

**UNITED STATES ARMY AIR  
DEFENSE ARTILLERY CENTER  
AND FORT BLISS**



**STANDARD OPERATING  
PROCEDURES**

**GOVERNMENT PURCHASE CARD**  
*January 30, 2003*

DEPARTMENT OF THE ARMY  
United States Air Defense Artillery Center & Fort Bliss  
Fort Bliss, Texas

Standard Operating Procedure

January 30, 2003

FORT BLISS  
General Services Administration (GSA) Smart Pay Purchase Card Program

Table of Contents

Topic	Para	Page
Chapter 1 - General		1
Purpose	1-1	2
Application	1-2	2
Definition of Terms	1-3	2
General Information	1-4	6
Priority Sources of Supply	1-5	7
 Chapter 2 - Responsibilities		 9
Nominations	2-1	9
Director of Contracting	2-2	9
Agency/Organization Program Coordinator	2-3	9
Cardholders	2-4	10
Billing/Certifying Officials	2-5	13
 Chapter 3 - General Instructions		 15
Training Requirements	3-1	15
Implementation Procedures	3-2	15
Dollar Limits	3-3	16
Statements	3-4	16
Disputes	3-5	17
Authorized Use	3-6	17
Controlled Use	3-7	18
Conditional Use	3-8	18
Penalty for Misuse	3-9	19
Lost or Stolen Cards	3-10	20
Departure of Cardholder	3-11	20
Oversight	3-12	21
Internal Control Procedures	3-13	21

## Appendices

	Page
A Acronyms	22
B Supply Instructions	24
C Purchase of FIP Equipment	27
D Record Keeping Instructions	29
E Merchant Category Code Table	31
F MAT Codes (alphabetical)	40
G Purchase Card Checklist	41
H Sample Purchase Log	
I Telephone Directory - Directorate of Contracting	44
J General Information Phone Numbers	46
K Requirements Contracts at DOC	47
L GPC Training	49
M Printing Services	49
N Legal and Ethical Considerations	50
O Prohibited Items and Items Requiring Pre-Purchase Approval	53
P Account Suspension Policy	57

## CHAPTER 1

### GENERAL

#### INTRODUCTION

The General Services Administration (GSA), Federal Supply Service (FSS), awarded a contract for Government-wide commercial credit card services to U.S. Bank. The contract provides for commercial "credit" cards and associated services to support official Government purchases. US Bank is the world's largest and most experienced issuer of Visa® purchase cards.

a. The Government-wide Commercial Purchase Card:

(1) Is intended to supplement and simplify established small purchase procedures.

(2) Can be used as a payment method under existing contracts or other contracting vehicles (e.g., BPAs, purchase orders, etc.), and

(3) Is designed to minimize cost and/or administrative burden and reduce procurement lead-time.

b. These procedures establish internal guidance for the acquisition of supplies and services with the Government Purchase Card under the authority of AFARS Part 5113.270.

c. Supplementation of this Standard Operating Procedure (SOP) by functional area managers and or process owner is permissible if it is necessary to identify internal procedures that further define processes that are unique to each activity and/or organization. Such supplements (or other published guidance, which directly or indirectly affects Purchasing Card Program) must not impede or otherwise further restrict use of the purchase card. Such supplements must first be coordinated with the Director of Contracting (DOC) in the case of installation specific instructions. Development of supplemental implementing instructions that are not based on Army regulation or other statutory or regulatory guidance is restricted.

d. It is understood that installation process owners have the responsibility to manage and control certain items and/or services. However, functional area managers (i.e., DOIM, DPW&L, DRM, etc.) should examine locally imposed procedures that affect the Government Purchase Card Program and relax or eliminate those determined to be too restrictive or unnecessary. The direction from the Chief of Staff of the Army is to remove as many barriers as possible to maximize use of the Government Purchase Card. Process owners are encouraged to work with DOC to streamline and improve the efficiency of the pre-authorization process.

## CHAPTER 1

### GENERAL

e. This booklet provides the guidelines under which you may utilize your Government Purchase Card. Please read it carefully. Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement - standard reimbursement policies require retention of receipts, etc. As with any charge card, you must retain receipts for your protection.

f. Remember you are committing agency funds each time you use the Government Purchase Card. This is a responsibility that cannot be taken lightly!

1-1. PURPOSE. To establish policies and procedures for use of the Government Purchase Card to acquire and/or pay for supplies and services that are commercially available and have been approved for local purchase.

1-2. APPLICATION. This SOP applies to all purchases of supplies and services using the Government Purchase Card within Fort Bliss, to include tenant and satellite activities within the installation's area of support as prescribed in AR 5-9.

1-3. DEFINITION OF TERMS: (Where applicable, terms are cross-referenced to later, more definitive guidance.)

Account Set-up Information. Specific information required by the contractor for each cardholder and billing official in order to establish an active account.

Agency/Organization Program Coordinator (A/OPC). The individual appointed by DOC who serves as the liaison between billing officials, cardholders, the installation, HQ TRADOC, US Bank, and GSA. The A/OPC will also coordinate, process and monitor all disputed purchases, credit or billing errors, etc., after efforts by the cardholder and billing/certifying officials have been unsuccessful.

Alternate Billing/Certifying Official. The individual within a directorate or activity who will certify the cardholder's monthly Statement of Account, during the absence of the billing/certifying official.

## CHAPTER 1

### GENERAL

Anti-Deficiency Act. This Act states that criminal and punitive administrative sanctions can be placed on an individual if:

- Obligations are authorized (committed) or incurred in excess of any appropriation, allotment or subdivision;
- Funds are committed or obligated in advance of appropriations;
- Funds are over-disbursed;
- A statutory or regulatory ceiling on a type of transaction is exceeded; or,
- You accept voluntary services or create a personal service contract not otherwise authorized by statute.

Billing/Certifying Official (BO). The individual (normally, the cardholder's immediate supervisor) or higher level official within a directorate or activity who will certify the cardholder's monthly Statement of Account. The billing/certifying official will ensure that payments are for authorized purchases and made in accordance with regulatory and statutory guidance. A cardholder cannot be his/her own billing/certifying official. Billing/Certifying Officials are pecuniary liable for an illegal or improper purchase made by a cardholder. They are also pecuniary liable for incorrect payment due to an inaccurate or misleading certification. Consequently, billing/certifying officials that knowingly make a false certification will be asked to repay the government for the items purchased.

Billing Invoice. The billing statement is the agency/organization's official invoice for payment, which summarizes all transactional information for each cardholder. The Billing Statement is electronically transmitted to the Billing Official for review. The cycle date for the Department of Army is the 23rd of each month. Electronic invoices are considered received as of the day they are available through CARE. Electronic statements must be certified through CARE within five (5) calendar days.

Cardholder. The individual to whom a purchase card is issued and procurement authority is delegated. The purchase card bears the cardholder's name and can be used only by that individual to make official Government purchases.

Cardholder Statement of Questioned Items Form (CSQI). A form to dispute a questionable transaction that is posted to the cardholder's Statement of Account.

## CHAPTER 1

### GENERAL

**Delegation of Authority.** A written designation issued by DOC to trained individuals that establishes them as authorized cardholders. This delegation of authority will specify spending and usage limitations unique to that cardholder, and must be maintained in the file of each cardholder. Individuals delegated contracting authority are procurement officials, as defined under Section 27 of the Office of Federal Procurement Policy Act. They must receive training in use of the purchasing card and contracting ethics training.

**Fraud.** Any intentional deception designed to deprive the Government unlawfully of something of value or to secure from the Government for an individual a benefit, privilege, allowance or consideration to which he or she is not entitled.

**Head of Activity (HA).** The military officer in command or the civilian executive in charge of the mission of a command or activity. This individual has disciplinary authority over cardholders and billing officials in his/her organization.

**Head of Contracting Activity (HCA).** The official who has overall responsibility for managing the contracting activity including the use of the purchase card by personnel under his/her contracting cognizance. (Far 2.101)

**International Merchant Purchase Authorization Card (IMPAC).** A registered trademark of the US Bank used by them to identify the Army's VISA purchase card program. All purchase cards issued throughout DoD are referred to as GSA Smart Pay, Government Purchase Cards.

**Javits-Wagner-O'Day (JWOD).** A law, which establishes mandatory sources for supplies and services, administered by the Committee for Purchase from People who are Blind or Severely Disabled. Two national, independent organizations, National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH), help state and private nonprofit agencies participate in the JWOD Program.

**Merchant Activity Type (MAT) Code.** Code assigned to a merchant that categorizes the type of business that a merchant is engaged in and the kinds of goods and services they provide. This code is identified each time an authorization is sought and is used to identify those merchants who provide goods and/or services that are unauthorized for that cardholder (e.g., airlines, travel agencies, bars, etc.).

**Merchant Category Code (MCC).** A code used by the issuing bank to categorize each merchant according to the type of business the merchant

CHAPTER 1

GENERAL

is engaged in and the kinds of goods and services provided. These codes are used as an authorized transaction type code on a card/account to identify those types of businesses who provide goods and/or services that are authorized. DoD Purchase Card Program Management Office will maintain the list of DoD wide blocked codes. It will be the responsibility of the Army Level A/OPCs to administer and record any waiver requests to these blocks.

Payment Cycle Standards.

Cardholder	Cardholder	Billing Official	US Bank
SOA available in CARE or SOA Date*	Approves SOA and forwards to Billing Official	Certifies statement thru CARE	Credits account
Day 1	Day 3	Day 5	Day 10

\* Cardholders and billing officials shall date-stamp or otherwise record the date the SOA was received (non-EDI accounts).

Payments to the bank for purchases made with the purchase card will be made by DFAS. The bank may suspend cardholder privileges for the activity when undisputed amounts are over 60 days delinquent. All installation cardholder accounts may be suspended when a single account is over 180 days delinquent. Cardholders must know his/her cycle date (statement date). Documentation supporting disputed items shall be promptly forwarded to the bank within 60 days from the date of the invoice to ensure timely reconciliation of monthly statements. The exception is when the item has been ordered and not yet received (see paragraph 3-5, Disputes).

Pre-Purchase Approval. When required and identified by Army or local procedures, documentation showing authority has been obtained to purchase special use items (hazardous material, Information Technology, etc.).

Procurement Review. DOC shall have responsibility for surveying cardholder's purchases as often as deemed necessary, but no less than semi-annually. All records connected with the purchase will be made available upon request.

## CHAPTER 1

### GENERAL

**Property Book Officer.** The individual responsible for monitoring purchases of nonexpendable items and ensuring that inventory accountability is performed. Cardholders are responsible for coordinating the delivery and approval of nonexpendable items with the Property Book Officer.

**Split Purchase.** The deliberate breaking down, into several purchases, of a requirement for the purpose of using simplified acquisition procedures, or to avoid any requirement by law that apply to purchases exceeding the micro-purchase threshold, which is \$2,500 or \$2,000 for construction.

**Tax Exemption.** Purchase card transactions are exempt from state and local taxes, in accordance with state and local laws. The cardholder is responsible for ensuring the merchant does not charge taxes where tax exemptions are applicable.

#### 1-4. GENERAL INFORMATION.

a. Directorate of Contracting (DOC) will return purchase requests for items or services valued at less than \$2,500 if not supported by an adequate justification why the cardholder cannot obtain the requirement with the Government Purchase Card. Some examples of acceptable justifications include:

- (1) If the activity does not have any cardholders;
- (2) If the cardholder has made and documented three calls to legitimate vendors and cannot find a source or cannot find a vendor who will accept the purchase card;
- (3) If the price quoted by a vendor that will accept the card is higher than the price of a vendor that does not. Note, however, that DOC may choose to reject a purchase request in this situation if the administrative cost of issuing a purchase order makes it in the best interest of the government for the cardholder to make the purchase.

b. DOC will not issue purchase cards to contractors. If contractors working on cost-type contracts want to request cards, they may forward their request to US Bank with a letter from the contracting office stating the cards are being requested pursuant to 48 CFR 51.102.

c. Supplies and services up to \$2,500 may be procured with appropriated funds from Non Appropriated Fund Instrumentalities

## CHAPTER 1

### GENERAL

(NAFIs), using the purchase card as long as the cardholder has received approval for local purchase from the appropriate process owner and law, Executive Order or other regulation does not otherwise prohibit the purchase.

d. In accordance with AAFES policy, cardholders making official purchases will be granted access to AAFES; payment will be made ONLY with the Government Purchase Card.

#### 1-5. PRIORITY SOURCES OF SUPPLY.

The Federal Acquisition Streamlining Act did not abolish the priorities for use of government supply sources as stated in Part 8 of the Federal Acquisition Regulations. Micro-purchases are not exempt from this requirement.

#### PRIORITIES FOR USE OF GOVERNMENT SUPPLY SOURCES

- Agency Inventories
- Excess from other agencies
- Products available from the Committee for Purchase from People Who are Blind or Severely Disabled
- Wholesale supply sources, such as GSA, the Defense Logistics Agency, Dept. of Veterans Affairs, and military inventory control points.
- Mandatory Federal Supply Schedules
- COMMERCIAL SOURCES - PLEASE NOTE THIS IS YOUR LAST SOURCE!!!

The following information is provided to assist you in locating sources on the Web that can supply required products and services.

- Javits-Wagner-O'Day (JWOD) Program - [www.jwod.gov](http://www.jwod.gov)
- National Industries for the Blind, visit their Web site at [www.nib.org](http://www.nib.org) or call 800-433-2304.
- NISH, visit their Web site at [www.nish.org](http://www.nish.org) or call (703) 560-6800.
- GSA Stock Program, visit GSA Advantage at <http://www.gsaadvantage.gov>
- GSA Federal Supply Schedules, visit their Web site at <http://www.fss.gsa.gov/schedules>
- Federal Prison Industries, Inc., visit their Web site at [www.unicor.gov](http://www.unicor.gov) or call 800-827-3168.

## CHAPTER 1

### GENERAL

- For excess supplies from other agencies, visit GSA's Web site at [www.fss.gsa.gov/property.html](http://www.fss.gsa.gov/property.html) or call (703) 305-7240.
- Institute of Heraldry for flags and guidons at DSN 444-2519.
- Defense Automated Printing Service (DAPS) for all printing, laminating, and binding services.
- Requirements contracts at DOC ([See Appendix K](#)).
- DOD EMALL - <http://dodemall.dla.mil/>

## CHAPTER 2

### RESPONSIBILITIES

2-1. **NOMINATIONS.** Commanders/Directors or their designees will nominate individuals within their organization to serve as billing/certifying official(s) and cardholder(s).

a. After completion of required training, the organization will prepare an account set-up form through DRM (or their S-4) to DOC requesting account set-up.

b. The organization is required to give DOC written notification 45 days prior to termination of cardholder or billing/certifying official.

2-2. **DIRECTOR OF CONTRACTING (DOC).** DOC has overall responsibility for oversight of the Government Purchase Card Program. An individual within DOC will be designated to act as the Government Purchase Card Agency/Organization Program Coordinator to monitor/manager the program and resolve problems.

2-3. **AGENCY/ORGANIZATION PROGRAM COORDINATOR.** The Agency/Organization Program Coordinator is designated by the Chief of Contracting Office to be responsible for the management, administration, and day-to-day operation of the purchase card program at the activity. The A/OPC's responsibilities include, but are not limited to:

a. Serve as the representative on technical matters for the installation program.

b. Provide and certify training for the Government Purchase Card Program.

c. Serve as the dispute official.

d. Develop and maintain implementing instructions.

e. Issue delegations of authority to cardholders and appoint billing/certifying officials.

f. Promote and publicize the program throughout the command.

g. Assist activities in determining cardholder requirements (e.g., number of cardholders required, authorization limits, authorization activity codes, etc.).

## CHAPTER 2

### RESPONSIBILITIES

h. Ensure that prospective billing/certifying officials and cardholders receive appropriate training and orientation covering use of the Government Purchase Card prior to being delegated authority under the program.

i. Establish billing/certifying official and cardholder accounts after they have completed required training.

j. Review cardholder and billing/certifying official performance to ensure proper controls are in place to prevent potential fraud, waste and abuse.

k. Maintain statistics and report advantages/disadvantages, barriers, "good news," "lessons learned," etc. to higher headquarters.

l. Initiate disciplinary action for unauthorized use of the Government Purchase Card or failure to follow prescribed procedures.

2-4. CARDHOLDERS. Cardholders hold a public trust and must meet the highest ethical standards. Cardholders shall:

a. Ensure that the Government Purchase Card is used FOR OFFICIAL GOVERNMENT PURPOSES ONLY. Although this is a Visa® card, it must not be used for personal purchases, or any purchases other than official government use.

b. Safeguard the Government Purchase Card and account number at all times. The card is embossed with the cardholder's name and is designed so that it cannot be confused with personal credit cards. CARDHOLDERS SHALL NOT ALLOW ANYONE TO USE THEIR CARD OR ACCOUNT NUMBER, INCLUDING BILLING/CERTIFYING OFFICIALS, SUPERVISORS, OR COMMANDERS IN THE CARDHOLDER'S CHAIN OF COMMAND. Failure to safeguard the Government Purchase Card and account number will result in the card being withdrawn from the cardholder.

c. Ensure proper documentation of the following elements prior to making any purchase

(1) Brief, written description of required item or service (Submitted by cardholder's customer).

(2) Funding Availability. Funds must be made available prior to making any purchase. The Director, Resource Management (DRM) or activity budget

## CHAPTER 2

### RESPONSIBILITIES

official will be responsible for providing bulk funding for micro-purchase transactions. It is the cardholder's responsibility to ensure that funding has been certified and is sufficient for the purchase.

(3) Ensure the responsible process owner (DPW&L, DOIM, etc.) has provided local purchase authority.

(4) If purchasing a property book (non-expendable) or hand receipt (durable) item, ensure that procedures established by the Installation Property Book Officer or Unit Property Book Officer are followed regarding property accountability.

(5) Maintain the electronic Transaction Log in CARE as required by AFARS Section 13. The Transaction Log is an on-going record of information about the transactions made on a cardholder's account. The transaction log is a valuable tool in the reconciliation of accounts and the identification of fraudulent/erroneous charges. For additional information on the use of this log, refer to [Appendix J](#) for the US Bank website. As of the date of this SOP, there is no print function for the transaction log; printing of this document must be accomplished by using "Print Screen" prior to reconciling/approving transactions.

d. Check mandatory sources of supply prior to initiating purchases (Refer to section 1-1, Priority Sources of Supply) and rotate commercial vendors.

e. Make purchase card transactions as prescribed in accordance with the SOP, the GSA "Government-wide Commercial Credit Card Service Contract Guide," procurement statutes, policies and regulations, training received and within the specific, delegated authority. If questions arise, contact the, Agency/Organization Program Coordinator at (915) 568-7361. US Bank customer service representatives are also available to answer questions and may be reached by calling 1-888-994-6722.

f. A single purchase transaction may include multiple items, but the total amount, to include all incidental charges (e.g., shipping/transportation costs) shall not exceed the cardholder's single purchase limit. **DO NO SPLIT REQUIREMENTS TO STAY WITHIN THE SINGLE PURCHASE LIMIT. THIS PRACTICE IS PROHIBITED.** When the total value of required items exceeds the cardholder's single purchase limit, combine the items on one purchase request and forward it to DOC. **Billing officials cannot split the requirements between two or more of its cardholders.**

## CHAPTER 2

### RESPONSIBILITIES

g. For requirements under \$2,500, competition is not required, however it is highly recommended. The cardholder must be able to determine the price to be fair and reasonable and rotate purchases among qualified vendors.

h. Inform merchants that the purchase is for official Government purposes and, therefore, is exempt from state or local taxes in accordance with state law. The Government Purchase Card is imprinted with "U.S. Government Tax Exempt" for additional clarification. If the vendor refuses to accept this status, the cardholder MUST find another vendor with whom to process the transaction. Tax is not a disputable item; the cardholder is required to obtain credit if tax is charged. Tax Exemption forms are available at the DOC website (See Appendix J).

i. Backordering is not allowed. Cardholders are responsible for informing the vendor that billing cannot occur until the item(s) are shipped and/or delivered. Ensure that the merchant uses either electronic or telephone clearance of purchase from US Bank. Items purchased must be available for delivery within 30 days. Multiple delivery sites on a single order are acceptable so long as the vendor does not bill until all deliveries under the transaction are made and accepted by the Government.

j. The vendor automatically obtains authorization for all purchases at the point-of-sale. The US Bank authorization system checks each individual cardholder's single purchase limit, monthly limit, and the type of merchant being utilized before the transaction is approved. This ensures that cardholders are within the limits established in their letter of authorization.

k. Update the transaction log within CARE as soon as possible after each transaction has been made. This function can be performed at anytime during the billing cycle. All supporting documentation must be maintained and should be available at anytime for review by the billing official, DOC, IRAC, AAA or any other surveillance organizations/activities.

l. As electronic information from the vendor migrates and becomes available under the "Transactions" tab in CARE, transactions should be processed throughout the month. Among the functions to be performed are reallocation of funds for each transaction (if necessary), and approval/reconciliation of each transaction. The dispute function is active, however, DA policy on disputes is PAY AND CHASE. Unless you are certain the charge is fraudulent, not just erroneous, DO NOT DISPUTE IN CARE!! Obtain a credit from the vendor. If the credit is not issued

## CHAPTER 2

### RESPONSIBILITIES

by the following billing cycle, submit a written dispute form (See Appendix J for the form and paragraph 3.5 for further information).

m. Retain copies of Government Purchase Card charge slips (sales draft), vendor invoice or cash register receipt (or delivery ticket), GSA packing slips, etc. for a period of three years (See [Appendix E](#) for additional record keeping information).

n. During periods of temporary duty (TDY) or when on leave status greater than 10 days, the cardholder must forward all supporting documentation to the billing/certify official prior to departure. The billing/certifying official will be responsible for reconciling charges in CARE, acting on behalf of the cardholder. Cardholders must approve their transactions and statement in CARE within 3 days.

2-5. BILLING/CERTIFYING OFFICIALS. Billing/certifying officials, like cardholders, must also meet the highest ethical standards. Billing/certifying officials shall:

a. Together with the Resource Manager, establish cardholder spending limits based on office need and in coordination with the commander/director and the budget official.

b. Submit two DD Forms 577 (Signature Card) to DOC. One copy will be retained at DOC and one will be forwarded to OPLOC-Ft. Sill. Without a signature card on file, OPLOC will not pay the invoices.

c. Ensure that changes to the cardholder accounts are provided to the A/OPC in a timely manner.

d. Ensure that cardholders approve their statements in CARE promptly. It is the billing/certifying official's responsibility to contact the cardholders if they do not approve on time.

e. Review each cardholder's transactions in CARE and supporting documentation to ensure that local purchase authority was received from the process owner prior to purchase, that the purchase was for official Government use and that it was made in accordance with applicable regulations and this SOP. If a purchase is questioned for any reason, discuss it with the cardholder. If the item should not have been purchased, require the cardholder to return the item and obtain a credit voucher. The other alternative is to obtain a money order from the cardholder for the full amount of the purchase, made out to US Treasury. Resolution of potential improprieties and penalties for

## CHAPTER 2

### RESPONSIBILITIES

misuse of the Government Purchase Card are the responsibility of the billing/certifying official. Actions against the cardholder can range from a letter of reprimand, suspension or revocation of the Government Purchase Card, to removal of the employee depending on the severity of the violation.

f. Reconcile and certify their invoice in CARE promptly.

g. Ensure that the cardholder maintains a copy of the purchase transaction log, a copy of all supporting documentation, and Cardholder Statement of Questioned Item (if any) for a period of three years.

h. Maintain the cardholders' original supporting documentation for a period of three (3) years.

i. Coordinate, process and monitor disputed purchases, credits and billing errors.

j. If a cardholder is absent during the time period when their statement must be approved, the billing/certifying official MUST reconcile for them in CARE, acting on their behalf. Absence of a cardholder is not a valid reason for not reconciling an account.

k. As a result of simplified business practices, the act of approving a cardholder's account as proper for payment makes the billing/certifying official pecuniary liable. Billing/ certifying officials are liable for any illegal, or improper purchase, or incorrect payment due to an inaccurate or misleading certification. Consequently, any billing official that knowingly makes a false certification will be asked to repay the government for the items purchased.

l. Ensure that cardholders receive annual training and policy manuals.

m. Ensure that cards issued under their authority are properly utilized.

## CHAPTER 3

### General Instructions

#### 3-1. TRAINING REQUIREMENTS.

a. Prospective cardholders and billing/certifying officials must complete appropriate training on use of the purchase card. DOC will determine the extent and duration. This training will be developed by DOC and will include, but will not necessarily be limited to, information about federal, defense and Army regulations, policies and procedures pertaining to micro-purchases and simplified acquisitions, and Government ethics training. Orientation shall address GSA, US Bank, and Fort Bliss procedures for use of the Government Purchase Card.

b. Training will be provided to familiarize prospective cardholders, billing officials, and alternate billing officials with regulations, policies and procedures pertaining to the Government Purchase Card.

c. Individuals who have completed Purchasing Fundamentals (PUR 101) or Contracting Fundamentals (CON 101) require only the purchase card orientation and ethics training.

d. Mandatory refresher training courses are required annually.

e. Installation process owners are encouraged to actively participate in this instruction. At the very least, they are responsible for presenting material in their area of expertise.

3-2. IMPLEMENTATION PROCEDURES. The cardholder's organization will ensure internal procedures are established that include, but are not necessarily limited to:

a. Purchase request format;

b. Funding process, including procedure to commit funds prior to purchase and to record obligations after purchases are made;

c. Packaging, marking and delivery procedures to ensure easy identification of items received.

d. Designation of personnel responsible for certifying receipt and condition of items ordered.

e. Procedure or process to add accountable (non-expendable) items to the property book.

## CHAPTER 3

### General Instructions

f. Where deliveries are made to a Central Receiving Point (CRP), ensure that a copy of the delivery ticket is provided to the cardholder no later than one day following receipt of the item(s).

g. Procedures to ensure SOAs are verified, certified and forwarded to DOC in accordance with required time frames, during times of absence of cardholders and billing/certifying officials.

3-3. DOLLAR LIMITS. Any changes to the following limits must be requested IN WRITING by the billing/certifying officials to the A/OPC.

a. Single Purchase Limit.

(1) The maximum dollar amount that will be authorized for any one transaction or purchase for a specific cardholder. This is the amount the cardholder can obligate per transaction, per vendor, and will be authorized by DOC in the cardholder's delegation of authority. This amount will be determined by the billing/certifying official in coordination with the commander/director and budget official, and will normally be limited to the micro-purchase threshold (\$2,500).

(2) A single transaction may include multiple items, but the total amount of the transaction, to include all incidental charges (e.g., transportation costs), shall not exceed the cardholder's single purchase limit. Purchases SHALL NOT be split in order to stay within the single purchase limit.

b. Billing Office Dollar Limit. The maximum dollar amount that can be spent by all cardholders rolling up to a given billing official for a specific month. The organization budget officer must approve monthly activity limits.

3-4. STATEMENTS.

a. Since implementation of CARE, paper copies are no longer necessary, although they will continue to be mailed for an undetermined amount of time as backup in the event of technical problems with CARE. Printing the electronic versions of these statements is not necessary because they will be available in CARE for a period of not less than three years, either in current or archived records. The paper copies mailed by US Bank, particularly those for billing officials, should continue to be maintained for as long as they are mailed. This DOES NOT relieve accountholders of any other documentation requirements, such as waivers, approvals, receipts, etc.

## CHAPTER 3

### General Instructions

b. Closing dates may vary from month to month, depending on the weekday that the 23<sup>rd</sup> falls on. The date will remain the same if it falls on Monday through Friday. The date will change to the 22<sup>nd</sup> if the 23<sup>rd</sup> is a Saturday, and the 21<sup>st</sup> if the 23 is a Sunday. The function to approve statements will generally be available within 24-48 hours of the cycle closing date.

#### 3-5. DISPUTES.

a. Items not received during the billing cycle should not be immediately disputed since many of those items are typically received within the next billing cycle. Cardholders MUST WAIT 45 DAYS prior to disputing non-receipt of billed items. If the item(s) are not received during the next billing cycle, however, they should be promptly disputed.

b. The account will be paid in full REGARDLESS of whether a Cardholder Statement of Questioned Item (CSQI) is issued. Additionally, the billing/certifying official will certify the bill for payment in full.

#### 3-6. AUTHORIZED USE.

a. An IMPAC purchase card with the cardholder's name embossed on the front is issued and shall be used only by that individual. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD, INCLUDING BILLING/CERTIFYING OFFICIALS, SUPERVISORS, OR COMMANDERS IN THE CARDHOLDER'S CHAIN OF COMMAND.**

b. Authorization is sought automatically for all purchases at the point-of-sale. The US Bank authorization system checks each individual cardholder's single purchase limit, monthly limit, and the type of merchant being utilized before the transaction is approved.

3-7. CONTROLLED USE. The Government Purchase Card cannot be used to obtain the following items without the specific approval from the process owners.

a. Hazardous materials such as chemicals, paint, ammunition and explosives. Approval must be provided from the DOE.

## CHAPTER 3

### General Instructions

b. ADP and telecommunications supplies, software, shall obtain WRITTEN APPROVAL from DOIM for any purchase of ADP or telecommunication equipment, software, repair or service. This applies to tenant activities as well.

3-8. "CONDITIONAL" USE. Items or services not identified as restricted in paragraph 3-7 above are potential candidates for acquisition with the purchase card AFTER LOCAL PURCHASE AUTHORITY HAS BEEN PROVIDED BY THE PROCESS OWNER (e.g. DOIM, DPW&L, MEDDAC, etc.). However, if the requirement is not relatively "straight forward" and "non-complex" in nature (e.g., in the case of some repair services), it should probably be forwarded to DOC for purchase. In this case, if the value of the acquisition is under \$2,500, it should be accompanied by an explanation why it cannot be acquired by the cardholder. Some examples of types of items or services that might be obtained via the purchase card are:

a. Short-term government vehicle leases (not for personal TDY use). Coordination must be made with DOC, as there are three IDIQ contracts currently in place.

b. In support of the Department of Defense Information Program for International Military Students.

c. Meals for service members during reserve training.

d. Meals for members of casualty details.

e. Mission essential, personal clothing or footwear (e.g., safety shoes, safety glasses, etc.).

f. Construction alteration, or repair of real property (not to exceed 2,000). The following must be complied with:

- (1) Must have a quick turn-around (completed within 30 days or less).
- (2) Must be simple in nature (no complex specifications or requirements).
- (3) Firm-fixed price must be obtained.

## CHAPTER 3

### General Instructions

- (4) No liquidated damages or other deductions shall apply.
- (5) Vendors must be rotated.
- (6) WRITTEN APPROVAL from DPW&L is required. Work order must be processed through the work order center and proprietary approval given.
- (7) DOE must not have declared building a historical building. A listing of the buildings declared historical can be located on the DOE Public Folders through e-mail. This listing is subject to change.

g. Unit guidons, flags, battle streamers if approved by the Department of Heraldry.

h. Hazardous material if WRITTEN APPROVAL is received from DOE.

i. Munitions ammunition, small arms' weapons, and component parts if authorized by HQDA/National Inventory Control Point (see AR 710-2, para 4-20 that requires DA approval/authorization to purchase locally).

3-9. PENALTY FOR MISUSE. Intentional use of this card for other than official Government business will be considered as an attempt to commit fraud against the U.S. Government and will result in IMMEDIATE CANCELLATION of the card and disciplinary action taken against the cardholder and the billing official. Disciplinary action can range from reprimand to removal from government service, under applicable Department of the Army procedures. The cardholder and the billing official will be PERSONALLY LIABLE to the government for the amount of any unauthorized purchases and possible subjection to a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both, under 18 U.S.C. 641.

3-10. LOST OR STOLEN CARDS.

a. Should the IMPAC Purchase Card be lost or stolen, the cardholder must immediately notify their billing official and US Bank at 1-888-994-6722. The billing official will require the following information to complete a report:

## CHAPTER 3

### General Instructions

- (1) the card number
- (2) cardholder's complete name
- (3) the date the card was lost or stolen
- (4) if stolen, the date reported to the police
- (5) date US Bank was notified:
- (6) any purchases made on the day the card was lost or stolen
- (7) any other pertinent information

b. Once the card has been reported to US Bank, a new card with a new account number will be mailed to the cardholder within ten business days of the reported loss or theft. The Government may be responsible for the charges against this card should US Bank not be notified at once of the loss of the card. A card that is subsequently found by the cardholder after being reported lost or stolen will be cut in half and given to the A/OPC.

c. The billing official shall provide the written report to the A/OPC. The report will include the information requested in section 3-10a.

3-11. DEPARTURE OF CARDHOLDER. Before clearing Fort Bliss, the cardholder must return the card to the billing official or the A/OPC who will destroy the card and complete the maintenance to close the account. Copies of the cardholder's supporting documentation must be retained by the billing official for final payments/account closeout.

3-12. OVERSIGHT. DOC is responsible for conducting an annual review of cardholders' purchase records. All cardholder and/or billing official records connected with all transactions will be made available upon request.

3-13. INTERNAL CONTROL PROCEDURES. The organization/unit or office commander should ensure that the cardholder and approving/certifying official files are viewed on a regular basis for compliance with this SOP. A checklist/worksheet will be completed on each account and maintained in the account file. Items of particular interest are: the appearance of "splitting requirements," evidence of local purchase authority prior to cardholder purchase, potential use of the card by

## CHAPTER 3

### General Instructions

other than the designated cardholder, timeliness of transaction/account/payment approvals, etc. Negative reviews could result in suspension or cancellation of the cardholder's purchase card and suspension or cancellation of the authority of the billing official master account.

## APPENDIX A

### ACRONYMS

A/OPC	Agency/Organization Program Coordinator
ABO	Alternate Billing Official
ADPE	Automatic Data Processing Equipment
AFARS	Army Federal Acquisition Regulation Supplement
APC	Accounting Processing Code
ASF/SOA	Army Stock Fund/Supply Operations, Army
ASL	Authorized Stockage List
BO	Billing Official
BPA	Blanket Purchase Agreement
CARE	Customer Automated Reporting Environment
COR	Contracting Officer Representative
CRP	Central Receiving Point
DOC	Directorate of Contracting
DOE	Directorate of Environment
DPW&L	Directorate of Public Works and Logistics
EFT	Electronic Funds Transfer
FAR	Federal Acquisition Regulation
FIP	Federal Information Processing
GPC	Government Purchase Card
GSA	General Services Administration
ISD	Installation Supply Division
IPBO	Installation Property Book Officer

## APPENDIX A

### ACRONYMS

LOA	Line of Accounting
PBO	Property Book Officer
RM	Resource Manager
SIC	Standard Industrial Classification
SOP	Standard Operating Procedure

## APPENDIX B

### SUPPLY INSTRUCTIONS

1. **PURPOSE.** This appendix establishes the procedures to be used by GPC cardholders when buying non-catalogued, non-stocked, non-standard items of supplies and equipment. Where conflicts exist between supply regulations and these procedures, these procedures govern.

2. **PROCEDURES.**

a. The cardholder is authorized, in writing, as an ordering officer by the DOC.

b. Items stocked in the Supply Support Activity (SSA) Authorized Stockage List (ASL) (Either the ISD, Self-Service Supply Center (SSSC), or Clothing Initial Issue Point) do not normally qualify for local purchase. Cardholders will verify stockage status of an item prior to initiating procurement action. This clearance action can be obtained from a listing provided by the ISD to the cardholders for this purpose. The item may be purchased with the purchase card if the required item is out of stock and the estimated delivery date will not meet immediate requirements. In this case, local purchase authority must first be obtained from the SSA, the value of the transaction must be within the cardholder's dollar limitation and the purchase is otherwise made in accordance with established purchase card program guidelines. The SSA should maintain a log of all telephonic clearances. The purchase card may also be used to maintain an appropriate stockage level of ASL items if that is determined to be the most efficient method of stock replenishment.

c. Prior to making a purchase, the cardholder will determine if the required item is on a list of items that have been pre-approved for local purchase. If the item is not on such a list, the cardholder will obtain local purchase authority from the DIS and ensure that funds are available prior to making the purchase. Controls will be instituted by the billing official to ensure available funding is not exceeded.

d. The purchase card may be used to buy centrally managed, commercially available National Stock Number (NSN) items when the designated approving/billing official determines the purchase is to be in the best interest of the government. "Best interest" equates to a combination of quality, timeliness, cost and improved readiness. An example is a repair part purchased from a DLA-Approved vendor.

e. Cardholders may by-pass the Stock Record Account when purchasing items that:

## APPENDIX B

### SUPPLY INSTRUCTIONS

1) are not in the Army inventory;

2) have not been assigned an NSN but have been coded in the Army Management Data File (AMDF) for local purchase with Acquisition Advice Code of "K," or "L";

3) needed in emergency situations;

4) that have been previously requisitioned through the supply system but have been returned to the customer for local purchase procurement with rejection codes of "CK," "CP" and "CW."

f. Cardholders must observe established priorities for use of government supply sources. In descending order of priority, as described in 41 Code of Federal Regulations 101-26.107, agencies shall satisfy supply requirements from agency inventories, excess from other agencies, Federal Prison Industries, procurement lists of products available from the Committee for Purchase from People Who Are Blind or Severely Disabled, wholesale supply sources (such as stock program of the General Services Administration, the Department of Veteran Affairs and military control points), and finally commercial sources.

g. Demands must be recorded for purchases of repair parts. "Post-post" procedures are required to record these purchases. ULLS customers will process a demand transaction, DIC DHA to SARSS-1. Demand data is required for materiel management center at the national level and for input to the TRM mode.

h. Local purchase provisions under AR 710-2, Paragraph 4-20, do not apply to these purchase card transactions.

i. Hand receipt holders must prepare a DD Form 250, Material Inspection and Receiving Report, to acknowledge and report purchases of nonexpendable items to the PBO. The following procedures will be used when completing the DD Form 250 and will be found in Unit Supply Update 15.

(1) Block 1. Enter the word "GPC."

(2) Block 2. Enter the invoice number or reference number from the vendor's receipt.

(3) Block 9. Enter the vendor's name and address.

## APPENDIX B

### SUPPLY INSTRUCTIONS

(4) Block 13. Enter the hand receipt number and unit address.

(5) Blocks 15 through 20. Enter information pertaining to item(s) purchased.

(6) Block 22. Enter date of purchase and hand receipt holder's signature.

j. Durables may also be purchased. Hand receipt control of durables will be established and maintained.

k. The cardholder will maintain a file including records of each purchase made with the purchase card (e.g., certifications of bank statements, receipts, credit vouchers, etc.) These records will be made available to oversight officials (e.g., supervisor, internal review, auditors, etc.) upon request.

l. When the cardholder makes an over-the-counter purchase, upon return to activity, the person requesting the item should verify receipt of the item. When a telephone order is made, the item ordered should be delivered to the individual's office. If the DOC orders the item, it may be necessary to have the item delivered to the Central Receiving Point (CRP). If this is the case, the item must be identified showing who requested the item so the CRP can immediately notify the individual for pick up.

If the CRP is used, the cardholder is responsible for ensuring that the receiving individual verifies receipt of the item, that the item is picked-up within one (1) workday from receipt, and that the delivery ticket/shipping document is received within the same one-day timeframe.

m. If the item contains hazardous materials, approval to purchase (HAZMART Waiver) must be secured IN WRITING from the HAZMART Center (See AR 200-1, Chapter 5, Environmental Protection and Enhancement dated 23 April 1990, for details of the hazardous materials program).

## APPENDIX C

### PURCHASE OF FIP EQUIPMENT

1. PURPOSE. This appendix establishes the procedures to be used by GPC cardholders when acquiring Federal Information Processing (FIP) equipment and spare parts, and telecommunications equipment and spare parts.

#### 2. PROCEDURES.

a. DOIM shall determine which items can be purchased using the Government purchase card.

b. License software that requires negotiation for a contract (i.e., software not off the shelf) shall not be purchased with the GPC by cardholders outside DOIM.

c. Use of the GPC is limited to \$2,500 or less. Items costing more than \$2,500 must be purchased utilizing a CAPR. Requirements shall not be fragmented to avoid this threshold. The purchase card shall not be used to circumvent the supply system.

d. The GPC shall not be used for FIP services that involve:

- 1) Services exceeding \$2,500,
- 2) Service/maintenance on equipment under contracts awarded by DOC.

e. Cardholders shall obtain required approvals for purchase of ADP equipment, software, upgrades, replacement components, and services from DOIM prior to purchase with the purchase card. Original documentation will be filed with receipt.

f. Cardholders must follow the following steps when making GPC purchases for FIP equipment:

- 1) Prepare a memo through Installation Property Book Office (IPBO) to DOIM requesting authorization to purchase FIP with the GPC.
- 2) The Hand Receipt Holder who will be ultimately responsible for the accountability of the property will sign memo.
- 3) If you have your own PBO, you will not be required to go through the IPBO, however the hand receipt holder must approve the memo.

**APPENDIX C**

PURCHASE OF FIP EQUIPMENT

4) The memo requires the name of the cardholder that will be purchasing the item.

5) After the IPBO or PBO signs request, memo will be taken to DOIM for approval. Point of Contact is Ms. Janet Jones at 568-4172.

6) Cardholder will then proceed to purchase ADP item and must ensure that the IPBO or PBO records that item as an expendable or non-expendable item within 5 days of purchase.

7) Cardholder will attach the original request/approval with the receipt.

g. As of 1 Oct 2002 components listed below DO NOT REQUIRE WRITTEN APPROVAL FROM DOIM.

A-B Switch Boxes	Battery Charger	Adapters
Batteries	Antenna, Vehicle	Cable End Connectors
Cables	Carrying Cases	Cleaning Pads
Digital Cassettes	Eraser, Magnetic	Gender Bender
Digital Cameras	Glare Screen for Monitor	Mouse Pads
Locking Devices for PC's	Storage Cabinets for Disks	Surge Protector Outlet
Font Cartridges for Printers	Dust Covers	Microphones for Hand Held Radios
Toner Cartridges	Mouse	Surge Suppressor
Color Upgrade Kits for Printers	Keyboards	Sheet Feeder for Printers
Milar Tape		

NOTE: If in doubt about an ADP purchase, please contact Janet Jones at 568-4172.

APPENDIX D

RECORD KEEPING INSTRUCTIONS

1. PURPOSE. To establish procedures to be used by billing officials and cardholders for records created under the purchase card program.

2. PROCEDURES.

a. The existing file numbers reference in AR 25-400-2. The Modern Army Record keeping System (MARKS) will be used for records created under the purchase card program.

b. Billing officials and cardholders shall establish a file system using the following file numbers:

37z

DESCRIPTION: Records maintained by the certifying/billing officer to include original monthly statements of account, purchase logs, purchase card receipts and copies of monthly billing statements which have been reconciled and certified for payment by DFAS.

LABEL

37z Certifying officers' accounts records (FY03)  
COFF 30 SEP 03, DEST CFA JAN 10

37aa

DESCRIPTION: Memorandums appointing certifying and accountable officials (receiving officials, cardholders). Includes acknowledgment of appointment and copy of completed DD Forms 577 if applicable.

LABEL

37aa Certifying/Accountable Official  
Retain in CFA until disposition instructions are published

715j

DESCRIPTION: Records or documents pertaining to transactions below the appropriate small purchase limitation in the FAR. Included are signed copies of small purchases and modifications thereto, government purchase card transactions of \$2,500 and below, and construction contracts of less than \$2,000.

LABEL

715j Small purchases and modifications (FY03)  
COFF 30 SEP 03, DEST OCT 06

APPENDIX D

RECORD KEEPING INSTRUCTIONS

1o

DESCRIPTION: For administrative type records created in connection with the government purchase card other than transactions (covered by 715j) and certifying/accounting officer appointment memorandums (37aa).

LABEL

1o Office financial files (03)

COFF 31 DEC 03, DEST JAN 05

**APPENDIX E**

MERCHANT CATEGORY CODE TABLE

<b>Category</b>	<b>Description</b>
<b>A</b>	<b>Airlines and airports</b>
<b>B</b>	<b>Vehicle rental, dealers, service gasoline, parts, and towing</b>
<b>C</b>	<b>Hotel and motel</b>
<b>D</b>	<b>Miscellaneous transportation (RR, taxi, ambulance, bus, travel agencies (No airline passage), freight, courier services)</b>
<b>E</b>	<b>Telephone, telegraph, cable services, cable equipment, utilities</b>
<b>F</b>	<b>Telemarketing travel-related arrangement services (No travel agencies)</b>
<b>G</b>	<b>Mail-order houses, telephone purchases, subscription/continuity merchant</b>
<b>H</b>	<b>Food/dairy stores, drug/liquor stores</b>
<b>I</b>	<b>Caterers, restaurants, bars</b>
<b>J</b>	<b>Discount/department/variety stores, miscellaneous general merchandise, duty-free stores</b>
<b>K</b>	<b>Miscellaneous and specialty retail stores, lumber/hardware, lawn/garden, clothing, furnishings and equipment, household appliances, music/records, government services, not elsewhere classified</b>
<b>L</b>	<b>Contractors</b>
<b>M</b>	<b>Camps, camp sites, amusement and recreational services</b>
<b>N</b>	<b>Miscellaneous personal services</b>
<b>O</b>	<b>Miscellaneous business services</b>
<b>P</b>	<b>Medical services</b>
<b>Q</b>	<b>Schools, educational services, and day-care</b>
<b>R</b>	<b>Membership organizations, charitable and social organizations</b>
<b>S</b>	<b>Fuel (Fuel dealers - fuel oil, wood, coal, liquefied petroleum)</b>
<b>T</b>	<b>Postage</b>
<b>U</b>	<b>Government-to-government</b>

APPENDIX F

MAT CODES (alphabetical)

000 ABCDEFGHIJKLMNOPQRSTU	716 ABCHIJKT	812 BCDEGHIJKLMOQRTU
694 ABCDEFGHIJKLNORST	074 ABCI	131 BCDEGHIJKLNOPQRSU
522 ABCDEFGHIJKOU	412 ABCJKLNOPQRTU	106 BCDEGHIJKLNOQRSU
712 ABCDEFGHIMPQRT	205 ABCJKLNOSU	089 BCDEGHIJKMNOPQSU
461 ABCDEFGIJKLMOSU	145 ABCJKMNORSU	075 BCDEGHIJKNOPQSU
710 ABCDEFGJKLNOPQRSU	073 ABDEFGHJKLNOPQRSU	394 BCDEGHIJKNOU
606 ABCDEFGJKLNOTU	051 ABDEFGHKLNOOPQRSU	647 BCDEGHJKLOPQRSTU
609 ABCDEFGJKLNOTU	037 ABDEFGJKLNOPQRSU	636 BCDEGHJKLOPQSTU
526 ABCDEFGJKLOTU	717 ABDEGHJKLMOPQRSTU	893 BCDEGHJKOTU
150 ABCDEFIJKLMNOPRSU	244 ABDEGHJKLOPQSU	203 BCDEGIJKLMNOQU
587 ABCDEFJKLNOTU	499 ABDEGHJKLU	153 BCDEGIJKLNOPQRU
436 ABCDEFJKLOTU	860 ABDEGJKLNOP	458 BCDEGJKLNOPQRSU
430 ABCDEGHIJKLNOQRTU	527 ABDGIJKOQRTU	867 BCDEGJKLNOQR
211 ABCDEGHIJKLOSU	438 ABDIJKOQRTU	871 BCDEGJKLNOQRTU
817 ABCDEGHIJKRT	854 ABDIMS	842 BCDEGJKLNOQRU
243 ABCDEGHJKLOPQSU	671 ABDIS	550 BCDEGJKLOQSU
539 ABCDEGIJKNOQTU	084 ABefghijklmnopqrSU	182 BCDEHIJKU
876 ABCDEHIQRT	076 ABJKLNOSU	296 BCDFJKSU
178 ABCDEIO	590 AC	097 BCDGHIJKLMOPQRSU
179 ABCDEIOS	800 ACDEGHIKOQT	770 BCDGHIJKLMOQU
270 ABCDFGJKLNOPQRSU	727 ACDEGHKOT	143 BCDGHIJKMOPU
408 ABCDFGJKLNOQRTU	691 ACDFGJMRU	535 BCDGHJKLMNOPQRSU
454 ABCDFGJKLNOQRTU	516 ACDFGJO	248 BCDGHJKMOPQU
249 ABCDFGJKMOPQRU	169 ACDGHIJKLMOQU	549 BCDGHJKOPQRSU
195 ABCDFGJKMPQRU	878 ACDGHJK	507 BCDGHJKOPSU
247 ABCDGHijklmnopqrSU	740 ACEFHILMNPRU	512 BCDGHJKOSU
610 ABCDGHijklnopqRT	744 ACFHILMNPRU	762 BCDGIJKLMOQU
505 ABCDGIJKLNOPQRTU	741 ACFHILMNPRU	701 BCDGJKLNOQ
757 ABCDGIJKLNOQST	775 ACFMR	657 BCDGJKLOPQSTU
858 ABCDGJKLNOPQRTU	276 ACGHJKLOU	220 BCDGJKOQU
484 ABCDGJKLNOQRSTU	742 ACILMT	274 BCEFGHIJKLMNOPQRSU
523 ABCDGJKNOQRTU	801 ADEGHJKLOQRTU	285 BCEFGHJKLNOPQRU
575 ABCDGJKOT	743 AEFHJLPRSTU	548 BCEFGHJKLNOPRSTU
517 ABCDGJKOTU	016 B	184 BCEFGHJKLNOPU
574 ABCDGJKT	782 BC	297 BCEFGIJKOSU
594 ABCDHIJKLOS	288 BCDEFGHIJKLMNOPQRSTU	028 BCEFGJKLMOQRSU
031 ABCDHIJKMNOSU	462 BCDEFGHIJKLMNOPQRSU	820 BCEGHIJKLMOST
413 ABCDIJKLNOPQRTU	581 BCDEFGHIJKLMNOPQRU	349 BCEGHIJKLNOPU
432 ABCDIJKLNOQSTU	109 BCDEFGHIJKLNOQRU	778 BCEGHIJKMOST
151 ABCDJKLNORSU	070 BCDEFGHIJKLNOQSU	656 BCEGHIJKQM
416 ABCDJKNOQRTU	463 BCDEFGHIJKLOPQRSU	665 BCEGHIJKQMN
002 ABCDM	108 BCDEFGHJKLMNOPQRSU	863 BCEGHJKLMOQRSTU
004 ABCDMS	654 BCDEFGHJKLNOPSTU	698 BCEGJKLMNOPQRS
547 ABCEGJKNORTU	806 BCDEFGHJKLNOQRU	251 BCEGJKLOPRU

APPENDIX F

MAT CODES (alphabetical)

572 ABCEGJKRT	725 BCDEFGHJKLSU	265 BCEGJKLOPU
452 ABCEGRT	087 BCDEFGIJKLMNOPQRSU	210 BCEGJKLOU
455 ABCEGRTU	298 BCDEFGIJKLORSU	593 BCFGJKLMNOQRSTU
877 ABCEHI	043 BCDEFGJJKLMNOPQRSU	304 BCFGJKLNOQRSTU
855 ABCGHIJKLMNOPSUSU	378 BCDEGHIJ	652 BCFGJKLOS
714 ABCGHIJKMRQS	848 BCDEGHIJKLMNOQRST	628 BCGHIJKLMOU
668 ABCGIJKLNOQT	844 BCDEGHIJKLMNOQRSU	174 BCGHIJKLNOQRSU
524 ABCGJKLNOPQRTU	255 BCDEGHIJKLMONPQRSU	221 BCGHIJKLOPSU
405 BCGHIJKLOSU	767 BDEGHJKLSTU	537 BDGJKLMOQU
376 BCGHIJKLU	284 BDEGHJKNOQU	555 BDGJKLNOPQRTU
264 BCGHJKLMNOPSURU	632 BDEGHJKOQRTU	104 BDGJKLOPQRSU
199 BCGHJKLMNOQRU	335 BDEGHJKOSU	063 BDGJKLOQU
175 BCGHJKLOPU	365 BDEGHJKOU	170 BDGJKLOU
513 BCGHJKMU	731 BDEGHJLMNOPSU	646 BDGJKLQSTU
511 BCGHJKOQU	321 BDEGIKOU	551 BDGJKMOQRU
345 BCGHKU	892 BDEGJKLMNOPSURSTU	761 BDGJKMORU
257 BCGKU	764 BDEGJKLNOPQRSU	857 BDGJKNOT
532 BCHIJKLOPRU	856 BDEGJKLNOQRSTU	062 BDGJKOQU
589 BCHJK	520 BDEGJKLNOSTU	352 BDGJKOU
080 BCI	189 BDEGJKLNOU	315 BDGJKU
607 BCIJKL	294 BDEGJKLOPQSTU	325 BDGKOU
201 BCJKLNOQSU	396 BDEGJKLOPU	840 BDHIJKLMT
100 BCJKLNU	833 BDEGJKLOQRSTU	821 BDHIJKLMT
054 BCJKLOPSU	390 BDEGJKLOQSTU	777 BDHIJKT
005 BD	709 BDEGJKLOQU	846 BDJKLMO
090 BDEFGHIJKLMNOPSUSU	209 BDEGJKLORSU	847 BDJKLMOS
157 BDEFGHIJKLMNOSU	030 BDEGJKLOSU	700 BDJKLNOU
862 BDEFGHJKLMNOPSURSTU	530 BDEGJKLOU	464 BDJKLSU
081 BDEFGHJKLMNOPSUSU	669 BDEGJKLQSTU	323 BDJKOU
755 BDEFGHJKLMOPQRSU	525 BDEGJKLSTU	314 BDJKU
792 BDEFGHJKLMOPQRTU	753 BDEGJKOPST	614 BDKLNOU
754 BDEFGHJKLMOQRSU	316 BDEGJKOSU	796 BDKLOSU
188 BDEFGHJKLNOPSUSU	322 BDEGJKOU	604 BDLO
793 BDEFGIJKLMOPQRTU	344 BDEGKOU	887 BDS
165 BDEFGJKLMNOPSUSU	797 BDEHIKLMOPSU	025 BEFGHIJKLMNOPSUSU
708 BDEFGJKLMOPQRTU	017 BDEJKLOSU	822 BEFGHJKLMNOPSURSTU
642 BDEFGJKLMOPQRU	431 BDEJKLSTU	052 BEFGHJKLMNOPSUSU
563 BDEFGJKLOQU	307 BDEJKOU	383 BEFGHJKLNOQRSU
402 BDEFGJKLOSTU	346 BDEJKU	577 BEFGHJKLNOQU
667 BDEGHIJKLMNOPSURSTU	374 BDEKOSU	176 BEFGHJKLNOU
271 BDEGHIJKLMNOQSU	027 BDFGJKLNOSU	451 BEFGHJKLOPQTU
531 BDEGHIJKLOSU	148 BDFHJKU	859 BEFGHJKNOPQSU
650 BDEGHIJKMNOQRSTU	489 BDGHIJKLMNOPSURU	101 BEGHIJKLOPU
306 BDEGHIJKOSU	384 BDGHIJKLMOPQSTU	465 BEGHIJKOQSU

APPENDIX F

MAT CODES (alphabetical)

305 BDEGHIJKOU	361 BDGHIJKLNORSU	692 BEGHIJKORSU
415 BDEGHJKLMNOPQRSU	745 BDGHIJKOT	562 BEGHIJKOU
808 BDEGHJKLMNOPSTU	795 BDGHJKLMNOQRU	715 BEGHIJLMOPQRU
263 BDEGHJKLMNOSU	242 BDGHJKLNOPQRSU	417 BEGHJKLMNOPQRU
872 BDEGHJKLMOPU	794 BDGHJKLNOPQRTU	721 BEGHJKLNOPQSTU
807 BDEGHJKLNOPQSTU	651 BDGHJKLNOPRTU	082 BEGHJKLNOPRSU
861 BDEGHJKLNORSU	450 BDGHJKLNQORSTU	219 BEGHJKLOQU
259 BDEGHJKLOPQRU	598 BDGHJKLO	789 BEGHJKLOTU
272 BDEGHJKLOPRSU	246 BDGHJKLOPQSU	399 BEGHJKLOU
354 BDEGHJKLOPS	791 BDGHJKLOTU	802 BEGHJKNOQRU
138 BDEGHJKLOPU	677 BDGHJKLOU	324 BEGHJKOU
879 BDEGHJKLOQRTU	024 BDGHJKNOSU	287 BEGHJKU
869 BDEGHJKLORST	245 BDGHJKOPQSU	373 BEGJ
218 BDEGHJKLORSU	655 BDGHJKU	528 BEGJKLMNOPQRU
865 BDEGHJKLOST	732 BDGHJLMNOPS	510 BEGJKLMNOQU
605 BDEGHJKLOSU	703 BDGJKLMNOQTU	843 BEGJKLNOPQRSTU
130 BEGJKLNOPQRU	392 BGHJKNOPU	355 BJKL
078 BEGJKLNOPRSU	704 BGHJKNOQRU	467 BJKLNOPSU
490 BEGJKLNOPU	411 BGHJKNOU	077 BJKLNOSU
332 BEGJKLNOQU	521 BGHJKOPQRU	839 BJKLO
035 BEGJKLOPRSU	359 BGHJKOPU	254 BJKLOU
269 BEGJKLOPU	357 BGHJKOU	460 BJKMNOPQU
823 BEGJKLOQRSTU	329 BGHJKU	818 BJKMO
601 BEGJKLOU	675 BGHJNORU	819 BJKMOS
214 BEGJKLQSU	622 BGJKLOPQ	032 BJKNOSU
387 BEGJKNOSU	545 BGIKloru	783 BJKO
083 BEGJKOSU	514 BGIKLOU	784 BJKOS
560 BEGKOPQRSTU	653 BGJKLD	253 BJKOSU
059 BEJKNOSU	699 BGJKLMNOQRU	142 BJKOU
364 BEJKOU	884 BGJKLMNOQSU	114 BJKU
739 BEKNOU	830 BGJKLMNOQU	363 BJO
403 BFGJKLOSTU	873 BGJKLMOTU	401 BK
676 BFGJKM	439 BGJKLNOPQRU	529 BKLNOU
634 BFGJKOQU	491 BGJKLNOPU	124 BKLOU
217 BFGJKOU	543 BGJKLNOQSTU	758 BKO
681 BGCHJKLOPQSTU	023 BGJKLOPQRU	368 BKS
682 BGCHJKLOQSTU	292 BGJKLOQRU	277 BN
683 BGCHJKOQSTU	592 BGJKLOQSTU	444 BO
168 BGHIJKLMNOPQRSU	504 BGJKLOQSU	091 BS
440 BGHIJKLMNOPQRU	193 BGJKLOSU	065 C
212 BGHIJKLMNOQU	079 BGJKLOU	790 CDEFGHJKLMNOPQRU
419 BGHIJKLNOPRU	756 BGJKMNou	805 CDEFGHJKLNOQRU
571 BGHIJKLOPST	596 BGJKMSO	803 CDEFGJKLNOQRU
546 BGHIJKLOSTU	697 BGJKNOU	200 CDEGHIJKLMNOPSU

APPENDIX F

MAT CODES (alphabetical)

666 BGHIJKLOU	588 BGJKOPQRTU	645 CDEGHIJKLMNOQRTU
404 BGHIJKM	870 BGJKOQ	278 CDEGHIJKLOQRU
620 BGHIJKMR	591 BGJKOQSTU	457 CDEGHJKLOPQRSU
466 BGHIJKOU	448 BGJKORTU	071 CDEGHJKLOPQRU
680 BGHJKLMNOPQRSTU	781 BGJKOS	503 CDEGIJKLOPQRTU
418 BGHJKLMNOPQRU	301 BGJKOSU	891 CDEGIJKOQTU
748 BGHJKLMOPQRU	445 BGJKOU	262 CDEGJKLNOU
811 BGHJKLMOPU	705 BGJKQTU	022 CDEGJKLOPQRU
768 BGHJKLMOQRU	446 BGJKROU	615 CDEIJKLOTU
733 BGHJKLMOQSU	447 BGJKTU	468 CDGHIJKLMNOU
747 BGHJKLMOU	147 BGJKU	749 CDGHIJKLMOQU
433 BGHJKLNOPQRTU	348 BGJOU	608 CDGHIJKLOQRTU
400 BGHJKLNOPQRU	569 BGK	330 CDGHIJKMU
289 BGHJKLNOPRSU	313 BHIJKPU	186 CDGHIJKOU
166 BGHJKLNOPSU	737 BHJKLNOPS	224 CDGHJKLOQU
824 BGHJKLNOQSU	612 BHJKMNOQST	275 CDGHJKNOPQSU
502 BGHJKLNOSTU	644 BHJKMNOQST	234 CDGHJKOPQSU
561 BGHJKLOPSU	564 BHJKMNOQSTU	238 CDGHJKOPQU
049 BGHJKLOPU	086 BHJKNORU	235 CDGHJKOQU
673 BGHJKLOQSTU	266 BHJKOSU	752 CDGIJKLMOQU
302 BGHJKLOQSU	113 BHJKU	586 CDGIJKLOQU
434 BGHJKLPQRTU	260 BHJLP	118 CDGJKLNOU
398 BGHJKMO	353 BIJKLU	536 CDGJKLOPQRSU
506 BGHJKMOTU	122 BIKLOU	388 CDGJKMNOQRU
192 CDGJKMNORU	643 CLNOK	493 DGJKLMNOPQRU
736 CDGJKNORU	435 CLQRTU	107 DGJKLMNOQRU
225 CDGJKOQU	067 CQ	852 DGJKLMOTU
616 CDGJKOU	093 D	471 DGJKLMU
117 CDGJKU	310 DEFGHIJKLMNOPQRTU	868 DGJKLNOTU
064 CEFGHIJKLMNOQRU	866 DEFGHJKLMNOPQRSTU	472 DGJKLNOU
888 CEFGJKLNOP	487 DEFGHJKLNOQRU	787 DGJKLOPQTU
515 CEFGJKLNOQRTU	804 DEFGJKLNOQRU	603 DGJKLOPQU
095 CEFGJKLOQSU	096 DEFGJKLOPQU	585 DGJKLOPRTU
202 CEGHIJKLMNOQRU	338 DEGHIJKLMNOPRSU	565 DGJKLOPU
825 CEGHIJKLMOPQU	256 DEGHIJKLMOPSU	410 DGJKLOQRTU
380 CEGHIJKQU	750 DEGHIJKLNO	570 DGJKLOQTU
883 CEGHJKLMNOQU	759 DEGHIJKNOPQRSTU	579 DGJKLOQU
540 CEGIJKLOPU	751 DEGHJKLM	420 DGJKLORTU
882 CEGJKLMNOQU	679 DEGHJKLNOPQSTU	318 DGJKLORU
133 CEGJKLNOU	177 DEGHJKLNOPQSU	573 DGJKLOTU
774 CEGJKOTU	734 DEGHJKLOPQRU	112 DGJKLOU
215 CEJKLMNOPQRU	785 DEGHJKLOQRTU	429 DGJKNOPQRTU
088 CEJKLOU	326 DEGHJKOU	617 DGJKOQT
136 CFGIKNOPQRU	567 DEGIJKOTU	061 DGJKOQU

APPENDIX F

MAT CODES (alphabetical)

135	CFGIKNOQRU	518	DEGIJOTU	191	DGJKORU
111	CFGINOPQR	469	DEGJKLMU	237	DGJKOU
110	CFGINOQR	282	DEGJKLNOQRU	056	DHIJ
333	CGHIJKLMNOQRU	845	DEGJKLNORT	014	DJKLMNOPQRSU
207	CGHIJKLNOQRU	320	DEGJKLOPQRU	173	DJKOU
167	CGHIJKLOQU	428	DEGJKLORTU	010	DKNOPQRU
375	CGHIJKMU	156	DEGJKLOU	414	DKNOPTU
299	CGHIJKU	595	DEGJKMS	816	DLOU
034	CGHJKLMNOPQRU	835	DEGJKMSU	057	DS
720	CGHJKLNOQS	239	DEGJKOU	568	E
286	CGHJKQU	347	DEGKOU	006	EFG
159	CGIJKOU	018	DEJKLOU	001	EFGHIJKLMNOPQRSU
204	CGJKLMNOQRU	149	DFGJKLMORU	837	EFGHIJKLNOQRU
849	CGJKLMNOQU	060	DFGJKOU	042	EFGHJKLMNOPQRSU
047	CGJKLNOQRSU	771	DG	602	EFGHJKLMNOPU
190	CGJKLOPQRU	470	DGHIJKLMNOU	356	EFGHJKLNOQRU
576	CGJKLOQRT	309	DGHIJKLMOPQSTU	273	EFGHJKLNOPSU
556	CGJKLORTU	492	DGHIJKLNOQRSU	128	EFGHJKLNOU
393	CGJKMU	319	DGHIJKLORU	252	EFGHJKLNOQRU
772	CGJKOQU	308	DGHIJKNOPQRSU	129	EFGHJKLNOQU
730	CGJKOR	216	DGHIJKNOPQRU	788	EFGHJKLNOSU
773	CGJKOTU	283	DGHIJKNOU	127	EFGHJKLNOU
443	CGJKRU	279	DGHIJKORU	341	EFGHJKLOPQRU
132	CGJKU	658	DGHJKLNOQS	343	EFGHJKLOPTU
533	CGLOQRT	826	DGHJKLNOSU	120	EFGJKLNOQRSU
098	CHI	236	DGHJKLOQU	185	EFGJKLNOQSU
611	CHJKMO	227	DGHJKLOSU	621	EFGJKLO
036	CI	769	DGHJKMORTU	055	EFGJKLOPRSU
851	CIJKOR	233	DGHJKOPSU	880	EFGJKLOU
069	CJKLOPQSU	232	DGHJKOSU	836	EFGJKNOPQSU
485	CJKLORTU	226	DGHJKOU	881	EFGJKTU
635	CLNO	660	DGHJPU	809	EGHIJKLMOQRU
711	EGHIJKLOQR	509	GHIJKLOSTU	625	GJ
786	EGHIJKLOU	724	GHIJKMOQU	501	GJKLMNOPQRU
583	EGHIJU	213	GHIJKMU	829	GJKLMNOPQU
541	EGHJKLNOQRSU	494	GHIJKOQRU	498	GJKLMNOPU
164	EGHJKLNOQRU	475	GHIJKOU	041	GJKLMNOQRU
674	EGHJKLOSU	389	GHIJKQRU	832	GJKLMNOQU
631	EGHJKLOU	476	GHIJKSU	850	GJKLMNQSU
317	EGHJKOU	474	GHIJKU	453	GJKLMOQRU
886	EGIJKOPQRT	196	GHJKLMNOPQSU	776	GJKLMOU
828	EGJKLMNOQU	538	GHJKLMNOQRU	423	GJKLMPQRU
045	EGJKLNOQRSU	831	GHJKLMNOQU	425	GJKLMQRU
360	EGJKLNOQQU	853	GHJKLMOPQRU	048	GJKLNOQRSU

APPENDIX F

MAT CODES (alphabetical)

442 EGJKLNOQTU	566 GHJKLMOQRU	406 GJKLNOPQRTU
208 EGJKLNOQU	687 GHJKLMPORU	500 GJKLNOPQRU
134 EGJKLNOU	311 GHJKLNOPQRU	497 GJKLNOPU
765 EGJKLO	557 GHJKLNOQRU	864 GJKLNOQRTU
559 EGJKLOQU	834 GHJKLNOQSU	422 GJKLNORTU
600 EGJKLOS	542 GHJKLNOQU	085 GJKLNORU
630 EGJKLOSU	627 GHJKLNOSU	180 GJKLNOSU
339 EGJKLOTU	486 GHJKLNOU	050 GJKLNOU
268 EGJKLOU	280 GHJKLOPQRU	663 GJKLNOUQ
040 EGJKNOQRU	534 GHJKLOPSTU	020 GJKLOPQRU
409 EGJKNOQTU	058 GHJKLOQRSU	437 GJKLOQRTU
735 EGJKOQRTU	723 GHJKLOQRU	293 GJKLOQRU
171 EGJKORU	619 GHJKLOQTU	661 GJKLOQTU
340 EGJKOS	379 GHJKLORTU	228 GJKLOQU
295 EGJKOSU	813 GHJKMOQ	421 GJKLORTU
102 EGJKOU	760 GHJKMOQRU	481 GJKLORU
140 EGJKU	766 GHJKMOU	038 GJKLOSU
662 EGJOQRTU	686 GHJKMPQRT	144 GJKLOU
688 EGKLOSU	599 GHJKMQ	689 GJKLOUP
241 EGKOU	685 GHJKMQRT	427 GJKLPQRSU
640 EHJKU	597 GHJKMQU	426 GJKLQRSU
473 EHKLUMU	477 GHJKMRU	386 GJKLQRU
372 EJK	231 GHJKNOQRU	424 GJKLQU
366 EJKNOPQRTU	230 GHJKNOQU	480 GJKLU
342 EJKOSU	459 GHJKNOU	738 GJKMNOU
044 EJKOU	814 GHJKOPU	827 GJKMOQ
362 EK	229 GHJKOQU	722 GJKMOU
334 EKOU	158 GHJKOU	482 GJKMU
370 ELO	312 GHJKPU	659 GJKNOPTU
222 FGJKLU	281 GHJKQU	291 GJKNOQRU
183 FGJKNOQRU	391 GHJKRU	696 GJKNOU
258 FGJKOQU	553 GHJKTU	508 GJKOPRU
053 FGJKOU	123 GHJKU	033 GJKOPU
331 FGQU	478 GHKPU	798 GJKOQ
026 FIJKLNOU	554 GHKTU	163 GJKOQRU
198 G	629 GIJKLMNOQSTU	187 GJKOQU
496 GHIJKLMNOPQRU	874 GIJKNOQRT	029 GJKORU
495 GHIJKLNOPQRU	799 GIJKOQRT	580 GJKOT
371 GHIJKLO	161 GIJKQU	488 GJKOTU
664 GHIJKLOPST	728 GIJOQRT	137 GJKOU
613 GJKPR	068 JKLOSU	
377 GJKPU	046 JKLOU	
160 GJKQRU	407 JKLQU	
706 GJKQTU	019 JKLU	

APPENDIX F

MAT CODES (alphabetical)

015	GJKRU	726	JKLNOS
146	GJKSU	841	JKLNOU
552	GJKTU	021	JKLOPQRU
039	GJKU	197	JKLOQSU
695	GJO	154	JKNORSU
519	GJOQRT	013	JKNORU
693	GJRU	072	JKOPU
626	GKL	223	JKOSU
351	GKNOPU	584	JKOT
838	GKNOU	194	JKOU
885	GKOQTU	382	JKSNOU
763	GKOQU	381	JKSTU
121	GKOU	115	JKU
119	GKU	009	JM
889	GOU	152	JO
250	GP	337	JOQ
672	GR	624	K
092	H	449	KLNOPRU
718	HI	350	KLNOU
007	HIJ	126	KLOPU
690	HIJKMNOPQRTU	094	KLOU
327	HIJKMNOU	623	KO
116	HIJKMU	618	KOU
779	HIJKO	702	KQU
875	HIJKT	162	KU
103	HIJKU	395	LNO
707	HIJMU	369	LO
181	HJKLMOQU	558	LOU
638	HJKMU	890	MU
367	HJKNOPQTU	290	NOP
141	HJKOU	810	NOU
639	HJKPU	328	O
670	HJKQU	544	OQR
780	HJKT	633	OQRU
637	HJKU	385	OU
483	HKLMU	066	P
261	HKLPU	011	PR
105	HKU	684	Q
397	I	012	QR
125	IKLOU	003	S
713	J	300	T

**APPENDIX F**

MAT CODES (alphabetical)

206 JKLMNOQSU  
303 JKLNOQRTU  
008 JKL NORU

099 U

**APPENDIX G**

PURCHASE CARD CHECKLIST

	Yes	No
1. Have you identified the purchase needed?		
2. Do you have a written request (if required)?		
3. Is product available through mandatory procurement lists such as JWOD (SSSC), NIB/NISH, DOD e-mall and GSA?		
4. Are funds available?		
5. Have like or similar items been combined for purchase at one time?		
6. Is the item on a requirements type contract at DOC? (See list Appendix K)		
7. Has written authorization/waiver been obtained? (i.e., furniture purchases, ADP equipment, hazardous material)		
8. Have you rotated vendors?		
9. Did vendor agree to use credit card?		
10. Do you have price quote and terms?		
11. Did you notify vendor item is tax exempt?		
12. Is price fair and reasonable?		
13. Did you receive a itemized receipt for the purchase?		



APPENDIX I

TELEPHONE DIRECTORY-DIRECTORATE OF CONTRACTING

Mailing Address:

ATTN ATZC-DOC  
DIR CONTRACTING  
2021 CLUB ROAD  
FT BLISS, TX 79916-6812

<u>Phone Numbers</u>	<u>Voice</u>	<u>Fax</u>
Burns, Colleen (Director)	5150	4201
Wehmhoner, Frankye (Deputy)	7352	5643
Balderas, Aaron	1009	9900
Biggs, Laura	7424	4201
Byrd, Edward	7373	0836
Campas, Mary	1680	5643
Cardenas, Valeria	5141	9900
Delgado, Frank	4479	5643
Guillot, Tina	7607	
Jones, Mardy	3704	0836
Mack, Carol	6858	836
Manson, Donna	2503	9900
Morales, Roman	1492	9900
Quesada, Antonio	3995	5643
Raessler, Walter	7360	5643
Rias, Michael	7366	9900
Segura, Melitona	1040	0836
Shifflett, George	3572	0836
Short, Jeanne	3991	4201
Springer, Jeannie	7353	5643
Van Ens, Lauren	7361	9900
Wojciechowski, David	4309	5643

Co-Located

**APPENDIX I**

TELEPHONE DIRECTORY-DIRECTORATE OF CONTRACTING

<b>Briseno, Maria (DPWL)</b>	<b>5881</b>	<b>4147</b>
<b>Del Hierro, Jose (JTF6)</b>	<b>8505</b>	<b>8008</b>
<b>Garcia, Joe (JTF6)</b>	<b>8236</b>	<b>8008</b>
<b>Pinon, Manuel (DOE)</b>	<b>3423</b>	<b>3548</b>

## APPENDIX J

### GENERAL INFORMATION PHONE NUMBERS

#### US Bank Customer Service:

1-888-994-6722 Available 24 hours everyday

Call this number to report lost/stolen credit cards, to have your CARE password reset, and for CARE technical assistance.

#### Government Purchase Card Program

A/OPC - Lauren Van Ens 568-7361  
vanensl@bliss.army.mil

#### HAZMART Center (Bldg 2515)

Samuel Macias 568-0680/2336

#### Websites for Additional Information, Training, and Forms:

Directorate of Contracting

<http://www.bliss.army.mil/Services/doc/Main Initial.htm>

SARDA

<http://purchasecard.sarda.army.mil>

US Bank CARE Training

<https://wbt.care.usbank.com>

Contact A/OPC for password

US Bank Training and Marketing

[http://www.usbank.com/impac/train\\_mktg\\_material](http://www.usbank.com/impac/train_mktg_material)

GSA Smart Pay Training

<http://fss.gsa.gov/webtraining/>

Defense Acquisition University (DAU)

## APPENDIX J

### GENERAL INFORMATION PHONE NUMBERS

<http://www.acq.osd.mil/dau/train.html>

DoD Purchase Card Program Management

[http://purchase\\_card.saalt.army.mil](http://purchase_card.saalt.army.mil)

Ethics training

[http://www.defenselink.mil/dodgc/defense\\_ethics/2001\\_ethics\\_training](http://www.defenselink.mil/dodgc/defense_ethics/2001_ethics_training)

**APPENDIX K**

REQUIREMENTS CONTRACTS AT DOC

<b>COMMODITY</b>	<b>CONTRACT SPECIALIST</b>	<b>PHONE NUMBER</b>
<b>A&amp;E Services</b>	<b>Lauren Van Ens</b>	<b>568-7366</b>
<b>Abandoned Vehicle Towing</b>	<b>Frank Delgado</b>	<b>568-4479</b>
<b>Air Washers, Air Handlers, Evaporative Coolers</b>	<b>George Shifflett</b>	<b>568-3572</b>
<b>Aircraft Maintenance</b>	<b>George Shifflett</b>	<b>568-3572</b>
<b>Army Learning Center Operators</b>	<b>Carol Mack</b>	<b>568-6858</b>
<b>Army Personnel and General Testing</b>	<b>Carol Mack</b>	<b>568-6858</b>
<b>Asbestos Abatement</b>	<b>Jose Morales</b>	<b>568-1492</b>
<b>Cable TV</b>	<b>Ed Byrd</b>	<b>568-7373</b>
<b>Cleaning Quarters</b>	<b>Meli Segura</b>	<b>568-1040</b>
<b>Crane Maintenance/Repair</b>	<b>Mardel Jones</b>	<b>568-3704</b>
<b>Block, Crushed, or Cubed Ice</b>	<b>Jose Morales</b>	<b>568-1492</b>
<b>Custodial</b>	<b>Meli Segura</b>	<b>568-1040</b>
<b>Design Build</b>	<b>Valeria Cardenas</b>	<b>568-5141</b>
<b>Electric Utilities</b>	<b>Ed Byrd</b>	<b>568-7373</b>
<b>Elevator Maintenance</b>	<b>David Wojciechowski</b>	<b>568-4309</b>
<b>Environmental Testing</b>	<b>Jose Morales</b>	<b>568-1492</b>
<b>Food Service</b>	<b>George Shifflett</b>	<b>568-3572</b>
<b>Functional Academic Skills Training (FAST)</b>	<b>Carol Mack</b>	<b>568-6858</b>
<b>Gas Utilities</b>	<b>Ed Byrd</b>	<b>568-7373</b>
<b>Gas Utilities at McGregor</b>	<b>Ed Byrd</b>	<b>568-7373</b>
<b>Guard Services</b>	<b>Meli Segura</b>	<b>568-1040</b>
<b>HVAC MFH</b>	<b>David Wojciechowski</b>	<b>568-4309</b>
<b>Packing, Crating, and Storage</b>	<b>Carol Mack</b>	<b>568-6858</b>
<b>Kitchen Renovation</b>	<b>Jose Morales</b>	<b>568-1492</b>
<b>Install/Maintain Washing Machines and Dryers</b>	<b>Antonio Quesada</b>	<b>568-3995</b>
<b>Laundry/Dry Cleaning</b>	<b>Antonio Quesada</b>	<b>568-3995</b>
<b>Lead Base Paint</b>	<b>Jose Morales</b>	<b>568-1492</b>
<b>Maintain/Repair HVAC</b>	<b>George Shifflett</b>	<b>568-3572</b>
<b>Mortuary Services</b>	<b>Frank Delgado</b>	<b>568-4479</b>
<b>MOS Improvement Training</b>	<b>Carol Mack</b>	<b>568-6858</b>
<b>Newspaper, Phone Directory</b>	<b>Frank Delgado</b>	<b>568-4479</b>
<b>Oil Analysis</b>	<b>Ed Byrd</b>	<b>568-7373</b>
<b>Patriot Sys Maintenance</b>	<b>Carol Mack</b>	<b>568-6858</b>
<b>Refuse and Solid Waste Collection and Disposal</b>	<b>Ed Byrd</b>	<b>568-7373</b>
<b>Replace Window Glass</b>	<b>Ed Byrd</b>	<b>568-7373</b>
<b>Roofing</b>	<b>Aaron Balderas</b>	<b>568-1009</b>
<b>Transition Processing and Evaluation Services</b>	<b>Carol Mack</b>	<b>568-6858</b>
<b>Transport Potable Water</b>	<b>Mardel Jones</b>	<b>568-3704</b>
<b>Vehicle Rental</b>	<b>Meli Segura</b>	<b>568-1040</b>
<b>Vehicle Storage</b>	<b>Carol Mack</b>	<b>568-6858</b>

**APPENDIX K**

REQUIREMENTS CONTRACTS AT DOC

<b>Water Utilities</b>	<b>Ed Byrd</b>	<b>568-7373</b>
------------------------	----------------	-----------------

## APPENDIX L

### GPC TRAINING

1. Purpose. This appendix establishes the procedures to be followed by prospective GPC account holders, to include cardholders, billing officials, and alternate billing officials, in the completion of GPC training.

2. Procedures.

a. Initial training.

i. Visit the DOC website at [www.bliss.army.mil/Services/doc/Main\\_Initial.htm](http://www.bliss.army.mil/Services/doc/Main_Initial.htm) to download application.

ii. Obtain on-line certificate from GSA Smart-Pay Purchase Card training ([www.fss.gsa.gov/webtraining/](http://www.fss.gsa.gov/webtraining/))

iii. Contact the A/OPC to make arrangements to take Ft Bliss test.

b. Annual refresher training.

i. Annual refresher training is mandatory for all GPC accountholders. This training serves to:

A. Remind accountholders of their responsibilities, duties, and requirements as related to GPC,

B. Inform accountholders of recent changes and events, and

C. Assist A/OPC in identifying accounts of individuals no longer at Fort Bliss that were not properly reported.

ii. This training will be conducted in a venue large enough to accommodate all Fort Bliss GPC accountholders, usually the USASMA auditorium. Dates and times will be announced in advance, but will generally occur in October and/or November, depending upon availability and the number of classes to be administered.

Accounts that do not meet the required training requirements until such time that arrangements can be made to acquire said training. Reinstatement of accounts will be contingent upon actual completion of

## APPENDIX M

### PRINTING SERVICES

1. Law requires that printing/duplicating, silkscreen processes, and related services must be procured through the GPO/DAPS.

2. Section 207 states "non-repetitive emergency" jobs of less than \$1000 can only be purchased if a waiver is first acquired through the GPO. For jobs over \$1000 you may request a waiver through your headquarters from the JCP.

3. GPO Phone Number (303) 236-5292.

4. GPO has unlimited vendor resources for all types of products from silk-screen signs, decals and T-shirts to routine envelopes and stationary.

5. All IMPAC cardholders are REQUIRED to use the Defense Automated Printing Service (DAPS), Bldg 58, to acquire printing services.

6. This authorization is for procurement of services from DAPS only. The commercial sector is NOT an option and is NOT authorized.

## APPENDIX N

### LEGAL AND ETHICAL CONSIDERATIONS

#### A. Conflicts of Interest

1. Joint Ethics Regulation: Do not use your public office for private gain!

Avoid even the appearance of impropriety

2. Federal Criminal Statute (18 U.S.C. 208(a)): A federal employee is prohibited from participating personally and substantially in an official capacity in any particular matter in which, to his knowledge, he or any person whose interests are imputed to him under this statute has a financial interest, if the particular matter will have a direct and predictable effect on that interest.

For example, you may not use your Government credit card to make purchases from the following persons, whose interests are imputed to you:

- a. Your spouse
- b. Your minor child
- c. Your general partner
- d. An organization in which you serve as officer, director, trustee, general partner or employee
- e. A person with whom you are negotiating for employment

#### B. Some Issues in Fiscal Law

1. General principle: Appropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law (31 U.S.C. 1301(a)).

2. Necessary expense rule: Appropriated funds may be used for an expenditure if the following conditions are met:

- a. The expenditure must be for a particular statutory purpose, or necessary and incidental to the proper execution of the general purpose of the appropriation.
- b. The expenditure must not be prohibited by law.
- c. The expenditure must not be otherwise provided for; it must not fall within the scope of some other appropriation.

## APPENDIX N

### LEGAL AND ETHICAL CONSIDERATIONS

3. An expenditure is permissible if it is reasonably necessary in carrying-out an authorized function or will contribute materially to the effective accomplishment of that function.

4. Typical questionable expenditures:

a. Food

Generally, appropriated funds are not available to pay for government employees' food or refreshments within their official duty stations (*Department of the Army—Claim of the Hyatt Regency Hotel*, B-230382, Dec. 22, 1989)

Exceptions: *Formal meetings and conferences* if 1) meals are incidental to the meeting; 2) attendance of employees at meals is necessary for full participation in the meeting; and 3) employees are not free to take meals elsewhere without being absent from the essential business of the meeting.

This exception does not apply to purely internal business meetings or conferences sponsored by government agencies.

*Training:* The government may provide meals if necessary to achieve the objectives of a training program, but be careful because just calling something training doesn't make it training.

*Award ceremonies* (civilian incentive awards or military cash awards): Appropriated funds may be used to provide luncheon at award ceremony pursuant to 5 U.S.C. 4503 or 10 U.S.C. 1124

Note: this is a complicated and fluid area of the law. If you think you fit an exception, ask first.

b. Entertainment.

Appropriated funds generally are not available to pay for entertainment.

c. Decorations.

Agencies may purchase decorative items if consistent with work-related objectives and not for personal convenience.

## APPENDIX N

### LEGAL AND ETHICAL CONSIDERATIONS

#### d. Unit or regimental coins.

This is a Pandora's box. Guidance from Department of the Army should be coming soon. Meanwhile, ask first.

#### e. Clothing

"Every employee of the Government is required to present himself for duty properly attired according to the requirements of his position, 63 Comp. Gen. 245 (1984)

Exceptions: Special clothing and equipment for the protection of personnel in the performance of their assigned tasks (safety shoes, goggles, crash helmets, etc.)

If you have questions about whether appropriated funds may be used for a particular purpose, call Mary Dreyer at 568-5832 or e-mail her at [dreyerm@emh10.bliss.army.mil](mailto:dreyerm@emh10.bliss.army.mil).

## APPENDIX O

### PROHIBITED ITEMS AND ITEMS REQUIRING PRE-PURCHASE

This list identifies the most common categories of requirements that are prohibited or require some form of pre-purchase approvals. It is not all-inclusive. Cardholders should contact the A/OPC prior to purchasing any items that seems questionable or may have the appearance of being inappropriate. Prior to making a purchase that could cause one to question the appropriate expenditure of taxpayers' money, cardholders will obtain pre-purchase approval from the appropriate authority.

#### PROHIBITED ITEMS

##### Cash Advances

Money orders, traveler checks, and gift certificates are also considered to be cash advances and shall not be purchased by cardholders to obtain items from merchants who do not accept the GPC.

##### Travel Related Purchases

This includes rental/lease of motor vehicles associated with travel or temporary duty supported by travel orders (purchase of airline, bus, and train tickets), purchase of meals, drinks, lodging, or other travel or subsistence costs associated with official Government travel.

##### Rental or Lease of Land and Buildings

The GSA Smart Pay master contract provides, in section CC.8., Authorization Controls for the Purchase Card Program, that the purchase card "shall not be used for the long-term rental or lease of land or buildings." While the term "long-term rental or lease" is not defined in the contract, GSA has historically interpreted this language to permit use of the purchase card as a payment mechanism in the case of space acquired for a month or several weeks, for example where a unit is deployed and requires space for such a time period. Additionally, GSA considers appropriate use of the purchase card to include use in payment in renting a facility for a conference or meeting on a short-term basis (where a centrally billed travel card/account would not be appropriate) as well as use as the payment mechanism in agency acquisition of space for several weeks in case of

APPENDIX O

PROHIBITED ITEMS AND ITEMS REQUIRING PRE-PURCHASE

emergency, such as responding to natural disaster or act of terrorism.

Fuel Aviation, diesel, gasoline fuel or oil for aircraft.

Repair of Leased Vehicles Repairs on leased or GSA fleet operated vehicles.

Gifts/mementos The purchase of gifts/mementos for individuals.

Telecommunication Systems Major telecommunications systems such as FTS or DSN.

Construction Services over \$2,000

Wire Transfers

Savings Bonds

Foreign Currency

Dating and Escort Services

Betting, Casino Gaming Chips, Off-Track Betting

Transactions with Political Organizations

Court Costs, Alimony, Child Support

Fines

Bail and Bond Payments

Tax Payments

Untreated Wood Wood used for packaging and crating cannot be procured after 1 Oct 02 unless it is treated for parasites.

APPENDIX O

PROHIBITED ITEMS AND ITEMS REQUIRING PRE-PURCHASE

ITEMS REQUIRING PRE-PURCHASE APPROVAL

Printing FAR 8.802 prohibits directly contacting commercial sources. Defense Automated Printing Service (DAPS) is the mandatory source for all printing/reproduction services.

Limited exception: Cardholders may request a waiver from DAPS to allow buying of commercial printing services.  
Army IMCEN - (703) 695-3804

Hazardous Material Purchases of hazardous/dangerous materials must be approved by the local authority

Any requirement purchased with representational funds (AR 37-47)

Food Appropriated funds are not available to pay for food or refreshments.

Limited exceptions: An event may qualify for appropriated funding if certain requirements are satisfied and documented.

- (1) Sponsoring agency may serve light refreshments at Award Ceremonies honoring individuals recognized under the Civilian Employee's Incentive Award Program.
- (2) Formal Ethnic Awareness Program where food samples relating to the particular ethnicity are served as part of an education program.
- (3) Food and/or refreshments served using Official Representational Funds.

Bottled Water Services

Cardholders are prohibited from purchasing bottled water service and/or water filtration service with their purchase card.

APPENDIX O

PROHIBITED ITEMS AND ITEMS REQUIRING PRE-PURCHASE

Motor Vehicle,  
Long-Term Rental or Lease

Cardholders are prohibited from entering into contracts for long-term rental/lease of motor vehicles.

Limited exception: Authorization may be granted for official nonrecurring Government functions for no more than 30 days.

Trophies, Awards, Plaques,  
and Mementoes as give away  
Items for hails & farewells  
And Other Occasions

Cardholders are prohibited from purchasing give-away items.

Limited exception: The purchase of give-away items in support of employee recognition programs or by recruiters may be authorized if accomplished within authorizing regulation or an approved awards program.

Business Cards

Cardholders are not authorized to purchase business cards.

## APPENDIX P

### ACCOUNT SUSPENSION POLICY

Billing Official Accounts (note that this will affect all cardholders under billing official)

Statement Certification (EDI-enabled) - Statements not certified within 5 calendar days of statement date (date statement became available in CARE, generally 24<sup>th</sup> of each month unless it falls on a weekend):

1<sup>st</sup> violation - reminder/warning

2<sup>nd</sup> violation - 2 week suspension

3<sup>rd</sup> violation - 30 day suspension

4<sup>th</sup> violation - Account closure

(violations are counted during fiscal year October 1 thru September 30)

Statement Certification (Manual) - Statements not certified within 15 calendar days of statement receipt date (date-stamp upon arrival at unit):

Same as above

Requirement for Alternate Billing Official (ABO) - account will be immediately suspended if alternate billing official is no longer valid.

Conflict of Interest - a conflict generally arises when the Billing Official is also the Property Book Officer (PBO) or the ABO is also a cardholder under the same account. Account will be suspended if either of the above occurs.

#### Cardholder Accounts

Improper use of purchase card (split purchases, not utilizing requirement contracts, exceeding the construction limit (\$2,000), general violations of SOP, etc.):

1<sup>st</sup> violation - generally a reminder/warning depending on the severity of the violation

2<sup>nd</sup> violation - Account closure, possible punitive action

Remember that purchases with intent to defraud the government (regardless of the dollar value) will result in immediate closure AND punitive action.

CARE Purchase Card Log - The documentation of transactional information should provide an audit trail supporting the decision to use the card and show any required special approvals that were obtained. At a minimum, the log will contain the date the item or service was ordered,

## APPENDIX P

### ACCOUNT SUSPENSION POLICY

the merchant name, the dollar amount of the transaction, a description of the item or service ordered and an indication on whether or not the item was received.

- 1<sup>st</sup> violation - reminder warning
- 2<sup>nd</sup> violation - 2 week suspension
- 3<sup>rd</sup> violation - 30 day suspension
- 4<sup>th</sup> violation - account closure