



MICC Fort Polk

UNCLASSIFIED



GOVERNMENT PURCHASE CARD (GPC) **TRAINING**

MISSION AND INSTALLATION
CONTRACTING COMMAND, FT POLK (MICC-FT POLK)
BLDG 350. 6661 WARRIOR TRAIL
FORT POLK, LA 71459

<http://www.jrtc-polk.army.mil/DOC/index.htm>

<https://polkintranet.nasw.ds.army.mil/Polk-MICC/SitePages/Home.aspx>



U.S. Army Contracting Command

UNCLASSIFIED



MICC Fort Polk

Government Purchase Card Points of Contact



Division Chief (337) 531-2326

GPC Agency Program Coordinator (337) 531-2322

GPC Alternate Agency Program Coordinator (337) 531-4236

FAX: (337) 531-2199

DSN: 863-2199





Quiet Please

- Please turn cell phone ringers off or on vibrate to reduce the number of distractions during the class
- Please no texting during the class
- Be respectful to others
- No sidebar conversations during class





References 1 of 2

- Federal Acquisition Regulation (FAR), Part 8 “Required Sources of Supplies and Services”
- Federal Acquisition Regulation (FAR), Part 13 “Simplified Acquisition Procedures”
- Defense Federal Acquisition Regulation Supplement (DFARS) Part 213.301 “Government-wide commercial purchase card”
- Army Federal Acquisition Regulation Supplement (AFARS), Part 5113





Agenda

- Purpose
- References
- PCOLS
- Roles and Responsibilities
- Misuse, Abuse, and Fraud
- Liability
- Improper use of the GPC
- Program Setup
- Mandatory Sources
- Special Topics





References 2 of 2

- Department of the Army Government Purchase Card Operating Procedures
- MICC Government Purchase Card Standard Operating Procedures
- MICC Fort Polk Government Purchase Card Standard Operating Procedures.





Purpose



The purpose of this training is to;

- provide an overview of the GPC program
- define individual roles and responsibilities
- meet regulatory requirements





Purpose of GPC

- To provide a method to purchase supplies, services and construction which do not exceed the micro-purchase threshold(s);
 - \$3,000.00 for supplies/equipment
 - \$2,500.00 for services
 - \$2,000.00 for construction
- With additional training, written appointment and approval from MICC Fort Polk, purchases may exceed single micro-purchase thresholds, but by law cannot exceed \$25,000. Purchases above the micro-purchase threshold must be made against existing contracts such as through GSA or CHES.

(see following slides concerning \$25K purchases)





INTRODUCTION

25K PURCHASES

UNCLASSIFIED



Purchases exceeding \$3,000 for Supplies

The following slides do not replace the basic Government Credit Card training but supplements it. Additional training is required for Cardholders, Billing Officials, and Alternate Billing Officials who will receive authority to make purchases over \$3,000.

Cardholders delegated to make purchases over \$3,000 for supplies will be appointed as an Ordering Officers (OO).





\$25K Purchases

\$25K Implementation

- **Appointment letter for Delegation of purchase authority IAW DFARS 213.301**
- **Issued by Directorate of Contracting to Cardholder by name**
 - **Contains authority, limitations & requirements**
 - **Requires acknowledgement of receipt**
 - **Non-transferrable**





Training Requirements

- Basic Government Credit Card Training
- Law, Regulations, Policies, Procedures
- Seeks maximum practicable competition for the purchase in
accordance with FAR 13.104
(b) (solicit at least three sources)
- File Documentation Requirements
- Simplified Acquisition Procedures - DAU
“CON 237 Simplified Acquisition Procedures”





\$25K Purchases

Ability One Program

- Use of the GPC up to \$25K, requires Cardholders to comply with the JWOD Act
- Compliance with JWOD can be accomplished by purchasing items of supplies identified by the Skilcraft and Ability One trademark (Base Supply Center)





\$25K Purchases

Required Source of Supplies and Services

- IAW FAR Part 8.001. agencies shall satisfy requirements for supplies from or through priority sources
- The threshold for services and construction remain unchanged:
 - Services - \$2,500
 - Construction - \$2,000





25K GPC Program

- Cardholder requesting to become an Ordering Officer shall contact the A/OPC for memorandum requirements
- The requesting Command shall submit their request thru the A/OPC to the MICC Ft Polk Director with justification for the need.
- If approved the appointment is pending successful completion of all mandatory training in compliance with the program. The CH/BO/ALT BO are required to complete the mandatory training. Training certificate shall be submitted to GPC Office.
- All purchases for the 25K program are required to use the mandatory sources (with existing contracts). Approval for each purchases must be obtained in writing from the A/OPC prior to making the purchase.





25K Program cont'd

- 25K Purchases are for supply purchases over \$3,000 NTE \$25,000
- No OPEN MARKET purchases authorized
- Required documentation for each 25K purchase shall include;
 - FP Form 204 with the required information and signatures
 - 3 bids when using GSA Advantage or Chess
 - When using Base Supply Center (BSC) only Skilcraft or AbilityOne “BRAND” products are authorized. No additional bids are required.
- Commercial off the shelf training can be purchased up to \$25K. SF 182 shall be completed for each individual.





GFEBS

- Resource Managers (RMs) fund GPC purchases using the General Fund Enterprise Business System (GFEBS)
- Any questions concerning GFEBS shall be directed to your Resource Manager (RM).
- If you are to have ANY role in the GFEBS process you are required to have additional training and be provisioned into GFEBS. Contact your Resource Manager (RM) for more information.





• Purchase Card Online System (PCOLS) is a DoD-wide suite of electronic systems that GPC officials use to improve the management and accountability within their GPC program organizations. PCOLS is comprised of five applications:

- Enterprise Monitoring and Management Accounts (EMMA)
- Authorization, Issuance, and Maintenance (AIM)
- PCOLS Reporting
- Data Mining (DM)
- Risk Assessment (RA)

• Due to enhancement of program oversight, the Purchase Card On-Line System (PCOLS) is mandated for GPC participants and accessible at: <https://www.dmdc.osd.mil/appi/pcols-web/>





PCOLS (cont)

- BO shall respond to PCOLS email inquiries regarding possible fraud, waste and abuse.
- Response is required NLT10 business days to PCOLS
- Documentation regarding all PCOLS inquiries shall be forwarded to the A/OPC for additional action.
- Non response to PCOLS and A/OPC may result in account being suspended by PCOLS





Roles and Responsibilities





A/OPC Hierarchy

GOVERNMENT PURCHASE CARD HIERARCHY



Alternate Billing Official (ABO)

Cardholder (CH)

Level 6 - CH

Cardholder (CH)

Level 6 - CH

Cardholder (CH)

Level 6 - CH





Span of Control Minimum Requirements

Minimum Personnel Required for Unit/Activity GPC Program

- One Prime Billing Official (BO)
 - There can only be one Prime BO per account
 - Prime BO's are limited to no more than seven (7) cardholders per account. The exact number is based on ability. Recommend one (1) Billing Official to two to three (2-3) Cardholders.
- One Alternate Billing Official (ABO)
 - Currently, there is no limit on number of ABO's
- Cardholder(s) (CH)
 - Two cardholders are preferred in order to have flexibility. The more cardholders the more difficult to manage.
- Separation of duties is required





Billing Official Responsibilities 1 of 2

- Billing Officials are responsible for all Cardholder spending levels and actions on their account
 - Maintain an Alternate Billing Official for all accounts
 - Ensure mandatory training requirements are maintained current
 - Provide written approval/disapproval of purchases to Cardholder
 - Ensure adequate funding exists prior to approving a purchase
 - Do not exceed single or monthly purchase limit
 - Do not permit split purchases
 - Review and reconcile Cardholder statements against receipts
 - Reconcile invoices and certify billing statements timely
 - Certify billing statements within 5 days of the end of the billing cycle
 - Review Cardholders billing statement and approve if they are unavailable
 - Ensure durable and non expendable items are accounted for on Property Book or Hand Receipt





Billing Official Responsibilities 2 of 2

- Retain an electronic (printable) or manual copy of each billing statement with all supporting documentation receipts, logs, invoices, delivery tickets, approvals, etc. for six years and 3 months after final payment
- Identify and communicate discrepancies to the bank's transaction dispute POC
- Report questionable transactions to the A/OPC
- Immediately notify the US Bank and the A/OPC of lost or stolen cards
- Ensure that Cardholders fulfill their responsibilities by conducting annual compliance reviews
- Perform an annual review of Cardholder files using the checklist in 11-2-R, Appendix D of the Army GPC SOP
- Notify the A/OPC 30 days in advance of Cardholders departure
- Notify the MICC Fort Polk GPC A/OPC of any changes in BO and ABO due to reassignment or departure from the organization or installation. Failure to maintain both BO and ABO will result in suspension of accounts until training and appointment has been completed.





Cardholder Responsibilities 1 of 2

- Cardholders are individuals who are given delegation of authority by MICC – Fort Polk to purchase essential mission related supplies and services with the GPC.
 - Make authorized purchases
 - Collect and maintain required documentation, files and records
 - Rotate merchants when practicable
 - Verify independent receipt and acceptance of goods and services
 - Verify the establishment of the legitimate government need
 - Comply with required sources
 - Far Part 8 and DFARS 208
 - Utilize the Base Supply Center, DoD EMail and then GSA Advantage to purchase office supplies
 - Utilize CHES for IT hardware and software purchases
 - Comply with Section 508 of the Rehabilitation Act of 1973
 - Comply with FAR Part 23 Environmentally Preferable Purchasing





Cardholder Responsibilities 2 of 2

- Obtain required pre-purchase approvals
- Verify receipt/acceptance of purchased goods or services
- Review and reconcile monthly statements
- Resolve unauthorized, erroneous, questionable transactions
- Dispute questionable transactions with the bank dispute POC
- Notify the BO of questionable transactions
- Maintain physical security of the Government Purchase Card
- Notify the MICC Fort Polk A/OPC of lost or stolen card
- Maintain the purchase log
- Ensure funding is available prior to purchase
- Provide the BO with your files prior to your departure





Property Accountability

- All personnel who are entrusted with the procurement of Government property are responsible for its proper custody, safekeeping and accountability.
- The cardholder should confirm the accountability classification of items to be purchased (Durable, Non Expendable, Expendable) and coordinate with their Property Book Officer (PBO) for accountability as appropriate. Signature on FP Form 204 is required for all purchases.
- In no case shall a PBO be a CH, BO or AltBO.





Certification

- The Billing Cycle ends on the 19th of each month.
- The Cardholder must approve within three business days and the Billing Official must electronically certify the statement within five calendar days after the cycle closes. This must be completed NLT the 25th of each month.
- If the Cardholder is not available the BO must complete both actions.
- If the account is not approved and certified by the 25th of the month all accounts under the BO will be suspended until certified.
- Repeated occurrences of untimely certification will result in either the Cardholder, Billing Official, or both being terminated.





Transaction Management : Search for Accounts

[Go to Accessible Site](#)



U.S. Bank Access® Online Web-based Training

- Home
- My Learning Plan
- Go to Access Online
- Register for Instructor-led Classes
- WBT Reporting
- Log out

Transaction Management: Search for Accounts

Go to Resource Go to Section Go to Document 3 of 11

Transaction Management

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
 - Managing Acct List
 - Card Account List
 - Transaction List
 - Manager Approval Queue
 - Manager Approval History
 - Extract Administrator Queue
- Account Information
- Reporting
- Data Exchange
- My Personal Information

- Home
- Contact Us

Product: Purchasing Card [Switch Products](#)

Managing Account List

View summary information for all Managing and Diversion Accounts.

[Search Managing Account List](#)

Allows you to provide your own search criteria first before any results are presented.

[View Previous Cycle](#)

Presents the Managing Account list for the previous cycle.

Card Account List

View summary information for all Cardholder Accounts.

[Search Card Account List](#)

Allows you to provide your own search criteria first before any results are presented.

[View Previous Cycle](#)

Presents the Cardholder Account list for the previous cycle.

Transaction List

View, review, allocate/reallocate, and delete transaction information.

[View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

2. Click the Transaction List link.





Transaction Management: View Transactions



U.S. Bank Access® Online Web-based Training

Home My Learning Plan Go to Access Online Register for Instructor-led Classes WBT Reporting Log out

Transaction Management: View Transactions

Go to Resource Go to Section Go to Document 2 of 29

Transaction Management

Card Account Summary with Transaction List

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
 • Managing Acct List
 • Card Account List
 • Transaction List
 • Manager Approval Queue
 • Manager Approval History
 • Extract Administrator Queue
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us

Product: Purchasing Card [Switch Products](#)
Card Account Number: *****8774_CHASTIN J DORDINO [Switch Accounts](#)

[Managing Acct List](#) [Card Acct List](#) [Trans List](#) [Manager's Queue](#) [Extract Queue](#)

[+] Card Account Summary

Account Number: 8774
Account Name: CHASTIN J DORDINO
Billing Cycle Close Date: Open

Total Transactions: \$6,385.00 Approved Transactions: \$373.20 1
Reallocated Transactions: \$4,980.00 % Reallocated Transactions: 77.9% 26.9%
% Unapproved Transactions: 5.8% 3.8%

Open Account

[+] Search Criteria [Return to top](#)

[+] Transaction List [Return to top](#)

Records 1 - 25 of 28
Page: 1 | 2
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>		Pending	11/06	11/07	UNITED ELECTRIC #7649	651-582-3900, MN	\$170.04		03-0218
<input type="checkbox"/>		Approved	11/06	11/07	WERNER ELECTRIC ST CLOUD	320-2535440, MN	\$76.87		030221
<input type="checkbox"/>		Approved	11/06	11/07	MUSKA LIGHTING CENTER	ST PAUL, MN	\$917.46		000000000000000000
<input type="checkbox"/>		Pending	11/05	11/07	FASTEN	320-252-3855, MN	\$805.43		342

1. To search for specific transactions, select the cycle.





Transaction Management: View Transactions

Army Knowledge Online Provisioning_Token_Report... DPAP Program Develop... webFOCUS Report AIM Web A



[Go to Accessible Site](#)

U.S. Bank Access® Online Web-based Training

Home My Learning Plan Go to Access Online Register for Instructor-led Classes W3T Reporting Log out

Transaction Management: View Transactions

Go to Resource Go to Section Go to Document 8 of 29

Transaction Management
Card Account Summary with Transaction List

Product: Purchasing Card [Switch Products](#)
Card Account Number: *****8774, CHASTIN J DORDING [Switch Accounts](#)

[Managing Acct List](#) [Manager's Queue](#) [Extract Queue](#)

1. To print a summary of your account activity, select a cycle.

[-] Card Account Summary

Account Number: *****8774
Account Name: CHASTIN J DORDING

Billing Cycle Close Date: 10/26/2011 [Search](#) [Print Account Activity](#)

2. Click Print Account Activity.

Total Transactions: \$23,306.78 75 Final Approved Transactions: 0.0% 0.0%
 Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.0% 0.0%

[Open Account](#)

[+] Search Criteria [Return to Top](#)

[-] Transaction List [Return to Top](#)

Records 1 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>	Pending	10/17	10/20	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$1,593.90	03-0073--36421		
<input type="checkbox"/>	Pending	10/16	10/17	STOELTING LLC	KIEL, WI	\$1,043.84			
<input type="checkbox"/>	Pending	10/09	10/10	WERNER ELECTRIC ST CLOUD	320-2535440, MN	\$1,184.14	022223		
<input type="checkbox"/>	Pending	09/24	09/26	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$2,095.60	02-2138--35340		
<input type="checkbox"/>	Pending	09/24	09/26	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$1,815.98	02-2184--35590		





Transaction Management: Pending Transactions

file edit view favorites tools help

Army Knowledge Online
 Provisioning_Token_Report...
 DPAP Program Develop...
 WebFOCUS Report
 AIM Web



[Go to Accessible Site](#)

U.S. Bank Access® Online Web-based Training

[Home](#) |
 [My Learning Plan](#) |
 [Go to Access Online](#) |
 [Register for Instructor-led Classes](#) |
 [WBT Reporting](#) |
 [Log out](#)

Transaction Management: View Transactions

Go to Resource Go to Section Go to Document 21 of 29

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****8774, CHASTIN J DORDING [Switch Accounts](#)

[Create](#) [Manage](#) [Card Acct List](#) [Trans List](#)

[-] Card Account Summary

Account Number: ● ..8774 Outstanding Orders: \$1,890.45 3
 Account Name: CHASTIN J DORDING Unmatched Transactions: \$29,332.89 99

Billing Cycle Close Date: 10/26/2011 [Search](#) [Print Account Activity](#)

Total Transactions: \$23,306.78 75 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.0% 0.0%

● Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>		Pending		10/17	10/20	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$1,593.90		03-0073---36421
<input type="checkbox"/>		Pending		10/16	10/17	STOELTING LLC	KIEL, WI	\$1,043.84		
<input type="checkbox"/>		Pending		10/09	10/10	WERNER ELECTRIC ST CLOUD	320-2535440, MN	\$1,184.14		022223
<input type="checkbox"/>		Pending		09/24	09/26	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$2,095.60		02-2138---35340
<input type="checkbox"/>		Pending		09/24	09/26	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$1,815.98		02-2184---35590





Transactions Management: Dispute Transactions

Army Knowledge Online Provisioning_Token_Report... DPAP Program Develop... webFOCUS Report AIM w



Go to Accessible Site

U.S. Bank Access® Online Web-based Training

Home My Learning Plan Go to Access Online Register for Instructor-led Classes WBT Reporting Log out

Transaction Management: Dispute Transactions

Go to Resource Go to Section Go to Document 8 of 15

Account Number: 8774 Outstanding Orders: \$1,890.45 3
 Account Name: CHASTIN J DORDING Unmatched Transactions: \$29,332.89 99
 Billing Cycle Close Date: 10/26/2011 Search Print Account Activity

Total Transactions: \$23,306.78 75 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.0% 0.0%

Open Account

Note the D icon for the disputed transaction.

Select	Disputed	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Account
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending		10/22	10/24	MOTION INDUSTRIES MN28	320-656-1111, MN	\$16.44		03-0111	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/23	10/24	GRAYBAR ELECTRIC	3202030210, MN	\$15.18		1482524	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/17	10/20	GRAINGER 494	877-6994890, MN	\$12.36			4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/17	10/20	UNITED ELECTRIC #7649	651-582-3900, MN	\$11.45		03-0086	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/15	10/16	UNITED ELECTRIC #7649	651-582-3900, MN	\$24.75		02-0070	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/14	10/16	MOTION INDUSTRIES MN28	320-656-1111, MN	\$9.08	CR	03-0012	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/14	10/16	MOTION INDUSTRIES MN28	320-656-1111, MN	\$6.92	CR	02-2133	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/14	10/16	MOTION INDUSTRIES MN28	320-656-1111, MN	\$8.13	CR	02-2176	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/14	10/16	MOTION INDUSTRIES MN28	320-656-1111, MN	\$6.92	CR	02-2085	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/14	10/16	CONTACT EAST JENSEN TO	978-974-1254, MA	\$2.30	CR	000000000000000000	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/08	10/09	UNITED ELECTRIC #7649	651-582-3900, MN	\$21.77		02-2092	4444
<input type="checkbox"/>	<input type="checkbox"/>	Pending		10/02	10/03	F & H FOOD EQUIPMENT	641-881-8114, MO	\$196.40	CR	000000000000000000	4444

Contact Us Help

© U.S. Bank 2014





Order Management:

Go to Accessible S



U.S. Bank Access® Online Web-based Traini

- Home
- My Learning Plan
- Go to Access Online
- Register for Instructor-led Classes
- WBT Reporting
- Lo

Order Management: Match Multiple Orders and Transactions

Go to Resource Go to Section Go to Document 2 of 4

Order Management

- Payment Plus
- Order Management
 - Order Maintenance
 - Match Multiple Orders

1. To work with multiple orders and transactions on a single screen, select **Order Management**.

Order Maintenance

View, create, maintain, cancel, and/or suspend order records.

Create New Order Record

Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

Order Receipt

Document the receipt of goods against an order and view receipt history.

2. Click **Match Multiple Orders to Transactions**.

- Home
- Contact Us
- Training





Match Orders

[Our Payment Products](#) [Logout](#)



Match Multiple Orders to Transactions

Select Transactions to Match

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
 - Order Maintenance
 - Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- Dashboard
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

Card Account Number: *****9385, RICHARD G RUIZ [Switch Accounts](#)
 Card Account ID: 314015000148

To match transactions to an Order, select an Order from the Unfulfilled Orders to Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

Start Date: to End Date:
 MM/DD/YYYY MM/DD/YYYY

[Search](#) [Reset](#)

[Match to Order](#)

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant Name	Control Number
No unfulfilled Orders are available for this account.					

Control Number Not Unique

[Match to Order](#)

Date Range - Unmatched Transactions Available to Match:

Start Date: to End Date:
 MM/DD/YYYY MM/DD/YYYY

[Search](#) [Reset](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Unmatched Transactions

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount	Merchant	Purchase ID
No unmatched transactions are available for this account.				

Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

All of **us** serving you[®]

© 2014 U.S. Bank National Association

R214.40b44.0 col 1 12-09-2014 11:13:20 CST





Order Management: Match Multiple Orders and Transactions



U.S. Bank Access® Online Web-based Training

Home My Learning Plan Go to Access Online Register for Instructor-led Classes W3T Reporting Log out

Order Management: Match Multiple Orders and Transactions

Go to Resource Go to Section Go to Document 3 of 4

07/01/2012 to 07/20/2012 06/15/2012 to 07/11/2012

MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY

[Check All Shown](#) | [Uncheck All Shown](#)

Unfulfilled Orders to Match **Unmatched Transactions**

Control Number Not Unique

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant Name	Control Number	Amount	Merchant	Purchase Order
<input checked="" type="radio"/>	07/14/2012	\$751.95	\$751.95	Charles E. Smith Real Est Cha	CCA-06-262-03	\$8.40	OMEGA ENGINEERING	05691
<input type="radio"/>	07/10/2012	\$102.36	\$102.36	Charles E. Smith Real EstaCha	CCA-06-262-03	\$9.00	COMMUNICATIONS APPLIED TE	05691
<input type="radio"/>	07/10/2012	\$338.25	\$338.25	Charles E. Smith Real EstaCha	CCA-06-262-03	\$269.40	PACE CUSTOM CASES & BAGS	05691
<input type="radio"/>	07/10/2012	\$338.25	\$338.25	Charles E. Smith Cha	CCA-06-262-03	\$1,195.56	DOD EMALL	05691
<input type="radio"/>	07/05/2012	\$349.26	\$349.26	Platt Electric Supply 0057Pla	0000102368	\$311.06	PLATT ELEC SPPLY 0057	05691
						\$38.20	PLATT ELEC SPPLY 0057	05691
						\$1,173.78	THATCHER COMPANY	05691
						\$261.55	CR IMPAC REBATE-THANK YOU	05691
						\$30.43	DOD EMALL	05691
						\$53.83	DOD EMALL	05691
						\$317.84	DOD EMALL	05691
						\$295.49	DOD EMALL	05691
						\$96.12	DOD EMALL	05691
						\$185.00	DOD EMALL	05691

[Check All Shown](#) | [Uncheck All Shown](#)

← ↻ →

5. Select an order radio button.

6. Select the checkbox for each transaction to match to the order.

7. Click Match to Order.





Order Management: Match Multiple Orders



U.S. Bank Access® Online Web-based Training

Home My Learning Plan Go to Access Online Register for Instructor-led Classes WBT Reporting Log out

Order Management: Match Multiple Orders and Transactions

Go to Resource Go to Section Go to Document 4 of 4

Are You Sure?

Matching will replace existing transaction allocations.

Do you still wish to continue?

Yes, Match **Cancel Match**

8. Click Yes, Match. The order and transactions are matched and no longer display.

- Order Management
- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information
- Home
- Contact Us
- Training





Account Approval Process: CH Approval

usbank

Go to Accessible Site

U.S. Bank Access® Online Web-based Training

Home My Learning Plan Go to Access Online Register for Instructor-led Classes WBT Reporting Log out

Account Approval Process: Approve a Cardholder Statement

Go to Resource Go to Section Go to Document 3 of 5

ACME04 PC Organization
Our Payment Products Logout

Transaction Management

Card Account Statement Confirmation

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

Agree Disagree

4. Click Agree.

Home
Contact Us
Training

◀ ▶ ▶





Certification Process

Account Approval Process: Approve a Managing Account

Go to Resource Go to Section Go to Document 2 of 10

Transaction Management

- Request Status Queue
- Active Work Queue
- System Administration
- Event Driven Notification
- Account Administration
- Order Management
- Transaction Management
 - Managing Acct List
 - Card Account List

1. To approve a managing account on the account list, select Transaction Management

2. Click Managing Account List

Managing Account List
View summary information for all Managing and Cardholder Accounts. Search criteria first

Card Account List
View summary information for all Cardholder Accounts.

Search Card Account List
Allows you to provide your own search criteria first before any results are presented.

View Previous Cycle
Presents the Cardholder Account list for the previous cycle.

Transaction List
View, review, allocate/allocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.

Home
Contact Us
Training





Certification Process Cont'd



[Go to Accessible Site](#)

U.S. Bank Access® Online Web-based Training

- [Home](#)
- [My Learning Plan](#)
- [Go to Access Online](#)
- [Register for Instructor-led Classes](#)
- [WBT Reporting](#)
- [Log out](#)

Account Approval Process: Approve a Transaction

Go to Resource ▼ Go to Section ▼ Go to Document ▼ 13 of 14

Account Information

Account Number: ...5683 Outstanding Orders: \$890.21 5

Account Name: ROSEANNE BUTLER Unmatched Transactions: \$24,581.56 56

Billing Cycle Close Date: 06/09/2012 [Search](#) [Print Account Activity](#)

Total Transactions: \$5,062.50 2 Final Approved Transactions: \$4,942.50 1

Reallocated Transactions: \$4,942.50 1 % Final Approved Transactions: 97.6% 50.0%

% Reallocated Transactions: 97.6% 50.0%

[Open Account](#)

[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

(+) Search Criteria [Return to top](#)

(-) Transaction List [Return to top](#)

Records 1 - 2 of 2

[Check All Shown](#) | [Uncheck All Shown](#)

1. To view a transaction's approval history, click the approved status link.

Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
Final Approved			05/15	05/16	DURO BAG MFG	800-879-3876, KY	\$4,942.50		05683
Rejected			05/09	05/12	A-1 ENGRAVERS & STAMP SHP	SAN ANTONIO, TX	\$120.00		05683

Disputed Matched Exception Reallocated Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

[Reallocate](#) [Mass Reallocate](#) [Match to Order](#) [Approve](#) [Reject](#)

[Contact Us](#) [Help](#)

© U.S. Bank 2014





Certification Process Cont'd

U.S. Bank Access® Online Web-based Training

Home | My Learning Plan | Go to Access Online | Register for Instructor-led Classes | WBT Reporting | Log out

Account Approval Process: Approve a Managing Account

Go to Resource | Go to Section | Go to Document | 7 of 10

Transaction Management

Managing Account Summary with Card Account List

Rate Approved - AD
Managing Account Number: 4716304055509885

2. Select the correct cycle.

3. Click Search.

Account Summary

Account: 4716304055509885 Account Name: ACME PC ORG

Cycle: 0509/2012 Search

Display All Card Accounts for All Managing/Diversion Accounts

Total # Card Accounts: 0
Open Card Accounts: 0
Suspended Card Accounts: 0
Previous Statement Balance: \$0.00
Payments Since Previous Statement: \$0.00

Total Fees: \$0.00
Total Transactions: \$038,763.03 819
Cardholder Approved Transactions: \$0.00 0

Approve MADA Statement | Reject | Statement Approval History

Approval Status | Approval Date | Approved by
No statement approval history exists for this account.

[-] Search Criteria | [-] Card Account List

Records 1 - 7 of 7
Show/Hide Posted | Show/Hide Approved | Show/Hide Final Approved | Show/Hide Reauthorized | Show/Hide Disputed

Select	Account	Account Name	Period	Approved
			Cycle Date	# of Trans
			\$ of Trans	%
			\$ of Trans	

Contact Us | Help

© U.S. Bank 2014





Certification Process Cont'd



[Go to Accessible Site](#)

U.S. Bank Access® Online Web-based Training

- [Home](#)
- [My Learning Plan](#)
- [Go to Access Online](#)
- [Register for Instructor-led Classes](#)
- [WBT Reporting](#)
- [Log out](#)

Account Approval Process: Approve a Managing Account

Go to Resource Go to Section Go to Document 10 of 10

Order Management
Transaction Management
 • Managing Acct List
 • Card Account List
 • Transaction List
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us
Training

Role: Approved - AO
Managing Account Number: 4716304556590985 [Switch Role](#)
[Switch Accounts](#)

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

The action was successfully completed.

[-] Managing Account Summary

Account Number: 4716304556590985 Account Name: ACME PC ORG

Cycle: 06/09/2012 [Search](#) [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts:	7	Total Fees:	\$0.00
Open Card Accounts:	7	Total Transactions:	\$536,753.03 819
Suspended Card Accounts:	0	Cardholder Approved Transactions:	\$0.00 0
Previous Statement Balance:	\$0.00		
Payments Since Previous Statement:	\$0.00		

Open Account AO Approved

[Approve MA/DA Statement](#) [Reject](#) **Statement Approval History**
[Show all](#)

Approval Status	Approval Date	Approved by
AO Approved	08/01/2012	AFCO04.pa1billing

[+] Search Criteria [Return to top](#)

[-] Card Account List [Return to top](#)

Records 1 - 7 of 7
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	Cycle Date	# of Trans	\$ of Trans	Posted	Approved
						# of Trans by CU	% \$ of Trans by CU





Certification

U.S. Bank Access® Online Web-based Training

Home My Learning Plan Go to Access Online WBT Reporting Welcome, Debbie! Log out

Account Approval Process: Approve a Managing Account

Go to Resource Go to Section Go to Document 9 of 10

Transaction Management Managing Account Statement Confirmation

- Order Management
- Transaction Management
 - Managing Acct List
 - Card Account List
 - Transaction List
- Account Information
- Reporting
- Data Exchange
- My Personal Information

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization, (2) Do not exceed spending limits approved by the Resource Manager, (3) Are not for my personal use or the personal use of the receiving individual, (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization, (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

Agree Disagree

5. On the approval message (unique to your organization), click Agree

Home
Contact Us
Training





Account Approval Process: Evaluation Questions

Go to Resource

Go to Section

Go to Document

1 of 3

Put the basic transaction approval steps in the correct order.



Click Approve.



Select the transaction.



Access the cardholder's transaction list.





GPC Account Suspension Policy

- Accounts not certified within 5 days, will be suspended on the 25th day of the month.
- Accounts with Past Due Payments beyond 30 days will be suspended.
- BO shall verify there is no previous balance due on the certification statement. This is an indication that invoices were not submitted to payment office in a timely manner- eliminating/minimizing prompt payment interest.
- An Account that has a Past Due Payment that reaches 180 days will result in US Bank suspending the entire installation GPC program.

****Accounts will be closed permanently if more than two suspensions occur within a 12 month period****





Account Audits

- Accounts will be audited on an annual basis
- Requested audit records may include previous GPC records
- Examples of – NON COMPLIANCE include:
 - No Alternate Billing Official
 - Overdue refresher training
 - Bypassing Mandatory Sources.
 - Missing supporting documentation for purchases
 - Split Purchases
 - Unauthorized Commitments
 - 11-2-R





Misuse, Abuse and Fraud





Misuse, Abuse, and Fraud

- Misuse – Failure to use the GPC properly but not for personal gain
- Abuse – Use of GPC, or disposition of property purchased with the card that falls short of complex fraud but is conducted for personal gain (e.g. making unauthorized cash advances, purchasing items solely for personal purpose, selling or pawning items purchased with the GPC).
- Fraud – Misconduct motivated by personal gain, but carried out through the acts of deception designed to defeat accountability controls (e.g. kickbacks from the vendor, conflict of interest, schemes involving the CH and BO).
- In the event of fraud involving the GPC or if the cardholder has either lost the card or it has been stolen, immediately contact the Billing Official then US Bank and finally the MICC Fort Polk GPC Team.





Misuse, Abuse, and Fraud

- The following MAY be indicators of possible fraud, waste, or abuse:
 - Repetitive buys from the same merchant;
 - Lack of documentation for a purchase;
 - Failure to safeguard cards and account numbers;
 - CHs/BO authorizing the use of their cards by others;
 - Inadequate oversight by BOs and agencies;
 - Payments made for items not received;
 - Split purchases to avoid spending limitations;
 - Lack of accounting for items requiring accountability;
 - Payment delinquencies incurring interest penalties;
 - Approval of a CHs statement of account by someone other than the CH or BO
 - Unauthorized purchases; and
 - CHs returning merchandise to merchants for store credit vouchers instead of having credits issued back to their GPC account





Liability

- Be advised that audits, inspections, and investigations of cardholder reconciled credit card files are the responsibility of the BO. Failure to do so may result in financial and disciplinary actions.
- All accountable officials are required to comply with DoD regulations, policies, and procedures, including standard operating procedures. Failure to act in accordance with such regulations, policies, and procedures is generally considered evidence of negligence.
- Following orders from superiors that are contrary to regulations, policies, and procedures, is no defense to negligence or bad faith. A heavy workload or a lack of experience, supervision, or training, is not a factor in determining relief from liability.





Improper Use Of The GPC





Prohibited Purchasing

NOT ALL INCLUSIVE

- Betting, Casinos, Gaming Ships and Off -Track Betting, Timeshare Rental
- Dating and Escort Services
- Financial Institutions.
- Bail and Bond Payments.
- Jewelry, Pawn and Antique Stores
- Fines, Court Costs, Alimony and Child Support
- Auto Insurance
- Purchase from contractors or contractor agents who are military personnel or civilian employees of the Government





Unauthorized Credit Card Purchases

- NO BO approval for funding or approval for purchase
- NO purchases exceeding dollar limits
- NO cash advances and gifts certificates
- NO I.T. purchases without CAPR Form
- NO third party (Pay Pal, Ebay, I-bill) (Without prior written MICC Fort Polk Approval)
- NO rental or lease of land or buildings for term longer than one (1) month authorized
- NO telecommunication systems
- NO personal charges
- NO airline, bus or other related travel tickets





Unauthorized Credit Card Purchases

- NO coffee, juice, bottled water services or other food items
- NO meals and lodging
- NO gifts
- NO agreements to test supplies or services
- NO split purchases

Still not sure? Contact MICC - Fort Polk, GPC Team (337) 531-2322 or 531-4236





Split Purchases



What is a split purchase?

“Splitting” generally involves the willful reduction of a requirement which could be purchased from the same merchant in an effort to keep the total price of the purchase below the cardholder’s single purchase threshold. Typically, the known needs of a unit/activity by the cardholder at the time of the purchase constitutes the requirement.

In other words.....

Known requirements of like items at the time of purchase cannot exceed the threshold





Split Purchases

Purchases Shall Not Be Split....

.....to stay below the micro-purchase threshold of \$3,000.00 for supplies, \$2,500.00 for services, and \$2,000 for construction.

- Purchases made from different vendors
- Purchases made on different days
- Purchases made by different Cardholders

...In some circumstances, the individual(s) making and or authorizing the Split Purchase can be held financially liable or responsible for payment to the vendor.





Split Purchases



Split Purchase EXAMPLE # 1

- **A single Cardholder** makes multiple purchases of the same or like item from the same merchant on the same day...

AND

- the total exceeds the single purchase limit

AND

- the total requirement was known at the time of the first purchase.





Split Purchases



Split Purchase EXAMPLE # 2

- **A single Cardholder** is given a list of items to purchase on Monday morning that totals \$3,550.00 ...
 - The Cardholder goes to a “single merchant multiple times” to purchase the items...
 - Cardholder goes to “Joe’s Hardware” on Monday morning and makes one buy for \$2,800.00
 - Cardholder goes to “Joe’s Hardware” on Monday afternoon and buys the remaining items spending \$750.00.





Split Purchases

Split Purchase EXAMPLE # 3

- **A single Cardholder** purchases the same/similar item(s) from *multiple merchants* on the same day, the total exceeds the single purchase limit and the total was known at the time of the first purchase.

- On Monday morning the CH makes one charge for \$2,800.00 at Joes Hardware and Gifts
- On Monday afternoon the CH makes another charge for \$750.00 at Skipper & Gilligan Supply





Organizational Day

- You may not use the GPC to purchase anything for an Organizational Day.
- The GPC may only be used to purchase supplies and services that directly support the mission of your unit.





Military Balls, Dining In/Out

- Generally will not be able to purchase items for these events – they are considered social events
- Mementos – NO
- Programs – NO (AR 25-30)
- Exceptions – General Officer's Protocol Funds or Unit Funds (MWR) if allowable with those funds





Ammunition

- Will not be able to purchase ammunition on the GPC.
- Title 10, U.S. Code (USC), Title 31 USC, and Defense Finance and Accounting Service Manual 37-100 (DFAS-IN 37-100) prohibit Army units from using funds for other than their intended purpose and specify that munitions may be purchased only with Procurement Ammunition Army (PAA) funds or Missile Procurement Army (MIPA) funds, which are controlled at HQDA. It is a Federal offense for units to procure munitions using anything other than PAA or MIPA funds.





Unauthorized Commitments (UAC)

- Occurs when someone without authorization obligates government funds
- UAC's usually occur due to a lack of understanding of procedures
- UAC's must be ratified before a vendor/contractor can receive payment
- Ratification involves numerous individuals including the offender, supervisory chain, resource management, legal and contracting
- Ratifications gain individual adverse notoriety, embarrass the command and in some situations can result in Anti Deficiency Act (ADA) violations





Unauthorized Commitment (UAC)

- An agreement that is not binding solely because the government representative who made it lacked the authority to enter into that agreement on behalf of the government.
- Examples:
 - A CH making a purchase without the BO's approval
 - Individuals other than the CH, calls the vendor asking for them to begin performance
 - Someone other than CH using the GPC
 - The CH exceeding his/her authority
 - Contract expires but services continue to be accepted, i.e. BPAs
 - Training being sheduled/reserved with vendors by someone other than the cardholder





How to Prevent UACs



- Be clear on what needs to be purchased and when it is needed
 - Insure GPC is the appropriate method of purchase/payment
 - Review GPC Operating Procedures
 - @ www.jrtc-polk.army.mil/doc click on GPC
 - Contact you're A/OPC if you have questions





Unauthorized Commitments (UAC)

- Individual committing the UAC can be held financially responsible
- Command emphasis is the key to stopping UAC's
- An informational video on UAC's can be viewed at the following link
<https://polkintranet.nasw.ds.army.mil/PolkMICC/SitePages/Home.aspx?RootFolder=%2FPolk%2DMICC%2FShared%20Documents%2FUnauthorized%20Commitments&FolderCTID=0x0120005B337BB36199D947B8428E7BD32BEBD3&View={42844549-C796-4060-9102-3A194743F106}>
- Questions can be addressed by the MICC - Fort Polk GPC Team 337-531-2322/4236.





Program Setup





Program Setup

- Mandatory Appointment Requirements for Billing Officials (BO), Cardholders (CH) and Resource Managers (RM)
 - FP Form 202 (CH) dated August 2014 – Card will receive card through mail, activate by phone, register with US Bank on line
 - FP Form 203 (BO/ALTBO) August 2014–USER ID and Password will be e-mailed
 - FP Form 206 (RM) February 2013
 - DD Form 577 (BO/ALTBO) dated July 2014 block 16 digital; manual signature must be signed in **BLUE INK** (original furnished to MICC GPC OFFICE)
 - Appointment Letter signed by CDR, MICC – Fort Polk (BO/ALTBO and CH) Monthly Spending Limit block on application must be filled in
 - Certificates of completion for all mandatory training requirements. Specifics are on the following slide.





GPC Training Requirements

Training Title	Location of Training	Frequency	Required to Complete
Overview of Acquisition Ethics (CLM 003)	https://learn.dau.mil	Initial setup and Annually	Cardholder, Billing Official, Alternate BO
DoD GPC Training (CLG 001)	https://learn.dau.mil	Initial Setup	Cardholder, Billing Official, Alternate BO & RM
DoD GPC Refresher Training (CLG 004)	https://learn.dau.mil	Biannually	Cardholder, Billing Official, Alternate BO
Purchase Card Online System (PCOLS) (CLG 005)	https://learn.dau.mil	Initial Setup (New Training Requirement)	Cardholder, Billing Official, Alternate BO
Access Online US Bank Training (Complete all required modules. CH = 13, BO/ABO = 31 Modules)	https://wbt.access.usbank.com	Initial Setup	Cardholder, Billing Official, Alternate BO & RM
Section 508 Micro-Purchase	https://learn.dau.mil	Initial Setup	Cardholder, Billing Official, Alternate BO
Smart Pay GSA Training For Purchase Card (Not Travel Card)	https://training.smartpay.gsa.gov/	Every three years	Cardholder, Billing Official, Alternate BO
Certifying Officer Legislation Training	https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html	Initial Setup	Billing Official, Alternate BO
Resident MICC GPC Training	Resident training conducted monthly at Education Center	Initial Setup and Biannually	Cardholder, Billing Official, Alternate BO & RM
Simplified Acquisition Procedures (CON 237) *\$25K Card Only*	https://learn.dau.mil	Initial Setup	Cardholder, Billing Official, Alternate BO \$25K Card Accounts Only

* Certificates of Completion are required to be submitted to the GPC Program Management Office upon completion* BO and ABO are responsible for maintaining training currency for their accounts. GFEBs Training requirements mandated by supporting RM.



www.dau.mil

Click on:

Training

Apply/Cancel

Army. Military and civilian

Apply for Training

I Agree

CAC (accept e-mail certificate)

Continuous Learning Modules (CLG001, 004, 005, CLM003,
and Micro-Purchase Section 508

Search

Application – makes any corrections and submit

Same procedures for Simplified Acquisition Procedures (SAP) CON237
EXCEPT Instead of Continuous Learning Modules CLICK on web course
Locate CON237 – SEARCH – APPLICATION - SUBMIT





WBT Registration and Training

U.S. Bank Access® Online Web-based Training - Windows Internet Explorer

https://wbt.access.usbank.com/

Bing

Favorites MEDIA

Page Safety Tools

U.S. Bank Access® Online Web...

Go to Accessible Site



WBT password expires every 60 days



US Federal Clients
1-888-994-6722
701-461-2232

Quick Login

Please enter the WBT password:

Go!

Registered Users

Please enter your email address:

Please enter y

Forgot your pass

Why Register?

Registration lets you track your progress and your score. Registration also lets you print your certificate of completion when you are done.



the WBT?

Why Should I Register?

YOU MUST REGISTER FOR THE WBT TRAINING, IF YOU DO NOT REGISTER YOU WILL NOT BE ABLE TO PRINT A CERTIFICATE

Done

Trusted sites | Protected Mode: Off

150%



Registration and Training

- Approximately 33 lessons for RM's, BO's and ALTBO's
- Approximately 13 lessons for CH's
- When you print out your final certificate it should have all lessons that were completed identified
- A password is required to complete the training
- This password changes approximately every 60 days
- BO/ALTBO, CH and RM have a different passwords. All training listed under each tab on the left side of the page is required.
- Activity BO has access to the WBT training passwords after logging into their US Bank account





PCOLS Account Setup

Account Set-up





THINGS TO REMEMBER ABOUT PCOLS

PCOLS is 100% CAC driven
All users must have a WORK address
(includes street name and building number)

DO NOT DELETE PCOLS EMAILS WITHOUT READING FIRST

When an account does not get approved or accepted in PCOLS it comes to a STOP. Without each person accepting or approving their role it only delays the account getting to US Bank

When the BO, ALTBO or CH gets a new Supervisor or RM the GPC Office must be notified. The new Supervisor & RM has to be provisioned into PCOLS
(Name and e-mail address)

GREEN – submission successful

RED – submission failed. A reason will be given as to what the failure was via e-mail from PCOLS





PCOLS “A/BO” Account Setup

All Billing and Alternate Billing Officials GPC accounts shall be setup in PCOLS

- A/BO, A/BO Supervisor, CH Supervisor **MUST** be provisioned into PCOLS through **EMMA**

Once step 1 has been completed the BOs GPC account setup can begin.

- **Step 1** (action #1) **A/OPC** – Initiates request for new A/BO account

(Accounts in Progress tab shows where the account is)

- **Step 2** **A/BO** - Receives email from PCOLS – noreply@dmdc.osd.mil

“please set up a request for a new managing account”. The e-mail will give a logon link (CAC logon)>>(AIM)-click-review information-approve-submit-OK >>>>

- **Step 3** **A/BO Supervisor** – Approves Managing Account - Receives email from PCOLS noreply@dmdc.osd.mil “Please approve or modify the Managing Account”. The email will give a logon link (CAC logon)>>>(AIM)>>select your role (A/BO Supervisor). Select the task from the task inbox – complete required fields – approve –submit the request





PCOLS- “A/BO” Account Setup Cont’d

- **Step 4** (action #1) – **Resource Manager** accepts nomination as the RM on the Managing Account –RM will receive an email from PCOLS noreply@dmdc.osd.mil follow instructions in the email (RM will be accepting their “token”. RM is responsible for entering all financial information and approving the Managing Account
- **Step 5 (action #2)** - **Resource Manager** accepts/approves the Financial Resources. RM will receive an email from PCOLS noreply@dmdc.osd.mil, follow instructions in the email
- **Step 6 (action #2)** A/OPC – reviews account – approves – submits to US Bank

GREEN – submission successful

RED – submission failed
a reason will be given as to
what the failure was





PCOLS- "A/BO" Account Setup Cont'd

- After 2 business days the new Managing Account should be successfully processed by the bank. (US Bank will assign a 5 digit "Company" number to the account. The "Company" number is what will link CHs to their BOs GPC account).
 - All users associated with the account will received an email notification from PCOLS.
 - CH account setup can now begin
- **BOs/ALTBOs will received an email with a US Bank user id and password from MICC-GPC Office. When logging on for the first time you **MUST** change your password**.





PCOLS “CH” Account Setup

All CH accounts will be setup in PCOLS (except JROTC)

- **Step 1** (action #1) – **A/OPC** Initiates request for New CH account
- **Step 2** – **A/BO** verifies and approves the new CH account request. All A/BOs that are associated with this account will receive a notification email that a CH account request was initiated. A/BO has received a PCOLS task email to “verify and approve the CH account request”. Click on the link to complete the task. Click “CAC logon” > A/BO enters their PIN > Click “OK” > click on the logon button for AIM > click “select” button to view new task. The A/BO confirms the information > Click on “Approve” button to complete the task.
- **Step 3** – **CH** completes the nomination. CH has received a PCOLS task email stating “you have been nominated as a CH for a New Purchas Card Account”. Click on the link to complete the task. CH verifies their user information is correct. If any of the information associated with your CAC is missing or incorrect, updates can be made at mil.connect.
- By clicking accept, the CH is acknowledging responsibility for fulfilling all CH duties and responsibilities. Click the box. The action was successful. The is NO further responsibility as a CH in PCOLS.

WARNING: A CH account cannot process without a WORK address for the CH on their CAC. This means a street name and building #.





PCOLS "CH" Account Setup Cont'd

- **Step 4 – A/BO Supervisor** - has received a PCOLS task email to “verify and approve the CH account request”. Click on the link to complete the task. Click on the “logon” button for AIM > Click the “select” button for A/BO Supervisor role > the A/BO has been directed to their task inbox > Click on the “select” button to view the new task. The A/BO Supervisor verifies that the CH account information is correct. The action was successful. Click the “logoff” button.
- **Step 5 - Resource Manager** - has received a PCOLS task email to “verify that the financial information is correct”. Click on the link to complete the task. Click on “logon” for AIM > Click the “select” button for RM role. The RM has been directed to their task inbox. Click on “select” button to view the new task > verify the financial information is correct > Click the “approve” button.
- **Step 6 (action #2) – A/OPC** – A/OPC verifies that all CHs account information is correct and complete. Approve and submit to US Bank.

WARNING: A CH ACCOUNT CANNOT PROCESS AT THE BANK WITHOUT A CORRECT WORK ADDRESS IN CAC FOR THE CH.





PCOLS "CH" Account Setup Cont'd

GREEN – submission successful

RED – submission failed
a reason will be given as to
what the failure was

- The CH account is currently in "Pending Bank Approval" status.
- Once the CH account has been processed successfully by the bank all users associated with the CH account will receive an email stating that the account was successfully processed by the bank.
- The CH should receive their card within 10 business days. **FOR THIS TO HAPPEN THERE MUST BE A STREET ADDRESS NAME AND A BUILDING NUMBER IN THE WORK ADDRESS ON THE CHs CAC**

Once the card has been received the CH will activate the card and set up their US Bank account online user id and password.





PCOLS Cont'd

The screenshot shows a web browser window displaying the PCOLS (Purchase Card Online System) website. The browser's address bar shows the URL <https://www.dmdc.osd.mil/appj/1>. The website header includes the DMDC logo and the tagline "Information and Technology for Better Decision Making". The main content area is titled "Purchase Card" and features a "PCOLS Message Board" with sections for System Status, Scheduled Outages, and Application Resources. On the right side, there are two interactive boxes: "PCOLS Sign In" with a "Sign In" button, and "Redeem Token" with a text input field for the token and a "Redeem Token" button. A large blue callout bubble with white text is overlaid on the bottom of the page, pointing to the "Sign In" and "Redeem Token" buttons. The text in the bubble reads: "This is the page that should open to accept the 'token' and/or log into the account".

This is the page that should open to accept the "token" and/or log into the account





Mandatory Sources





Mandatory Sources 1 of 3

<http://farsite.hill.af.net> >>>>>>> (FAR, DFARS, AFARS)

FAR Part 8.002 Priorities for Use of Government Supply Sources.

- (a) Except as required by 8.003, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority –

Reference FAR Part 8 Required Sources of Supplies and Services

Supplies:

- (1) Inventories of the requiring agency
- (2) Excess from other agencies ([subpart 8.1](#))
- (3) Federal Prison Industries, Inc (UNICOR) ([subpart 8.6](#))
- (4) Committee for the Purchase From People Who Are Blind or Severely Disabled (Ability One/Skilcraft) ([subpart 8.7](#))
- (5) Wholesale supply sources such as GSA ([41 CFR 101-26.3](#)), DLA ([41 CFR 101-26.6](#)), Veterans Affairs ([41 CFR 101-26.704](#)), and military inventory control points

SERVICES:

Committee for Purchase From People Who Are Blind or Severely Disabled
([subpart 8.7](#))





Mandatory Sources 2 of 2

Other Mandatory Sources include:

- IT Equipment – Army Chess
- Printing – DLA Printing Services
- Flags – Department of Heraldry
- Insignia, Crests and Badges – Department of Heraldry or Military Clothing Sales
- Base Supply Center/Ability One-Skillcraft - Office Supplies and Janitorial Supplies

For purchase of both a supply item or a service:

If no mandatory source is available to procure the supply item or the service from, then you are allowed to purchase from an **open market commercial vendor** (such as AFFEES, PX, open market items at the Base Supply Center, and other vendors not listed on an existing contract). Documentation must be in file showing where mandatory sources were attempted and why they were not used.





Army's Designated "primary source" for commercial IT

CHES is the Mandatory Source for commercial Hardware and Software purchases
CHES offers – Services, Consolidated Buys, CHES Training, etc.

- It is one of the CHs duty to utilize CHES for IT hardware and software purchases
- In accordance with AFARS 5139.101(S-90)(a) CHES is the Army's mandatory source for commercial IT hardware and software purchase.
- CHs must utilize CHES first regardless of dollar value
- Purchases made outside of CHES requires a waiver
- A CHES waiver does not constitute approval to purchase any products or deviate from any other Army regulation or policy.
- Individual waivers are approved by CHES
- CHES is the preferred source for IT services. A waiver from CHES is not required when procuring IT services. However, if IT Hardware and Software are required as part of a non-CHES IT services contract, a waiver for the hardware and software is required.





Purchase of Computer Equipment, Hardware & Software



- **PRIOR** to purchase of IT Equipment, cardholders are required to obtain an approved Capability Request (**CAPR**) from **NEC** for the following equipment: Any equipment that emits radio frequencies or have the **CAPABILITY** to connect to a network. Radio transmitters must be approved by the NEC Spectrum Manager, all Network capable items must be approved by the Installation Information Assurance Manager.
- CHES Website: <https://chess.army.mil>





DLA Document Services (Formerly DAPS)

- If you have printing/copying requirements that exceed your organic capability and the Fort Polk Visual Information Training Support Center (TSC) cannot support your requirement then you must use DLA Document Services. (If DLA Document Services cannot support your requirement they will provide a waiver to seek commercial services).
- The Federal Acquisition Regulation (FAR) Subpart 8.8 states that printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501). FAR 8.802 prohibits directly contracting commercial sources.





<http://www.heraldry.army.mil>

Flags, guidons and accessories

- Local Purchase Policy - Paragraph 10-1, AR 840-10, states that all flags, guidons and accessories in this regulation will be furnished by the US Army Soldier Systems Command (now the Clothing and Heraldry Office, Philadelphia) In 1996, The Institute of Heraldry requested that a statement be added to AR 710-2 as follows: If the Army Support Office (now Clothing and Heraldry) cannot provide the flag by the required delivery date, the Installation Commander may authorize local purchase. The Clothing and Heraldry PSID in Philadelphia or the Institute of Heraldry is NOT the approval authority for authorization of local purchase. If the Installation Commander determines that the flag may be procured locally, the Installation establishes the procedures on type of purchase (e.g., credit card or contract).





- Insignia, Crests and Badges may ONLY be purchased from either Military Clothing Sales Store or one of the Certified Manufactures listed on the Department of Heraldry website:

<http://www.tioh.hqda.pentagon.mil/Catalgo/VendorList.aspx>





Base Supply Center

- Base Supply Center
 - **Mandatory source** for general office supplies and other items identified with the AbilityOne or Skilcraft logo.



- Be advised that the Base Supply Store stocks many non AbilityOne products that must be treated as an open market commercial item.
- Per Army SOP AbilityOne is your first source for office and cleaning supplies. If there is a Base Supply Center located at your installations you must utilize it before purchasing your AbilityOne & Skilcraft items from another source. Obtaining a commercial product at a lower price than an AbilityOne product is not a valid reason to circumvent the AbilityOne Program mandate.





UNICOR

UNCLASSIFIED



File Edit View Favorites Tools Help

WebFOCUS Report Login System for Award Manage... https--www.usbank.com-c... abouttabs PEO EIS - The Army's Tech... Evonne Suggested Sites

unicor We're life changing.

- About UNICOR
- Purchasing from UNICOR
- Schedule of Products
- Waiver Procedures & Policies
- Doing Business with UNICOR
- Inmate Training Programs
- Clothing & Textiles
- Office Furniture
- Industrial Products & Storage
- Electronics & Components
- Electronics Recycling
- Fleet & Training Site Solutions
- Contact Center Solutions
- Data & Document Conversion
- Printing & Bindery
- Warehousing & Distribution
- Solar & Renewable Energy
- News & Events
- Contact Us

UNICOR Home

Today's UNICOR
See how our program has changed lives... over 75 years!
[See Video >>](#)

Made In America
Quality products and services, supporting domestic jobs & our nations economy.
[Reasons to buy from UNICOR](#)

Green Inside and Out
Sustainable raw materials, environmental manufacturing, renewable energy products & recycling services.
[Read More >>](#)

Catalogs & Publications
View our products and services catalogs and publications.

<p>Bed, Bath, & Drapery</p> <ul style="list-style-type: none"> Bed Linens Mattresses more >> <p>Data & Document Conversion Services</p> <ul style="list-style-type: none"> Digitizing OCR/Coding/Indexing more >> <p>Industrial Products & Storage Solutions</p> <ul style="list-style-type: none"> Catwalks & Mezzanines Filters more >> <p>Printing, Bindery & Distribution</p> <ul style="list-style-type: none"> Brochures & Catalogs Product/Order Fulfillment Services 	<p>Contact Center Solutions</p> <ul style="list-style-type: none"> Inbound Customer Service and Sales Outbound (B2B) Telemarketing more >> <p>Electronics & Components</p> <ul style="list-style-type: none"> Cable Assemblies Circuit Boards more >> <p>Office Furniture</p> <ul style="list-style-type: none"> Chairs & Seating Desks & Work Stations more >> <p>Recycling, Solar & Renewable Energy</p> <ul style="list-style-type: none"> Electronics Recycling Solar Panels 	<p>Clothing & Apparel</p> <ul style="list-style-type: none"> Coats & Jackets Embroidered Apparel more >> <p>Fleet & Training Site Solutions/MOUT</p> <ul style="list-style-type: none"> Vehicle Upfit License Plates more >> <p>Optics & Eyewear</p> <ul style="list-style-type: none"> Prescription Eyewear Safety Eyewear more >> <p>Signs & Promotional Items</p> <ul style="list-style-type: none"> Signs & Decals Awards & Plaques
---	---	--

<http://www.unicor.gov>





UNICOR Cont'd

WHY UNICOR

- Small Business Support – UNICOR leads the Government in its commitment to small business.
- Made In American – Quality, made in the USA products and services, supporting domestic jobs and our Nations economy.
- Green Inside/Out – Reduce, recycle, reuse – from the raw materials procured and the manufacturing processes engaged, to the end products and packaging.
- Eliminates 3-quote purchasing requirements
- Competitive pricing with GSA
- Convenient Payment Methods – *DD 448-MIPR
*FEDSTRIP/MILSTRIP
*Government Credit Card





UNICOR Cont'd

- Purchases Totaling \$3,000 or Less - The FPI Board of Directors announced its decision to increase the blanket waiver relating to small dollar value purchases from the previous threshold of \$2,500 to a threshold of \$3,000, effective April 12, 2007. Customers may, however, still purchase from FPI at, or below, this threshold, if they so choose. No waiver is required to buy from an alternative source.

**For Purchases over \$3000 check UNICOR website
“PURCHASE EXCEPTIONS”**





General Service Administration (GSA)

GSA Offers –

- Online quotes (e-Buy)
- Online market research (e-Library)
- Online competition (Reverse Auctions)
- Online shopping (GSA Advantage)

Listing of Supply/Services offered by GSA (not all-inclusive list)

Supply Products Offered:

- Electronics & Technology
- Furniture
- Law Enforcement, Fire & Security
- Office Equipment

Services Offered:

- Environmental Services
- Furniture Services

Special Programs include:

- Environmental Products
- Wildland Fire Products
- Disaster Relief Products
- Security Related Products
- Ability One Products

GSA Advantage Customer Service

Phone: 800-488-3111

Fax: 816-926-6952

e-Resolve:

<https://apps.fas.gsa.gov/cops/ncsc>





Special Topics





DEFENSE LOGISTICS AGENCY (DLA)

Browser tabs: Purchase Card Sing..., AIM Web Applicati..., WebFLIS - Publi...
 Address bar: https://www.dlis.dla.mil/WebFlis/

File Edit View Favorites Tools Help
 WebFOCUS Report Login System for Award Manage... https--www.usbank.com-c... abouttabs PEO EIS - The Army's Tech... Evonne Suggested Sites

NSN
 7210-01-000-4253



DEFENSE LOGISTICS AGENCY Logistics Information Service

Home | About Us | Customer Support | FOIA | Site Map

WebFLIS Home

Alert: Last Updated On: 14 November 2014

IMPORTANT Upcoming WebFLIS Changes That Will Affect You

[\[Click Here For More Information\]](#)

WebFLIS Public Search Selection Menu

Instructions for performing searches:

For a **NIIN/NSN** search, leading zeros can be omitted. Enter up to nine positions for NIIN and thirteen positions for NSN in the NIIN/NSN field and then click on the Go button. NIIN/NSN can be entered with or without dashes. If dashes are entered, up to sixteen positions are accepted.

For an **Item Name Keyword** search, enter up to three (3) Item Name Keywords and then click on the Go button.

Enter Search Criteria

NIIN/NSN

Item Name Keyword(s)

Part Number

Expanded Part Number search

Enter CAGE Code

Company data only

Manufacturer's Name

<https://www/dlis.dla.mil/webflis>





Rental Vehicles



Must have prior Logistics Readiness Center (LRC) Fort Polk Transportation Motor Pool (TMP) Approval

- Prior to renting a vehicle, you must receive a waiver from TMP. Fuel for vehicles may not be purchased on the GPC.





Construction

Must have prior DPW Approval

- Construction, alteration, or any changes to real property, repair of buildings (painting, carpeting, repair of stairway, concrete work etc.). No change or alteration will be made to any building or structure, whether new or existing, without first coordinating with the Directorate of Public Works (DPW). If approved, DPW will supply you with a FORM 4283.





Unit Coin Medallions (Commander Coins)

- Unit Coin Medallions (UCM) are custom minted coins that are presented by an authorized individual as an on-the-spot recognition for exceptional service or accomplishment.
- **FORSCOM Units** wishing to purchase UCM's exceeding \$3,000 but less than \$5,000 must have CG approval, JRTC Approval IAW CPM CG-05 14 Jan 2014. FORSCOM Units can NOT spend more than \$5,000 on UCMs in any one Fiscal Year unless they have Chief of Staff, FORSCOM, approval. Remember: Purchases of UCM's in excess of \$3,000 must be executed through a formal contract. See MICC – Fort Polk for additional guidance.

All other organizations will comply with their command policy for the procurement of UCM.

- UCMs can NOT be given to Contractors. UCMs can only be given to any Soldier, DA Civilian employee, or volunteers.





Commercial Off the Shelf Training

- The GPC shall be used as a method of payment for all commercial training \$25,000 and below. A SF182 shall be completed for each individual attending the training. The SF182 cannot be completed for a group (e.g. more than one person attending you will completed more than one SF182).
- All cardholders must have additional training to make purchases in excess of \$3,000. (This includes all payments for Commercial Training from \$3,000.01 to \$25,000.00)
- Consult the Department of the Army Government Purchase Card Operating Procedures dated 03 May 2013 for additional information.





Purchases of Supplies Exceeding \$3K

Can only be authorized in the following situations:

- Must be against an existing Government contract that accepts Credit Card as a form of payment.
- Must be against an existing Government contract such as GSA Advantage and CHES which are the most common and the vendor has the specific item that you wish to purchase on the contract.
- Additional training is required for purchases exceeding \$3,000.00
(DAU CON237 Simplified Acquisition Procedures)
- Purchase will be approved by MICC-GPC Office prior to the buy. A letter is required to be signed by both the CH and the A/OPC prior to the buy.





Green Procurement:

FAR Part 23

- Green Procurement means showing **preference for products and services** that benefit the environment, such as:
 - Made with Recycled Content
 - Biobased
 - Environmentally Preferable
 - Energy Efficient
 - Alternative Fuels or Vehicles
 - Lacking in Ozone-Depleting Substances (ODS)
 - Without EPA Priority Chemicals





Green Procurement

- The DOD Green Procurement Program was established in August 2004
 - Requires that green products and services be considered as first choice for all procurements
 - Assigns responsibility to virtually every DOD employee
 - Requires implementation at organizational level where initial purchasing requirements are defined
 - <https://www.denix.osd.mil> – *DoD Environment, Safety and Occupational Health Network and Information Exchange* (for additional information)





Green Procurement

Affirmative Procurement (AP) is a mandatory program requiring federal procurement actions to give preference to products made with recycled or biobased materials when the purchase includes designated items

- Procurement actions include purchases made directly by a procuring agency and purchases made directly by any person (e.g., a contractor) in support of work being performed for a procuring agency (40 CFR 247.2)
- Designated items are products EPA has identified in the Comprehensive Procurement Guidelines (CPG) that can be made with recycled materials, or products that the Department of Agriculture has designated in the biobased program





- Comprehensive Procurement Guideline (CPG) Items typically acquired with Government Purchase Card
 - Paper (including copy paper, computer paper, envelopes, index cards, folders)
 - Office products (such as binders, clipboards, portfolios, printer ribbons, plastic desktop accessories, toner cartridges)
 - Other Products (trash bags, awards and plaques, signs, latex paint, antifreeze, lubricating oils, office recycling containers, office waste receptacles and sanitary tissue)





Exceptions

- According to the regulations, we must purchase designated items with recycled or biobased content, except when the product:
 - Is available only at an unreasonable price
 - Will not meet reasonable performance standards
 - Is unavailable within a reasonable timeframe or at a sufficient level of competition
 - Basis for exceptions must be documented prior to seeking alternatives





FedBid

UNCLASSIFIED



FedBid

Client Services

877.933.3243

ClientServices@FedBid.com

This is a good tool to utilize if you are having problems with locating competitive bids (3)





MAKING A PURCHASE TRANSACTION





Making a Purchase Transaction

- Requiring activities must perform acquisition planning to: consider strategic sourcing vehicles; identify procurement needs; and initiate procurement actions with sufficient lead time to buy appropriate products at the right price from the right suppliers in a timely manner. Requiring activities should avoid issuing requirements on an urgent basis or with unrealistic delivery or performance schedules, since it generally restricts competition and increases prices.
- CHs should consider small businesses and installation Ability One Base Supply Centers to the maximum extent practicable.
- Purchase requirements exceeding the micro-purchase threshold must be referred to a contracting office for a formal contracting action.
(Exception: An Ordering Officer with authority for making a \$25K purchase from existing contracts)





Making a Purchase Transaction Cont'd



- CHs shall obtain three (3) bids from three (3) separate vendors when obtaining price from GSA or open market commercial vendors. (Purchases from Ability One, DAPS, and UNICOR – only 1 source)
- GPC Micro-purchases should be distributed equitable among qualified supplies, in accordance with FAR 13.202(a)(1).
- CHs who receive authorization and training from their Level 4 A/OPC may use the GPC to make purchases up to \$25,000. These purchases must be made from a existing Government Contract such as CHESS, GSA Advantage, etc and the merchandise being purchased must be sold under the Government contract.
- UNICOR, DLA Printing Services (formerly DAPS), Base Supply Center Ability One/Skilcraft items, and Ability One bids do not require
 - competitive bids.





Making Purchase Transactions Cont'd



- CHs shall not Split requirements into smaller parts to avoid formal contracting procedures, competition requirements, or to keep spending limitation under the micro-purchase threshold. This is prohibited.

What is a split purchase?

The “intentional” breaking down of a KNOWN requirement to stay within the cardholder’s single purchase limit to avoid sending the requirement to the contracting office for award. Split purchases include: splitting requirements among merchants, splitting requirements among cardholders and splitting requirements over several days. Reference: Federal Acquisition Regulation (FAR) Parts 2.101, 13.2 and 13.3





COMPETITION EVALUATION DOCUMENTATION





Competition, Evaluation and Documentation

Promoting Competition

GPC is 100% Small Business preferred. If purchase is not awarded to a small business document the file as to why not (such as price or delivery)

- CHs shall not solicit quotations based on personal preference or restrict solicitation to suppliers of well-known and widely distributed makes or brands
- CHs shall notify potential bidders of the basis on which the award will be made (price alone, price and other factors (other factors shall be spelled out in the quote).
- Soliciting Competition – Solicitation of at least three (3) sources to promote competition to the maximum extent practicable. When ever possible, request quotations or offers from two sources not included in the previous solicitation.
- Competition is required when obtaining price from GSA Advantage and open market commercial sources or the file must have documentation stating why not). (BSC/Ability One, UNICOR, DLA Printing Services (formerly DAPS) – require only 1 bid)





Competition, Evaluation and Documentation Cont'd

- Evaluation of Quotations or Offers – The cardholder shall evaluate quotations in an **impartial** manner; **cost of transportation charges will be included** in the evaluation. As part of the evaluation process cardholders can consider delivery time required to support the mission (if delivery is a factor then each bidder must know this at the time that the bid/delivery time is requested).
- Prior to purchase the Cardholders must determine that the proposed price is fair and reasonable. If based on any other reason that competitive quotes the cardholder must furnish documentation in the file showing how they came up with this determination. (e.g. prior purchase – furnish copy of that purchase, personnel knowledge- statement showing what that knowledge is and how it came about, catalog page or price list-copy to be with buy).
- If competitive quotes were solicited and award was made to other than the low bidder, documentation to support the purchase must be furnished showing an explanation for the award decision.





GPC File Documentation

- File documentation and retention. Cardholders shall retain data supporting purchases for management review purposes. The following illustrate the extent of adequate documentation.
- Each transaction shall have at least the following:
 - Adequate documentation showing reasonable efforts were made to purchase from mandatory sources prior to ordering open market
 - Proof of approvals – (signatures of BO and PBO) and availability of funds (BO, RM e-mail, or copy of GFEBs page showing L4)
 - EPLS/SAMS Verification
 - Market Research and All BIDS received
 - Invoice and Verification of receipt of merchandise – 2 signatures required
 - Any waivers or documentation received from MICC-GPC, SJA, DPW, NEC, DAPS, Hazmart, and TMP must be kept with the buy (purchase).
- The above documentation and the 3 below listed items will be kept monthly:
 - Monthly Purchase Log
 - Monthly Cardholders Transaction List
 - Monthly Billing Official Certification
- Annual Audits requires all of the above documentation and copies of the BO/ALTBO appointment letters, DD Form 577, CHs letter of delegation, and all required training certificates for BO/ALTBO/CH





GPC Information



- Ensure that the Government Receives Credits for Returned items, etc..
All credits shall be credited back to the cardholders credit card account. Each transaction shall be a complete document trail to the credit card account. No in-store credits to purchase items at a later date nor no cash.
- US Bank Manufactured Rebated are the property of the US Government. All rebate checks shall be made out to the U.S. Treasury and NOT the individual Cardholder or Billing Official. If property is offered in lieu of a rebate check, the property belongs to the U.S. Government. (property should not be accepted in lieu of check/credit).
- Tax charges CANNOT be disputed with US Bank. The CH must contact the vendor and ask for credit to be issued back to the card.
- All purchases with the GPC Credit Card are tax exempt (see page 27/28 of the Army SOP for additional information). Cards should be embossed with the statement "U.S. GOV'T TAX EXEMPT" and point this out to any merchant attempting to apply taxes to a purchase.
- The MICC GPC Office does not issue or sign tax exempt forms.





GPC Information Cont'd

- PROOF OF PURCHASE

All purchases (whether over the counter, by fax, or the telephone) requires proof of purchase. Packing slips are not considered proof of purchase. Emails must state an invoice number.

- If invoice is lost or not received you can contact the Merchant to obtain a copy. (after several attempts to obtain the invoice and vendor still will not furnish, a statement signed by the BO and CH must be placed with the buy as part of the file documentation)





Disputes

- All disputes must be made within 60 days from date of charge
 - Contact Merchant – try to resolve
 - Filed by one of three methods
 - Calling US Bank
 - Faxing over the CH statement of Questioned Item Forms
 - Using the banks dispute process in AXOL, within 60 days of the cycle end date in which the transactions appeared in order to retain dispute rights





MICC-Fort Polk GPC –

<http://www.jrtc-polk.army.mil/DOC>

DAU –

<https://learn.dau.mil>

GSA Smart Pay Training –

<https://training.smartpay.gsa.gov/>

UNICOR –

<https://www.unicor.gov/>

FAR –

<http://farsite.hill.af.mil>

NSN Number Search – (531-6731/2886)

<http://www.dlis.dla.mil/webflis>

GSA Advantage –

<https://www.gsaadvantage.gov/advantage>

GSA E-Library –

<http://www.gsaelibrary.gsa.gov>

GSA Global Supply –

<https://www.gsaglobalsupply.gsa.gov>

Ability One –

<http://www.abilityone.gov>

FebBid –

<http://www.fedbid.com>

SAM (System for Award Management)

<https://www.sam.gov>





Help and Assistance?

What Do You Do When You Need Help ???

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT:

MICC FT POLK CREDIT CARD TEAM
BLDG 350, WARRIOR TRAIL
FORT POLK, LA 71459

(337-531-2322 OR 531-4236)

