOR ISSUANCE OF GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD
Ref: (a) NAVSUPINST 4200.94
(b) AIR STATION ORDER P4200.4A
Encl: (1) Copy(ies) of Certificates of Training

1. It is requested the Government employee identified below be issued a government-wide purchase card. In accordance with the references, the enclosure(s) and following information is provided:

- a. CARDHOLDER NAME
- b. TITLE/SERIES/MOS/GRADE/PHONE NUMBER
- c. DEPARTMENT, DIVISION
- d. SINGLE PURCHASE LIMIT AMT REQUESTED
- e. MONTHLY PURCHASE LIMIT AMT REQUESTED
- f. APPROVING OFFICIAL/TITLE/PHONE
- g. MISSION ESSENTIAL REQUIREMENTS: Statement that describes why the issuance of the card is essential to meet mission requirements.

Signature

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 3

AUTHORIZED USES OF THE GCPC

	PARAGRAPH	PAGE
AUTHORIZED USES OF THE GCPC.....	3100	3-2
FIGURE 3-1 MCAS BEAUFORT MICRO PURCHASE FORM.....		3-9

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

3100. AUTHORIZED USES OF THE GCPC

1. All Micro-purchases that do not require a written purchase order.
(Requirements that require a written purchase order include safety/safety of flight, configuration control, weapon system-related parts, foreign military sales, rental and lease of vehicles, and classified information/material).

a. Micro Purchase Request Process

(1) Materials & Services requestors shall complete the gray shaded areas of the MCAS BEAUFORT MICRO PURCHASE FORM (MBMPF) (Figure 3-1) completely and obtain all appropriate signatures on the form before submitting it to their Fiscal Personnel.

(2) Fiscal Personnel shall complete the green shaded areas of the MBMPF before submitting it to their CH.

(3) CH is responsible for performing the following screening processes and complete those sections on the MBMPF:

1. First, CH must screen MBMPF for any item requested for procurement that is not available through the current supply channels. They include:

a. Centrally Managed Procurements - To take advantage of economies of scale and associated efficiencies, Station Supply Property Control will continue to centrally procure a variety of supplies and services. All office furniture (e.g. desks, chairs, bookcases, safes, filing cabinets, etc), equipment (e.g. refrigerators, vacuums, floor polishers, copiers, fax machines, etc.) must be submitted to the Station Supply Property Control Division (228-7122) to be purchased through mandatory sources of supply. If the Station Property Control Division is unable to provide/procure the item for the requestor, the Station Property Control Officer/Chief will authorize (signature on the MBMPF) the requestor to purchase the equipment on their GCPC.

b. Telecommunication Equipment - Any telecommunications equipment requests (i.e. desk phones, cell phones, caller IDs, etc.) should first be routed through the Telephone Office (228-7704). If the Telephone Office is unable to provide the needed item, the requestor must obtain a signature from an authorized individual from that office (signature on the MBMPF). This lets the Station Property Control Division know that the Telephone Office could not provide the equipment and has certified that the equipment is compatible with current systems. The requestor then takes the request to the Station Property Control Division (228-7122) for review. If the Station Property Control Division is not able to procure the item for the requestor, the Station Property Control Officer/Chief will authorize the requestor to purchase the equipment on their GCPC.

c. Information Technology (Computer) Hardware or Software - In accordance with current Computer Services policy, any IT equipment (i.e. CPU, monitor, laptop, mouse, Fax Machines, Shredders, any computer software) must be submitted to Computer Services first (228-7836).

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

If Computer Services is unable to provide the needed item, the requestor must obtain a signature (signature on the MBMPF). This lets the Station Property Control Division know that Computer Services could not provide the equipment and has certified that the equipment is compatible with current systems. The requestor then takes the request to the Station Property Control Office (228-7122) for review. If the Station Property Control Division is not able to provide/procure the item for the requestor, the Station Property control Officer/Chief will authorize (signature on the MBMPF) the requestor to purchase the equipment on their GCPC.

d. Audiovisual Equipment - In accordance with current CVIC policy, any audiovisual (AV) equipment (i.e. televisions, VCR, projectors, cameras, etc.) must be routed through CVIC (228-7614). If CVIC is unable to provide the needed item, the requestor must obtain a signature from an authorized individual from that office (signature on the MBMPF). This lets the Station Property Control Division know that CVIC could not provide the equipment and has certified that the equipment is compatible with current systems. The requestor then takes the request to the Station Property For review. If the Station Property Control Offices is not able to procure the item for the requestor, the Station Property Control Officer/Chief will authorize (signature on the MBMPF) the requestor to purchase the equipment on their GCPC.

2. Secondly, after the requestor's list has been screened for items available through the normal supply channels, the CH will screen the Prohibited Items List to make sure there are no items on the MBMPF that are actually Prohibited. A partial list of prohibited items follows, but a complete listing appears as enclosure (1) to NAVSUPINST 4200.94.

a. Advance Payments. General rule: Except for requirements such as subscriptions for publications (i.e. Navy Times, Federal Contracts Reports, Commercial Clearing House Inc., etc) and post office box rentals, advance payments are prohibited. [Subscriptions should only be ordered for one year at a time. Subscription period can cross into next fiscal year, but not two years.

b. Business Cards. General rule: Flag Officers, members of the SES and general Officers may authorize the printing of business cards limited to using existing software and agency-purchased stock for those positions that require business cards in the performance of official duties. (See section 10-2)

c. Cash Advances. General rule: Purchase cardholders are prohibited from using their purchase cards to obtain cash advances.

d. Christmas and Other Seasonal Decorations. General rule: Seasonal decorations may be acquired using the purchase card provided local customs and traditions are observed. Purchase cardholders are not authorized to buy Christmas cards.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

e. Coffee Pots, Coffee, Refreshments. General rule: Unless the purchase of coffee pots, coffee, or refreshments is for an authorized mess as discussed in NAVSUP Publication 486 Vol-1, Ch12 to Rev 3, and BUPERINST 1710.13, the purchase of these items is prohibited. Purchase cardholders are also prohibited from buying refreshments for other government employees. This includes cups, spoons, sugar, napkins, donuts, etc. for use in office or workspaces. These items must be procured with employee's personal funds. Exception: Relative to Religious Ministries, APF may be used for paper plates, cups, etc for fellowship. The purchase of a coffee pot should be APF based on the SECNAVINST 7010.6. It indicates that "equipment" under religious ministry logistical support should be funded with APF. Also "supplies and materials" (not food) for Religious Ministry Support Social events should also be funded with APF according to the SECNAVINST.

f. Commercial or GSA Vehicles, rental/lease of. General rule: Purchase cardholders are not authorized to use their purchase cards to rent/lease commercial or GSA vehicles.

g. Employee Identification Tags. General rule: Unless the requiring activity/command determines that use of the identification tags are necessary and in support of mission requirements, activities may not use appropriated funds to purchase employee identification tags.

h. Fuel, Oil, Services, Maintenance and Repairs Includes propane & propane tanks. General rule: Purchase cardholders are not authorized to purchase fuel, oil, services, maintenance and repairs of Interagency Fleet Management Systems and GSA Fleet Management Programs (i.e. repair of GSA leased vehicles). Exception: Agencies authorized by Contracting and Purchasing Division.

i. Hazardous Materials and Hazardous Waste Disposal. General rule: Except for commonly used hazardous materials those required on a routine basis to meet daily operational needs such as lubricants, batteries, toner cartridges, detergents, etc.], the purchase of hazardous materials and products by cardholders is prohibited. The Federal Supply Classes (FSC) listing of Hazardous Materials below contains those hazardous products that may be purchased only by CHs assigned to the HAZMAT Center:

FSC	PRODUCT DESCRIPTION
----	-----
68	CHEMICALS AND CHEMICAL PRODUCTS
80	PAINTS, SEALERS AND ADHESIVES
91	LUBRICANTS, OILS, AND WAXES
6135	BATTERIES, DRY-CHARGED
6140	BATTERIES, RECHARGEABLE
7930	CLEANING & POLISHING COMPOUNDS & PREPARATIONS
8110	DRUMS & CANS CONTAINING HAZMAT
8125	BOTTLES AND JARS CONTAINING HAZMAT
9999	MISCELLANEOUS HAZMAT ITEMS

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

(Note: Even though AA, C, D and 9 volt batteries are classified as commonly used HAZMAT materials, they should be turned back into the HAZMAT center for proper disposal.)

j. Lodging and Meals. General rule: Purchase cardholders are prohibited from using their purchase cards for the payment of lodging and meals for employees on temporary duty.

k. Membership Dues. General rule: Except for membership dues which solely benefit the agency or activity, the purchase of club, association, organization, and other related memberships are prohibited. Exception: The use of appropriated funds for membership dues of an activity or agency is permissible if the membership contributes to the fulfillment of the mission of the activity or agency.

l. Personal Services. General rule: Unless you have statutory authority, purchase cardholders should not contract for personal services using the purchase card.

m. Plaques, Ashtray, Paperweights and other Mementos as Give-Away Items. General rule: The use of appropriated funds to buy give-away items such as plaques, cuff links, hats, T-shirts, license plate covers, bracelets, ashtrays, Christmas cards, Paper-weights, cigarette lighters, novelty trashcans, key chains, and similar items are generally prohibited. Exception: The purchase of give-away items in support of employee recognition programs may be authorized if accomplished in accordance with agency policy.

n. Printing and Duplication. General rule: Purchase cardholders are prohibited from buying printing or duplication services from agencies other than DAPS.

o. Purchase from Government Employees or Businesses Owned or Controlled by Government Employees. General rule: Purchases from government employees (military or civilian) or from business organizations substantially owned or controlled by government employees are generally prohibited.

p. Travel or Travel Related Expenses. General rule: The purchase card cannot be used to pay for travel or travel related expenses (i.e. expenses associated with official travel including transportation, lodging, or meals). This includes tickets for commercial travel.

q. Uniform Items. General rule: Cardholders are not authorized to use appropriated funds to purchase uniform items. This includes chevrons, medals, etc.

3. Thirdly, once the CH has screened the normal Supply channels and the Prohibited Items List, next the CH will screen the mandatory sources of supply in the priority order listed below for requestor's items & document that screening process on the MBMPF. Website addresses and phone numbers are cited on the MBMPF.

a. Agency inventory

b. Excess property from other agencies (DRMO)

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

- c. Federal Prison Industries "UNICOR"
- d. NIB and NISH "JWOD"
- e. Wholesale Supply Sources (Warehouses of the Government)
- f. Mandatory Federal Supply Schedules
- g. Optional Federal Supply Schedules

4. Fourthly, once the CH has screened the normal Supply channels, the Prohibited Items List, the Mandatory Sources of Supply and the items needed have not been found or cannot be obtained quickly enough for Requestor's requirements, the CH may purchase required items from commercial sources.

a. Purchasing JWOD Products from Servmart - Purchase CHs shall screen all requirements for their availability from JWOD sources. If the purchase or order is not FPI or JWOD or when the order is mixed between commercial items and FPI and JWOD items, the threshold for purchases is \$2,500.

b. CHs are authorized to procure from Non-Appropriated Fund instrumentality (NAFI)/Morale, Welfare and Recreation (MWR) organizations and Exchanges, provided the following activities are completed:

c. Screening the requirements from mandatory sources of supply as per Federal Acquisition Regulation (FAR) Part 8

- (1) Determining if prices found are fair and reasonable
- (2) Supplies provided shall be from Exchange stock on hand as of the order date
- (3) The order may not provide for the procurement of services not regularly Offered by the Exchange

a. Solicitation and Award Procedures

(1) Solicitation Procedures. MCAS Beaufort purchase CHs are authorized to use the purchase card either over-the-counter, over-the-phone, or via the Internet. Quotations of price and delivery for mission requirements shall be obtained from contractors and documented in the MBMPF.

(2) Award Procedures. MCAS Beaufort purchase CHs shall only award purchase card orders to responsible contractors who offer fair and reasonable prices. In addition, all purchase card awards shall be documented on the MBMPF and the Purchase Card Log (format on page 3-9).

(3) Splitting. CHs shall not split requirements over the micro-purchase threshold to avoid the competition requirements, or break down requirements merely to make several purchase card transactions. Splitting requirements in that manner is an improper use of purchase card and will result in CH card suspension/removal.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

(4) Rotating Business. CHs must rotate micro-purchase requirement among qualified suppliers to the maximum extent practicable.

b. Services - Any service can be obtained by a micro purchase CH as long as the total value for the entire year does not exceed \$2,500 and written terms and conditions are not required. If the cost cannot be determined at the time the order is placed, then it is an unpriced service. Unpriced services can be purchased with a purchase card as long as the services are commercial in nature (the commercial marketplace sets the market prices). If you are not certain of the length of time a service will be needed, then document the file with an established ceiling price (i.e. 10 hours @ whatever the established hourly rate is) and adjust it if necessary--so long as the total value does not exceed \$2,500. In this example, the hourly rate is firm fixed. It's the number of hours that are probably unknown.

c. All repair services for property must go through the Station Supply Property Control Division. Certain criteria must be met before property can be repaired (i.e. age, 50% of value, etc.). If Station Supply Property Control Division determines the property should be repaired and the repairs have to go off base, Station Supply Property Control Division will forward the repair request to the Station Supply Purchasing Division. If the item can be repaired on base and a firm fixed price is set, the CH can use his/her purchase card.

d. Training - Commercial off-the-shelf (COTS) training (training which is regularly scheduled, open to the general public, and priced the same for everyone) with a value not to exceed \$2,500 may be procured by micro purchase CHs and should be authorized on a DD Form 1556. [Non-COTS (training which is to be developed for and attended by only Navy/Marine Corps military and/or civil service personnel) is not authorized for a CH to purchase on his/her purchase card. That type of training is authorized and obtained via a purchase order issued by a warranted contracting officer.

(1) The requestor should submit a completed DD 1556 Form to his CH for processing.

(2) CH must ensure the following blocks on the DD Form 1556 are completed and/or signed before providing purchase card information to be put on DD 1556:

Section C:

Block 27

Block 29

Block 30

Section D:

Blocks 32 a, b, c, d

Blocks 33 a, b, c, d

Blocks 34 a, b, c, d, e

(3) The CH enters this information in block 37 of the form:

Government Purchase Cardholder will make payment:
Cardholder's Purchase card account number
Cardholder's Purchase card expiration Date

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

Cardholder's name
Cardholder's billing address (same as CH Citibank
Billing address)
Cardholder's e-mail address
Cardholder's commercial telephone number

The purchase card information is covered under the Privacy Act and shall be protected accordingly. All DON employees handling purchase card information are tasked with the proper safeguarding of that information.

d. DOD Printing Requisition/Order (DD Form 282). All printing or duplication procurement in the U.S. is strictly controlled and must be forwarded to the Defense Automated Printing Service (DAPS), which is the authorized agency for DON printing services. Additionally, the Under Secretary of Defense (Comptroller) has mandated that all requests for printing placed with DAPS within the continental United States and Hawaii shall be acquired with the GCPC. The purchase card shall be used for all government printing requests accomplished on the DOD Printing Requisition/ Order (DD Form 282), which do not exceed \$2,500. These requests should be submitted to the Station Supply, Purchasing Branch on DD Form 282.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 4

MAKING THE TRANSACTION

	PARAGRAPH	PAGE
MAKING THE TRANSACTION	4100	4-2

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

4100. MAKING THE TRANSACTION

1. CHs have at their discretion several methods available to make purchase of supplies and services.

a. OVER-THE-COUNTER TRANSACTIONS

(1) Identify the purchase as an official Government, tax-exempt purchase.

(2) Present their purchase card to the sales clerk for transaction processing.

(3) Verify that the sales clerk itemizes each charge.

(4) Review the sales slip for accuracy.

(5) Sign the sales slip. (Three signatures are required. Cardholders, AO's, and a 3rd person).

(6) Retain a copy of the sales slip for cardholder records.

(7) File the sales slip and any other documents concerning the transaction in an office file until receipt of the cardholder statement.

b. TELEPHONE TRANSACTIONS/MAIL ORDER. When making a telephone order or mail order, the cardholder should:

(1) Identify himself or herself as a Government employee.

(2) Identify that he or she is making a purchase with a Government MasterCard.

(3) Indicate that the purchase is tax-exempt.

(4) Identify items to be purchased.

(5) Advise merchant that the card cannot be charged until the merchandise is shipped.

(6) Advise merchant that back-ordering or partial delivery of materials should be avoided.

(7) Reiterate that the purchase is tax-exempt.

(8) Give his/her name, telephone and building number of the merchandise being shipped.

(9) Identify that the merchant shall not put cardholder's account number on any shipping labels.

(10) Keep all records (including shipment data)

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

(11) Immediately contact the merchant if there are discrepancies.

c. ONLINE/INTERNET TRANSACTIONS. Commercial and Government 'eMalls' allow placement of orders on-line with a variety of merchants.

(1) Most Internet locations require the cardholder to enter the card Account number and expiration date.

(2) Before placing an order on-line, cardholders should be familiar with the on-line services' general information on placing orders and their ability to safeguard ordering information.

(3) Each Internet site is different, and each asks for information in different ways. Cardholders should always make it clear that they are government employees making tax-exempt purchases.

(4) Ensure that the vendor will include an itemized shipping or invoice document with the order.

(5) Verify receipt of items and check packing list.

(6) Retain documentation.

(7) Immediately contact the vendor if there are discrepancies.

2. In order to protect the integrity of the process, a minimum three-way separation of functions is required when using the purchase card. This would be a different person authorizing the purchase of the item(s), a different person making the purchase, and a third person receiving the item(s). If the cardholder is ordering or making the purchase and picking up the material at the vendor's location, the end user or designated receiving personnel should sign for final receipt. In the event the cardholder is the end user, another designated individual must sign the receipt. There should always be three different signatures on every receipt (the cardholders, the AO's, and one other signature).

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 5

PROCESSING PROCEDURES

	PARAGRAPH	PAGE
PROCESSING PROCEDURES	5100	5-2
Figure 5-1 PURCHASE CARD LOG		5-5

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

5100. PROCESSING PROCEDURES

1. Canceling a Purchase - A purchase may be cancelled only if the item(s) has not been shipped (if the items are a commercially available item). If the vendor has not yet shipped the order, the CH should immediately contact the merchant and cancel the order. CH must confirm with vendor that his/her account has not been charged.

2. Receipt and Acceptance Procedures - MCAS Beaufort purchase CHs are responsible for verifying receipt of all transactions. The cardholder must also certify that the quantity and quality of the items furnished are in accordance with the agreement with the vendor. The CH must save and file all receipt documentation in order to properly reconcile the purchase card statement at the end of the billing cycle. If receipt documentation is not available, the CH must contact the end user, central receiving department, or other person or persons who have knowledge for the receipt to obtain verification that the supplies or services have been received. The Purchase Card Log (Fig 5-1) and purchase file must be documented to indicate that proper receipt and acceptance has been accomplished.

3. Returns - Each merchant operates differently. Check with the merchant about his or her return and exchange policies before buying any questionable items. Under normal circumstances, an item may be disputed within 60 days after the date on the cardholder's statement.

a. By accepting the purchase card as payment, the vendor also accepts this requirement as part of the contract between the Government and Citibank.

b. If the item is damaged in shipment, is not what was ordered, or dissatisfies the recipient in any other way, the recipient should return the item to the merchant and request either a replacement or an immediate credit to the account.

4. Shipments - Shipments by merchants should contain the following information on the shipping document or packing slip:

- a. Merchant's name and address.
- b. Date of order.
- c. Requisition/Job order number.
- d. Date of delivery of shipment.
- e. Itemized packing list, including quantities.
- f. Cardholder name, number, building number, and UIC.
- g. Complete "Mark For" address.

Only the following address will be used for shipping. The supplies will arrive at TMO Freight and will be available for customer pick up.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

SUPPLY OFFICER, ATTN: CARDHOLDER NAME
BLDG 612, BAY 13, TMO FREIGHT
MARINE CORPS AIR STATION
BEAUFORT, SC 29904

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 6

APPROVING OFFICIAL'S STEP-BYSTEP INSTRUCTIONS FOR CHECKING INVOICE
PAYMENT STATUS ON CITIBANK ACCOUNT

	PARAGRAPH	PAGE
CARD SECURITY APPROVING OFFICIAL'S STEP-BYSTEP INSTRUCTIONS FOR CHECKING INVOICE PAYMENT STATUS ON CITIBANK ACCOUNT	6100	6-2

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

6100. APPROVING OFFICIAL'S STEP-BY-STEP INSTRUCTIONS FOR CHECKING INVOICE
PAYMENT STATUS ON CITIBANK ACCOUNT

1. One calendar week to 10 days after you approve your CHs' statements online, you should check the Vendor Pay Inquiry System (VPIS) to make sure the invoice was paid. AO's step-by-step instructions on checking invoice payment statuses follow.

STEP 1: Access your Internet browser and enter URL:

<http://www.dfas.mil>

Step 2: Under Commercial Pay, click on "Vendor Pay Inquiry System"

STEP 3: Under "Non-MOCAS System:" click on "Query by Cage Code:

STEP 4: In Cage Code block, enter 1E7N9

STEP 5: In Invoice Number block, enter 16-digit AO account number

STEP 6: Click "Find Payment" button

STEP 7: A screen will appear showing the last invoices paid for the past three months with details of the latest invoice showing on the right side of page. Some of the details cited are invoice amt, invoice date, pay status, and date paid.

STEP 8: If you want to look at a different invoice, just click on any of the corresponding cage codes to view the data for the date you would like to view.

STEP 9: The Pay Status line will cite the status of your invoice.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 7

CARD SECURITY

	PARAGRAPH	PAGE
CARD SECURITY	7100	7-2

FIGURE

7-1	USMC GCPC ACTIVITY PROGRAM COORDINATOR (APC) TABLE OF ACTION	7-3
7-2	MARINE CORPS AIR STATION, BEAUFORT, SOUTH CAROLINA GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD SEMI-ANNUAL REVIEW	7-4

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

7100. CARD SECURITY

1. MCAS Beaufort purchase CHs are responsible for the security of their purchase cards. The card is printed with the name of the employee who is the official Government representative authorized to use the purchase card. Only that person SHALL use the card.
2. It is the CH's responsibility to safeguard the purchase card and purchase card account number at all times. The CH must not allow anyone to use or gain access to his or her card or account number.
3. If a purchase card is lost or stolen, the MCAS Beaufort CH must immediately notify Citibank at the Citibank Customer Service phone number: 1-800-790-7206. In addition, on the next working day the cardholder must notify the APC and his/her AO. The notification shall include the following information:

- a. the card number
- b. the cardholder's complete name
- c. the date and location of the loss; if stolen, date reported to police and the date and time Citibank was notified;
- d. any purchases made on the card the day the card was stolen;
- e. any other pertinent information.

1. GCPC SEMI-ANNUAL REVIEWS. In accordance with current regulations, members of the MCAS Beaufort PCT will make semi-annual reviews of all transactions. Figure 7-1 is the current Semi-Annual review Form used. Figure 7-2 is the USMC GCPC APC Table of Action for offenses.

2. VIOLATIONS & DISCREPANCIES

a. Intentional use of this purchase card for other than official government business will be considered an attempt to commit fraud against the U. S. Government and may result in immediate cancellation of the individual's card and disciplinary action. The cardholder will be personally liable to the Government for the amount of any non-government transactions. Under 18 U.S.C. 287, misuse of the purchase card could result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both.

b. A cardholder who makes unauthorized purchases or who uses the card in an inappropriate manner may be liable to MCAS Beaufort for the total amount of the unauthorized purchases made in connection with misuse or negligence. Unauthorized use of the card may also include the use of the card by anyone other than the cardholder identified on the front of the purchase card.

c. The Approving Official also assumes pecuniary liability for an illegal, improper, or incorrect payment processed by their department, division, or branch as a result of an incomplete or misleading certification.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

USMC GCPC Activity Program Coordinator (APC) Table of Action

TYPE OF OFFENSE	1ST Occurrence	2ND Occurrence (Within 1-year period)	3RD Occurrence (Within 1-year period)
Suspected Personal Use/Fraud	<ol style="list-style-type: none"> 1. Email to CH, AO, and supervisor 2. Turn over to command for investigation 3. Suspend card pending investigation 	Same as 1 st Occurrence	Same as 1 st Occurrence
Items prohibited By EBUSOPOFFINST 4200.1 (excluding personal use)	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor Suspend card pending training 	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor 2. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor. 2. Cancel card
Not for a bonafide need (e.g. gold plating)	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor 2. Suspend card pending training 	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor 2. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor. 2. Cancel card
Split Purchase	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor 2. Suspend card pending training 	<ol style="list-style-type: none"> 2. E-mail to CH, AO, and supervisor 3. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor. 2. Cancel card
Exceeding Authorized Limits (excluding personal use)	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor 2. Suspend card pending training 	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor 2. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. E-mail to CH, AO, and supervisor. 2. Cancel card

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 8

SEPARATION OF CARDHOLDER

	PARAGRAPH	PAGE
SEPARATION OF CARDHOLDER.	8100	8-2

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

8100. SEPARATION OF CARDHOLDER

1. At least 45 days prior to separation from MCAS Beaufort, the CH will notify his/her AO of the expected date of leaving. In addition, prior to final signing out from MCAS Beaufort, the CH will surrender his/her purchase card to an alternate APC. The alternate APC will notify Citibank to have the account cancelled.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

CHAPTER 9

REVIEWING OFFICIAL DUTIES

	PARAGRAPH	PAGE
REVIEWING OFFICIAL DUTIES.....	9100	9-2

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

9100. REVIEWING OFFICIAL DUTIES

1. The Head of the Activity will appoint an individual (or his/her designee) who is responsible for pre and post payment reviews of payments certified by the approving official or reviews of payments certified by the approving official or disbursing officer. This individual shall not concurrently serve as an accountable, certifying or disbursing official or APC.

a. Perform monthly pre/post certified payment audits using stratified statistical random sampling as described in references (c) and (d).

b. Make an initial determination of questionable certification, maintain file of all inquiries, and ensure inquiries are resolved within 30 calendar days.

c. Refer determinations of questionable legality, propriety or correctness to APC and Head of Activity (HA).

d. Forward copies of final reports with findings to the HA, DON eBusiness Operations Office and ASN (Financial Manager and Comptroller) in accordance with reference (c).

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

9-2

CHAPTER 10

PURCHASE CARD FREQUENTLY ASKED QUESTIONS

	PARAGRAPH	PAGE
PURCHASE CARD FREQUENTLY ASKED QUESTIONS.....	10000	10-2

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

10000. PURCHASE CARD FREQUENTLY ASKED QUESTIONS

1. Can I buy business cards with the purchase card?

A. ASN(FM&C) memo of 9 March 1999, has provided authorization for General, Flag or Senior Executive Service Members to authorize the printing of business cards for those organizations or positions that require business cards in the performance of their official duties. Previously, Government employees have been authorized to print business cards, using existing software and agency purchased card stock for use in connection with official activities when the exchange of business cards would facilitate mission-related business communications. Therefore, DON Policy now provides senior DON Officials the same discretion. Per the EBUSOPSOFFINST 4200.1A, it states: "Business Cards, General Rule: Flag Officers, member of the SES and general officers may authorize the printing of business cards limited to using existing software and agency-purchased stock for those positions that require business cards in the performance of official duties."

Regarding card stock, you can purchase card stock, as it is an office supply. The way our office interprets the 4200.1A "Flag Officers, member of the SES and general officers may authorize the printing of business cards limited to using existing software and agency-purchased stock for those that require business cards in the performance of official duties," would be for orders of preprinted business cards. The business card stock that you buy to run through the laser printer in you office is an office supply and can be used to provide business cards for general employees and staff.

2. Can I buy invitation, decorations or pay for mailing for ceremonies?

A. Recent GAO decisions have authorized the purchase and payment of certain items in conjunction with "Traditional Ceremonies". Those ceremonies are generally defined as "ground breaking, change of commands or ship christening ceremonies". Expenditures, which might otherwise be prohibited as personal, may be permissible when they are incurred incident to certain traditional ceremonies. For example: a shovel for a ground-breaking ceremony, flower centerpieces at a dedication ceremony or printing invitations to change of command ceremony. The precise scope of the "traditional ceremony" concept still needs some clarification. One early Comptroller of the Treasury decision, not overruled or modified as of 1990, disallowed expenses for printing, decorations, music, and refreshments at opening exercises for new buildings. In addition, recent decisions have not been provided for other seasonal or occasional parties. We would recommend you consult your Office of Counsel or Comptroller to determine you propriety of buying the items.

3. Can I use my GCPC to buy bottled water?

A. The GAO has held in variety of cases under the "necessary expense rule" appropriated funds are not available to pay subsistence of provide "free food" to government employees at their at their duty station. In addition to the obvious reasons that food and in this case bottled water is a personal expense and government salaries are presumed adequate to enable government employees to provide their own food. Providing free food violates the statutory

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

prohibition from an employee receiving compensation in addition to pay and allowances. Based on the above would suggest the purchase card is not the appropriate vehicle to effect the purchase of water coolers and that the establishing of a "Coffee/Water Fund" may be the most appropriate vehicle. Some of the questions you should ask: Does the command/building have potable water? The purchase card is not to be used for water when the command has potable water. Another question you need to ask, is do you have funds appropriate for the purpose? You should consult with your comptroller and office of counsel to ensure that the command supports this use of funds and that it is legal to use the funds for this purpose. If your comptroller and office of counsel agree that you have funds appropriate for the purpose, then the card is simply the tool used to accomplish the procurement.

Requirements for drinking water must meet certain criteria in order to be a legal, authorized purchase with appropriated funds. (RE: DOD Financial Management Regulation, VOL 10, Chapter 12, par 120203, Special Drinking Water).

"Special drinking water may be purchased with appropriated funds only when it is necessary from the government's standpoint, such as when:

- A. The public water is unsafe for human consumption.
- B. There is an emergency failure of the water source on the installation.
- C. There is a temporary facility with NO drinking water available within a reasonable distance.
- D. There is no water fit for drinking purposes available without cost or at a lower cost to the government (3 Comp Gen 828 (1924); 90 (1925); 17 Comp Gen 238 (1938); 24Comp Gen 58 (1944); and 25 Comp Gen 920 (1946))".

4. Can I make a reservation for a conference using my GCPC? The hotel wants a deposit to hold the room. Is this deposit considered an authorized use of the purchase card?

A. The instruction states that advance payments are prohibited. Since the deposit will not be in same billing cycle as the conference, it is considered an advanced payment and is thus prohibited.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

5. Can I use "Pay Pal" for Internet purchases?

A. Pay Pal is a third party payment provider, however, government PC CARDHOLDERS ARE NOT TO USE THIS TYPE OF SERVICE. The problem lies in the fact that you have to open an account with Pay Pal, and charge money to the government card that sits in the account until such time as you make a purchase online and charge it to your Pay Pal account. This is in direct opposition to our policy of vendors not being allowed to charge against the card until such time as the material or service is provided. This would be "bulk funding" the Pay Pal account without having received anything. It would be difficult to provide a valid receipt and acceptance for this kind of transaction when all we did was park money in the Pay Pal account.

6. Can I buy shoes/jackets/goggles/clothing/uniforms, etc using the GCPC?

A. Questions to ask: Does it serve the Governments interest and How? Will these items assist personnel in performing their function? Is the purchase of these items in line with the mission of the organization? Will it meet the Governments minimum need? And will it remain Government property? If so, then the Government would assume responsibility for cleaning, store, and repair. If the purchase serves the Governments needs, assists personnel in accomplishing their mission, is in line with the mission of the organization, and meets the Government's minimum needs, then we would authorize the purchase. Ensure also that your comptroller considered the purchase an appropriate use of the funds in accordance with policies and procedures.

7. Can the GCPC be used to purchase ADP equipment (laptops, monitors, etc) providing the single purchase card limit is not exceeded?

A. Local procurement procedures preclude the purchase of ADP equipment without proper authorization of waivers.

8. Can I buy gas for small go-cart like vehicles that are used for maintenance and do not fall under the GSA Lease Vehicles of Fleet Vehicle?

A. Cardholders may not use their card to procure gasoline or oil for DON vessels and vehicles. (Different rules apply for Alaska and Hawaii).

9. Can a speaker and his expenses be paid for with the Purchase Card? Expenses would include Airfare, Lodging, Rental Car, and Meals.

A. As long as the speaker is a one time, not a long-term contract and is not for personal services. Normally the speaker charges a flat fee that includes travel expenses, etc. that the speaker pays for out of his own funds.

****See Special instructions for reimbursement for safety shoes for civilian employees on 10-8****

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

10. Can I buy a refrigerator/microwave/ice machine using the GCPC?

A. If the purchase is for an established mess, then the purchase would be acceptable, if not, no. The instruction states: General rule: Unless the purchase of coffee pots, coffee, or refreshments is for an authorized mess, as defined in NAVSUP Publication 486 Vol-1, Chapter 1 and BUPERINST 1710.11C the purchase of these item are prohibited. Purchase cardholders are also prohibited from buying refreshments for other government employees. The refrigerator/microwave/ice machine or other appliances would fit into this category.

11. What is the policy on plaques/command coins/giveaways with regards to the purchase card?

A. An agency may not use appropriated funds to purchase gifts or other personal items unless it has specific statutory authority to do so (as in the case of employee awards under the Government Employees Incentive Awards Act, 5 U.S.C. 4501-4507) or can demonstrate (typically statistically), that there is a direct link between the items and the accomplishment of an authorized agency purpose of mission (as opposed to publicity concerning the mission's existence). Significantly, the General Accounting Office has noted "items in the nature of gifts can rarely be justified." If the requiring activity has received an expense-operating budget of Official Representation Funds (ORF), those funds may be used to purchase mementos, of nominal cost used in connection with official ceremonies, dedications and functions. Such mementos may not exceed \$240 in cost per item. Also, the mementos must be command mementos, such as plaques and commemorative coins, and not personal items. Such mementos shall not be presented to DOD personnel.

Thus, if you have non-appropriated ORF funds in which your financial office has blessed and your command has made the decision that this situation meets its mission needs, the purchase card may be used as a payment vehicle provided the cardholder has the proper dollar authority and the purchase meets the other criteria described above. In all cases when items are presented within the authority of SECNAVINST 7042.7J, a complete record must be maintained in the CH's file to include the names of the recipients and the reason for the presentation.

12. What is the official guidance on taking rebates with the purchase card?

A. The instruction EBUSOPSOFFINST 4200.1A states: "Gift Checks, rebates or Incentives. Under no circumstances will the cardholder retain gift checks, vendor rebates or other purchase incentives that can be converted to personal use. If received, these items must be turned over to the U.S. Treasury."

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

13. Are FPI/Unicor, DAPS, and JWOD still mandatory sources?

A. JWOD is a mandatory source, regardless of dollar value. Per the DON eBUSOPOFFINST 4200.1A, it states: "Purchase cardholders shall screen all requirements for their availability from JWOD sources.

DAPS is mandatory for all printing. If DAPS cannot fulfill your needs (not able to finish the project by your deadline) as long as you document (via a waiver) that you attempted to use DAPS but they did not meet your requirements, you can go elsewhere (commercial). You will need to approach DAPS and request a waiver. They may or may not give your activity one.

FAR Part 8 has designated Federal Prison Industries (UNICOR) as a mandatory government source of supply that purchase cardholders must consider in acquiring supplies and services. DON Purchase cardholders must conduct market research on any item(s) listed in the UNICOR Schedule prior to proceeding with any purchase card transaction. In cases where market research indicates that the UNICOR product(s) are not comparable with the private sector products in terms of price, quality or time of delivery, the purchase cardholder must conduct a competition among known supplies including FPI in the competition. All timely orders from UNICOR must be considered. If UNICOR is comparable in all three areas (price, quality or time of delivery), the purchase cardholder shall continue with the acquisition from UNICOR on a non-competitive basis. The UNICOR item must be comparable to the private sector product in all three areas in order to continue the acquisition on a noncompetitive basis. A clearance is required from UNICOR in all cases where their products are comparable and the purchase cardholder does not acquire the supply or service from UNICOR. DON purchase cardholders shall retain all documentation of market research and competitions conducted where UNICOR products are available for purchases. A clearance from UNICOR is not required where the total order is \$2,500.00 or less.

14. Does the "Buy American" Act restriction apply to the Purchase Card Program?

A. See FAR clause 25.100 Scope of subpart. This subpart implements the Buy American Act (41 U.S.C. 10a-10d) and Executive Order 10582, December 17, 1954. It only applies to supplies acquired for use in the United States that exceeds the micro-purchase threshold; thus, if supplies are acquired for use in the United States that DOES NOT exceed the micro-purchase threshold - the Buy American Act DOES NOT apply.

15. Can I use a vendor that charges a fee to use the card? What if it is the only vendor that offers the service/item I need?

A. Vendors are prohibited from charging any kind of processing fee to government cardholders for core services (that would include the basic service of processing the transaction). If the vendor refuses to waive the processing fee for the card and the activity does not have convenience checks, they will have to work through their contracting shop to have the cost paid for via a purchase order.

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

16. Can I pay for an employee's engineering certification?

A. Expenses necessary to qualify a government employee to do his/her job are considered personal expenses by GAO-OGC-19-5 Appropriations Law -Vol 1 and not chargeable to appropriated funds. Thus, a certification is considered a person item.

17. What is a split purchase?

A. Splitting is the "intentional" breaking of a known requirement to stay within a threshold (i.e. the \$2,500 micro-purchase threshold) or to avoid having to send the requirement to the contracting officer. The "requirement" is the quantity known at the time of the buy.

18. What is a split requirement?

A. A split requirement is breaking down requirements aggregating more than the simplified acquisition threshold (or for commercial items, the threshold in subpart 13.5) or the micro-purchase threshold into several purchases that are less than the applicable threshold merely to (1) Permit use of simplified acquisition procedures; or (2) Avoid any requirement that applies to purchases exceeding the micro-purchase threshold.

19. What is my tax-exempt number?

A. #08560535674 for MCAS Beaufort. There is no standard number as each state controls their own taxes. GSA has copies of each state's tax policies on their web site at:
<http://apps.fss.gsa.services/gsa-smartpay/taxletter/>

MCAS BEAUFORT STANDARD OPERATING PROCEDURES FOR USE WITH THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM BY NON-PURCHASING PERSONNEL

Safety Shoes for Civilian Employees cannot be purchased with the GCPC

CLAIMS FOR REIMBURSEMENT FOR SAFETY SHOES FOR CIVILIAN EMPLOYEES

Customers Responsibilities

1. After safety shoe is purchased, employee turns receipt into supervisor for reimbursement
2. Supervisor has employee fill out SF1164
3. Employee signs block 10 of SF1164 certifying information is accurate
4. Supervisor signs block 8 SF1164 certifying employee is entitled to reimbursement
5. Supervisor submits SF1164 along with receipt to Comptroller Department for processing

Comptroller's Responsibility

1. Upon receipt of certified SF1164, team member enters appropriation data, standard document number of responsible account and fills in the amount for reimbursement. Reimbursement is limited to cost of the shoe or \$90.00 whichever is less.
2. Team Member obligates document in SABRS
3. Team Member has payroll pull employees EFT data for deposit
4. Responsible Team leader signs block 9 of SF1164 certifying funding is available and obligation is posted
5. Team Member submits SF1164 and receipt to DFAS for payment
6. Team Member monitors transaction until paid; following up if no paid within 45 days