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SUMMARY

- Introduction
- Definitions
- Responsibilities
- Limitations
- Rules and Regulations
  - Mandatory sources
  - Section 508
  - Green procurement
  - HazMat

- DA Guidance
- Restrictions
- Prohibitions
- Surveillance
- File Documentation
- Security
- Tax Exemption
- Forms

Introduction to SMART PAY

GOVERNMENT PURCHASE CARD SYSTEM

“GPC”

http://www.usbank.com/cgi_w/cfm/inst_govt/products_and_services/pdf/TransitionTrainingDocuments - Windows Internet Explorer
http://www.usbank.com/cgi_w/cfm/inst_govt/products_and_services/pdf/TransitionTrainingDocuments/Army/SP2_AOPC
File Edit Go To Favorites Help
Google Go Bookmarks 962 blocked Check AutoLink AutoFill Send to
http://www.usbank.com/cgi_w/cfm/inst_govt/product... Feeds (J) Home Print Page
6 / 62 75% Find

SP2 Purchase Card Design - *Front*

Agency Name

BIN

Line 3
Cardholder's Name

Misuse Number

Line 1
Account Number

Brand

Line 2
Expiration Date

SP2 Purchase Card Design - Front

Cardholder Information

- Line 1 will list the Account Number
- Line 2 will list VALID THRU, all caps, stacked
- Line 3 will list the CARDHOLDER'S NAME, all caps

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Done Unknown Zone

DOD PROGRAM

- Level 1 : DOD GPC
- Level 2 : DOD Army
- Level 3 : USAREUR
- Level 4 : APCs
- Level 5 : Billing Officials
- Level 6 : Credit Cardholders.

NUMBERS (Army, FY 2011)

- 55,800 Cardholders (119)
- 23,419 Billing Officers (57)
- 4,421,176 Transactions (5,748)
- $3.66 billion ($5,05million)
- $32.85 million rebates ($30,506.87)

GPC DEFINITIONS

- STATEMENT OF ACCOUNT
  - Document identifying all purchases made by the cardholder and posted in billing cycle.
- BILLING CYCLE
  - The period of time covered by a Statement of Account. Begins on the 20th of each month

DEFINITIONS(Cont)

- BILLING STATEMENT
  - Serves as the official invoice for payment. Covers all cardholders assigned to Billing Official.

DEFINITIONS(Cont)

- BILLING OFFICIAL
  - In DOD the Billing Official is formally appointed to certify the billing statement for payment.
    - Appointment Letter from Commander
    - Statement of agreement
    - Signed DD Form 577 (Signature Card)
  - Appointment must be formally revoked

DEFINITIONS(Cont)

- BILLING OFFICIAL CANNOT WORK FOR THE CARDHOLDER
- AN INDIVIDUAL CAN BE A BILLING OFFICIAL FOR MORE THAN ONE CARDHOLDER (not to exceed 7)
- BILLING OFFICAL SHOULD BE SUPERVISOR OR ASSIGNED IN LOGICAL PLACE WITHIN ORGANIZATION

RESPONSIBILITIES

- **Billing Official**

  - PRE-APPROVES ALL PURCHASES
  - ENSURES CARDHOLDER’S COMPLIANCE WITH PROCEDURES
  - REVIEWS STATEMENT OF ACCOUNT
  - VERIFIES CORRECTNESS OF INVOICE
  - CERTIFIES INVOICE
  - ANNUALLY REVIEWS CH’S FILES
  - INSURES PBO HAS BEEN INFORMED

RESPONSIBILITIES
(CONT)

- **Cardholder**
  - NOTIFIES THE BO OF QUESTIONABLE REQUESTS
  - CREATES AND KEEPS FILES
  - KEEPS LOG
  - RECONCILES STATEMENT WITH LOG
    - REALLOCATES IF NECESSARY
    - VERIFIES DELIVERY/CONFORMANCE OF ITEMS
      - NON DELIVERY - FLAG PURCHASE
      - NON CONFORMING - CONTACT VENDOR
    - APPROVES STATEMENT OF ACCOUNT
    - NOTIFIES BILLING OFFICIAL WHEN DONE (3 WORKING DAYS)

GPC PURCHASE LIMITATIONS

- SINGLE PURCHASE
- CARDHOLDER MONTHLY
- BILLING OFFICIAL MONTHLY
- MERCHANT ACTIVITY CODES

SINGLE PURCHASE LIMITATION

- MAXIMUM CANNOT EXCEED $3,000
  - $2,000 for Construction
- AMOUNT IS SET BY BILLING OFFICIAL/RESOURCE MANAGEMENT
- AUTHORITY DELEGATED BY RCO CHIEF-A/OPC

MONTHLY CARDHOLDER LIMITATION

- TOTAL PURCHASES FOR THE BILLING CYCLE CANNOT EXCEED THIS AMOUNT
- AMOUNT SET BY BILLING OFFICIAL/RESOURCE MANAGER
- DELEGATED BY RCO CHIEF-A/OPC

MONTHLY BILLING OFFICIAL LIMITATION

- THE TOTAL AMOUNT OF FUNDS THAT CAN BE SPENT BY ALL CARDHOLDERS ASSIGNED TO A BILLING OFFICIAL

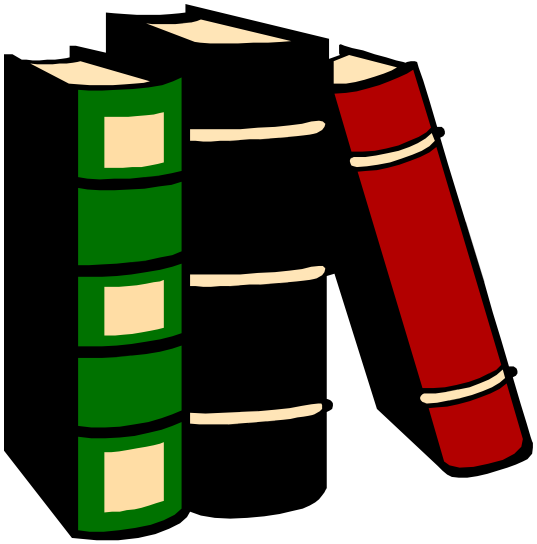
MERCHANT ACTIVITY CODES

- RESTRICT USAGE TO SPECIFIED COMMODITIES
- ESTABLISHED BY BILLING OFFICIAL
- INCORPORATED INTO ACCOUNT BY A/OPC

LIMITS ON LIMITATIONS

- CODES INCORPORATED INTO CARDS
  - Safeguards
- VENDORS MUST HAVE SCANNERS
  - Safeguards will not work on manual purchases
- CARDHOLDER IS RESPONSIBLE TO KNOW LIMITS & AUTHORITY

REGULATORY GUIDANCE



FEDERAL ACQUISITION REGULATION

(FAR, DFARS, AFAR, etc.)

SIMPLIFIED ACQUISITION PROCEDURES

FAR PART 13

RULES!!(UNLESS FAR PART 8 APPLIES)

FAR 13.103 :YOU MAY NOT SPLIT REQUIREMENTS NOR PAYMENTS TO AVOID FORMAL CONTRACTING

FAR PART 8
REQUIRED SOURCES OF SUPPLIES AND SERVICES

ESTABLISHES THE PRIORITY OF SOURCES FOR AGENCIES TO ACQUIRE SUPPLIES & SERVICES

MANDATORY SOURCES

FAR Part 8

- **1. Your own Agency** (check with PBO)
  - Flags, accessories, guidons and streamers : http://www.heraldry.army.mil
  - Computers : https://www.chess.army.mil
  - Software : https://www.chess.army.mil
  - Printing : http://www.daps.dla.mil
  - Coins : HNLFOA at Grafenwoehr. DSN 475-8161
  - Clothing and textiles : http://www.troopsupport.dla.mil/clothingandtextiles/
  - Uniforms and insignia: local C.I.F http://www.troopsupport.dla.mil/clothingandtextiles/
  - DoD Emall at http://www.emall.dla.mil

MANDATORY SOURCES

- Tents : DLA Europe http://www.dla.mil/europe.aspx
- Locks, vaults, safes, seals, security doors : DoD Lock Program : http://www.dscp.dla.mil/gi/locks/
- Ergonomic-related and low vision equipment and equipment for employees with disabilities at

  http://cap.tricare.mil/Customers/Customers.aspx

MANDATORY SOURCES

- **2. Excess of other Agencies** :

- Excess Personal Property : http://gsaxcess.gov

- Furniture : IMCOM-E, DSN 475-8148/8153

- **3. AbilityOne (former JWOD)**

  http://www.abilityone.gov

  Uncle Sam's Store

- **4. GSA Schedules** : http://www.gsasdvantage.gov

  (Ability1, green products, FSSI)

SECTION 508 of the Rehabilitation Act of 1973

- 29 U.S.C. 794d
- FAR 39-2
- To provide access to and use of electronic and information technologies (EIT) by individuals with disabilities
- Procurement, development, maintenance and use of EIT

SECTION 508

- Use the BuyAccessible Wizard
  - http://www.buyaccessible.gov
- EIT items purchased on CHESS are in compliance
- Items in compliance are more expensive
- Document files if item not compliant

GREEN PROCUREMENTS

- It is the law (Executive Order 13101)
- Bio-Based, Post Consumer Material, Recycled
- Comprehensive Procurement Guidelines (CPG)
- Recovered Materials Advisory Notice (RMAN)
- http://www.epa.gov

GREEN PROCUREMENTS

- Environmentally preferable (less packaging)
- Energy efficient (fax, cell phones)
- Water sufficient (faucets, toilets)
- Ozone depleting substance free (aerosols)
- Energy saving features (electronics)

GREEN PROCUREMENT

- Construction products (insulation, carpets)
- Landscaping products (fertilizers)
- Paper/paper products (folders, packaging)
- Park and recreation products (hedges, fences)
- Transportation products (parking stops, cones)
- Vehicular products (tires, coolants)
- Misc. products (pallets, awards, plaques)

GREEN PROCUREMENT

- GSA, DLA GPO, Unicor, Supply Stores, Ability1
- Icons/symbols, labels and reputable certifications, ingredients
- http://www.biopreferred.gov
- Ask your HazMat office

HAZARDOUS MATERIALS

- Anything that could be harmful to personnel or the environment
- Final Governing Standards : agreement between the US and Host Nation : the tougher rules prevail
- Ink cartridges, toners, batteries, de-icing liquid, bleach, window cleaning liquid, helium, etc.

HAZARDOUS MATERIALS

Toxic

Irritant

Harmful to Health

Explosive

Corrosive

Highly Flammable

Oxidizing

Harmful to the Environment

HAZARDOUS MATERIALS

- HazMat Control Center (HMCC)
  - The only authorized source for procurement of HM
  - Records and tracks HM
  - Could propose greener alternative
  - Determines if excess is re-usable or waste (environment office)
  - May authorize GPC purchase (control number)

ACQUISITION REGULATIONS ARE BASED IN LAW

YOU MAY NOT WAIVE THE LAW

DEPARTMENT OF ARMY GUIDANCE

<u>Definition of authorized purchase</u> :

1. Lawful
2. Legitimate Government need
3. Bona Fide need
4. Minimum needs of the Government
5. Fair and reasonable price

DEPARTMENT OF ARMY GUIDANCE

Micro purchases using the GPC

- The purchase must be mission essential
- All requests for purchase must be in writing
- The Billing Official must approve the written request
- The CH must verify all limits on the card
- Funds must be available

DEPARTMENT OF ARMY GUIDANCE (cont)

- Firm-Fixed price
- No pre-payment/no back-ordering
- Shipping charges are part of the purchase
- Delivery within 45 days
- Tax exempt, AAFES 10% DISCOUNT
- PBO : if pilferable or requested by your PBO

RESTRICTIONS

Following are examples of "RESTRICTED" purchases; list is not all inclusive

- HazMat (toner, helium, etc.) (HazMat Officer)
- Advertising (Chief RCOB)
- Visual information (7th ATC, Form AER 25-1a)
- Computers and IT equipment (DOIM)
- Bottled water (legal review and DA approval)
- Water coolers (legal review)
- Short term lease of vehicles (cars, buses), max 30 days (TMP and A/OPC)
- Trophies and plaques (approved awards program only)

RESTRICTIONS

- Maps (your organization G2/S2)
- Mementos for distribution at conferences/conventions (legal review)
- Membership in professional organizations (legal review)
- Flags and accessories (PBO, DLA, http://www.heraldry.army.mil)
- Books and publications (legal review)
- Training (Commercial off-the-shelf only, with SF 182)

RESTRICTED FOOD PURCHASES with Legal Counsel's approval

- Purchases with representation funds (AR 37-47)
- Light refreshments at Gov't sponsored conferences
- Meals at formal meeting and conferences
- Refreshments and meals at training meetings
- Light refreshments at Civilian/Military Incentive Award Program
- Ethnic food sampling (Ethnic Awareness Program)
- Same rules apply to food service and food preparation items (coffee pots, refrigerators, plastic cutlery, plates, etc.)

PROHIBITIONS

Following is a list of "PROHIBITED" uses of the GPC card; list is not all inclusive

- Split requirement/payment
- Brokering (third party payment , PayPal, etc.)
- Services/supplies available within your organization
- Cash advances
- Personal items
- Travel/subsistence costs related to TDY (GTC)
- Rental/Lease of land/building (Real Estate Office)
- Fuel/gas (fleet card)
- Repairs on leased or GSA fleet cars (fleet card)
- Telecommunication services (Signal Company)
- Commercial Printing (including business cards) (DAPS)

PROHIBITIONS

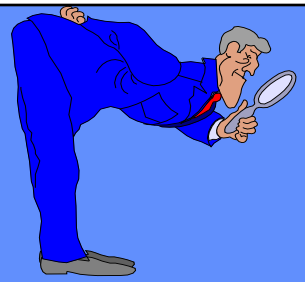
- Construction services >$2,000
- Memberships
- Change of Command Ceremony, Hail and Farwell Party
- Gifts (retirement, etc.)
- Non-mission essential items (no “nice to have items”)
- Excessively priced items (deluxe pens, etc.)
- Medical supplies (MedCom)
- Long term rental cars (more than 30 days)
- IT, Audio Visual and Telecom items not in compliance with Section 508
- Personal luggage

PROHIBITIONS

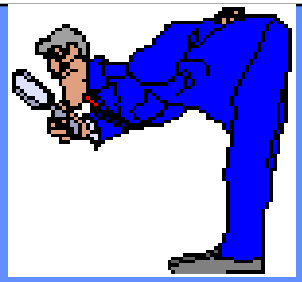
- Entertainment (MWR)
- Classified or sensitive items
- Non-commercial items/services
- Advanced payment
- ACU, body armor, camelbacks
- Computer warranties
- Insurances
- Office desk phones (Signal Company)
- Eye glasses (PBO)

PROHIBITIONS

- Ordering from vendors who do not accept the VISA card
- Ordering above the single purchase and cycle limits
- Ordering in excessive quantities
- Using the GPC to pay for purchases made by others
- Repetitive purchases from same vendor



SURVEILLANCE



- ON SITE INSPECTIONS
  - RESULTS DISCUSSED WITH CARDHOLDER/ BILLING OFFICIAL
  - REPORT PREPARED AND SENT VIA CHAIN OF COMMAND
  - OPEN ACTIONS NOTED IN REPORT WILL BE TRACKED TO COMPLETION.
- DESK SURVEYS
  - EMAIL REQUEST FOR FILES
  - REPORT TO SUPERVISOR OF THE BILLING OFFICIAL

FILE DOCUMENTATION

- ONE TRANSACTION PER FILE
  - PURCHASE PRE-APPROVAL with proper justification
  - ANY REQUIRED AUTHORIZATION/WAIVER
  - PROOF OF RECEIPT BY END-USER OR 3rd PARTY
  - DETERMINATION OF PRICE REASONABLENESS
    If applicable
  - YOUR SALES RECEIPT
  - PBO if applicable
- RECORD RETENTION (DoD FMR, Vol. 1)
  - 6 YEARS AND 3 MONTHS

GPC SECURITY

- CARDHOLDER USE ONLY
  - VIOLATION WILL RESULT IN POTENTIAL DISCIPLINARY ACTION
- KEEP CARD IN WALLET/PURSE
- LOST CARD
  - NOTIFY U.S.BANK IMMEDIATELY
  - NOTIFY BILLING OFFICIAL WITHIN ONE DAY
  - WRITTEN REPORT TO A/OPC W/I 5 DAYS

GPC SECURITY (Cont)

- DURING OUT-PROCESSING THE CARDHOLDER MUST:
  - SURRENDER CARD TO BILLING OFFICIAL
- BILLING OFFICIAL MUST
  - ASK A/OPC TO CANCEL THE GPC
- CARDS ARE REISSUED EVERY THREE YEARS

Tax Relief for the GPC

Why?

- VAT is 21% of Purchase Price in Belgium
- Over $4.2 million of purchases
  - $880,000 in Tax
- Ministry of Finance Requires Controls
  - One Office Validates All Requests
- Streamlined Procedures.

Tax Relief for the GPC
How it works.

Card Holder forwards to RCO-BENELUX:

- Two completed original Forms AR 15 Par 10
  - Form must be printed on both sides on European size paper
  - May be downloaded from http://www.shape2day.com,Newcomers, VAT/TVA
- Contractor's Invoice addressed to US Military Forces
- Copy of purchase pre-approval
- ONLY RCOB CONTRACTING OFFICERS CAN APPROVE Form AR 15 Par 10

COMMUNAUTE EUROPEENNE

CERTIFICAT D'EXONÉRATION DE LA T.V.A. ET DES DROITS D'ACCISE

(Article 15 par.10 de la directive 77/388/CEE et article 23 par.1 de la directive 92/12/CEE)

Numéro de série (facultatif) : .....

1. ORGANISME/PARTICULIER VISE

Nom .....

Adresse (rue, n°) .....

Code postal, localité .....

Etat membre (d'accueil) .....

2. AUTORITE COMPETENTE POUR L'APPOSITION DU CACHET :

MINISTERE DES FINANCES

Administration Centrale de la T.V.A., de l'enregistrement et des domaines, 5ème Service - 7ème Direction, 12° étage C.A.E. Tour des Finances - Boîte 39 ☎ (02) 210 27 47

Administration Centrale des douanes et accises, Service Procédures douanières 12ème Direction, 9° étage C.A.E. Tour des Finances - Boîte 37 ☎ (02) 210 31 73 - (02) 210 32 22

boulevard du Jardin Botanique, 50 1010 BRUXELLES

3. DECLARATION DE L'ORGANISME OU DU PARTICULIER VISE

Par la présente, l'organisme ou le particulier[1] exonérable déclare :

a) que les biens et/ou les services énumérés à la case 5 sont destinés[2]

☐ à l'usage officiel
- ☐ d'une mission diplomatique étrangère
- ☐ d'une représentation consulaire étrangère
- ☐ d'un organisme international
- ☐ des forces armées d'un Etat partie au Traité de l'Atlantique Nord (forces OTAN)

☐ à l'usage privé
- ☐ d'un membre d'une mission diplomatique étrangère
- ☐ d'un membre d'une représentation consulaire étrangère
- ☐ d'un membre du personnel d'un organisme international

_____
(nom de l'organisme) (voir case 4)

b) que les biens et/ou les services décrits à la case 5 sont conformes aux conditions et aux restrictions applicables en matière d'exonération dans l'Etat membre mentionné à la case1, et

c) que les informations figurant ci-dessus sont exactes et sincères. L'organisme ou le particulier exonérable s'engage par la présente déclaration à verser à l'Etat membre à partir duquel les biens ont été expédiés ou à partir duquel les biens et/ou les services ont été effectués la TVA et/ou les droits d'accise qui seraient exigibles si les biens et/ou les services n'étaient pas conformes aux conditions d'exonération ou s'ils n'étaient pas utilisés de la façon prévue.

_____ Lieu, date

_____ Nom et qualité du signataire

_____ Signature

4. CACHET DE L'ORGANISME (en cas d'exonération pour usage privé)

5. DESCRIPTION DES BIENS ET/OU DES SERVICES POUR LESQUELS L'EXONERATION DE LA TVA ET/OU DES DROITS D'ACCISE EST DEMANDEE

A. Informations relatives à l'assujetti/l'entrepositaire agréé

1. Nom et adresse .....

2. Etat membre .....

3. Numéro d'identification TVA/droits d'accise .....

B. Informations relatives aux biens et/ou aux services

N°	Description détaillée des biens et/ou des services[3] (ou renvoi au bon de commande en annexe)	Quantité ou nombre	Valeur hors TVA et/ou droits d'accise		Monnaie
			Valeur unitaire	Valeur totale	
		Total			

6. CERTIFICAT DE L'AUTORITE OU DES AUTORITES COMPETENTE(S) DE L'ETAT MEMBRE D'ACCUEIL

L'expédition/livraison de biens et/ou prestations de services décrite à la case 5 respecte les conditions d'exonération de la TVA et/ou des droits d'accise

☐ dans sa totalité

☐ à concurrence d'une quantité de ..... [4]
(nombre)

Lieu, date

Cachet(s)

Nom(s) et qualité(s) du signataire(s)

Signature(s)

7. DISPENSE DU CACHET (uniquement en cas d'exonération pour usage officiel)

Par lettre n° ..... du .....
(référence du dossier) (date)

..... a été dispensé(e) par
(nom de l'organisme exonérable)

..... de l'obligation d'obtenir le cachet prévu à la case 6.
(nom de l'autorité compétente de l'Etat membre d'accueil)

Lieu, date

Cachet

Nom et qualité du signataire

Signature

FORMS

ASK YOUR A/OPC

BILLING OFFICIAL SETUP

PURCHASING CPP (DoD)

Agent Number 6155

Billing Official Contact Information: ***(Complete all information, unless indicated as optional)***

Billing Official Name: _____
(Name 1) *(max. 30 char.)*

Dept./Office/Agency Name: _____
(Name 2) *(max. 19 char.)*

Address 1: _____
(max. 36 char.)

Address 2: _____
(Optional) *(max. 30 char.)*

City: APO _____ State: AE Zip: _____
(max. 25 char.) *(max. 10 char.)*

Phone Number: _____
(max. 18 char.)

Fax Number: _____
(max. 18 char.)

E-Mail Address: _____
(max. 60 char.)

Tax Exempt Number: _____
(max. 20 char.)

Billing Office Limit: $_____ Cycle Date: _____
(Cycle purchase limit)

Master Accounting Code: _____
(Optional) (max. 75 char.) *(First 25 characters of Accounting Code)*

_____
(Second 25 characters of Accounting Code)

_____
(Third 25 characters of Accounting Code)

Reporting Levels:

Level 1: 47163 Level 2: 00021 Level 3: 00085 Level 4: 00013

Level 5: _____ Level 6: _____ Level 7: _____

Form: BOSET-DoD
(9/98)

OFFICE SYMBOL DATE

MEMORANDUM FOR (Insert Approving Official's Name, SSN, and Unit)

SUBJECT: APPOINTMENT OF APPROVING OFFICIAL (AO)/Certifying Officer

1. Effective DATE you occupy a position where your duties include the functions of payment certifying officer as a Purchase Card Approving Official (AO). This memorandum is formal notification that you are hereby appointed a Certifying officer to DFAS EUROPE, Unit 23122, APO AE 09227.

2. As a certifying officer, you will be responsible for certifying vouchers and documents for payment. Certifying Officers have pecuniary liability for any illegal, improper, or incorrect payment processed by the Department as a result of any inaccurate or misleading certification. This means that you may have to repay the total amount of any payment that is found to be illegal, improper, or incorrect. You must become thoroughly familiar with your responsibilities and accountability. By signing the enclosed Acknowledgment, you acknowledge this appointment and affirm that you have read and understand your responsibilities as described in the following references:

Title 31, U.S. Code, Sec. 3325 http://www4.law.cornell.edu/uscode/31/3325.html
Title 31, U.S. Code, Sec. 3528 http://www4.law.cornell.edu/uscode/31/3528.html
DoD Directive 7000.15
http://www.dtic.mil/whs/directives/corres/pdf/d700015_070898/d700015p.pdf
DoDFMR Vol 5, Ch 33 http://www.dtic.mil/comptroller/fmr/05/05_33.pdf

3. In addition, DFAS requires that you complete a DD Form 577, Signature Card. For all hardcopy documents you certify under this appointment, your signature must be in the same form that you signed the DD Form 577.

Name

installation, unit, or local HA

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, and DoD Financial Management Regulation (FMR), Vol. 5.
PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.
DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: APPOINTING AUTHORITY

1. NAME *(First, Middle Initial, Last)*	2. TITLE	3. DOD COMPONENT/ORGANIZATION

4. DATE *(YYYYMMDD)*	5. SIGNATURE

SECTION II - TO: APPOINTEE

6. NAME *(First, Middle Initial, Last)*	7. SSN	8. TITLE

9. DOD COMPONENT/ORGANIZATION	10. ADDRESS *(Include ZIP Code)*

11. TELEPHONE NUMBER *(Include Area Code)*	12. EFFECTIVE DATE OF APPOINTMENT *(YYYYMMDD)*

13. POSITION TO WHICH APPOINTED *(X as applicable)*

☐ DEPUTY DISBURSING OFFICER	☐ DISBURSING AGENT	☐ PAYING AGENT
☐ CASHIER	☐ CHANGE FUND CUSTODIAN	☐ COLLECTION AGENT
☐ CERTIFYING OFFICER	☐ DEPARTMENTAL ACCOUNTABLE OFFICIAL	☐ PREPAYMENT REVIEW OFFICIAL
☐ OTHER *(Specify)* _____		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME *(First, Middle Initial, Last)*	17. SIGNATURE

SECTION IV - TERMINATION OF APPOINTMENT

	18. DATE *(YYYYMMDD)*	19. APPOINTEE INITIALS
The appointment of the individual named above is hereby revoked.		

20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

CERTIFYING OFFICER
STATEMENT OF AGREEMENT

1. By signature hereon, I acknowledge my appointment as a certifying officer. I have received and fully understand the written and oral instructions pertaining to the certification of IMPAC official invoices from the Finance Officer or designated representative. I have read and understand my responsibilities and accountability.

2. I understand that I have entered an agency relationship with the Finance Officer. I further understand that I can be held pecuniarily liable in my own right or in conjunction with the Finance Officer for payments that I have certified, which later are determined to be illegal, improper, or incorrect. I understand that this appointment will remain in effect until revoked in writing by you (or your successor).

3. Attached for your approval is the completed DD Form(s) 577, Signature Card.

_____
Certifying Officer Name (PRINT)

_____
Certifying Officer Signature

_____
Date

_____
Phone

PURCHASING CPP (DoD)

Agent Number: 6155
(leave blank if Cardholder Setup is sent with Agency Setup)

Company Number: _____
(leave blank if Cardholder Setup is sent with Billing Office level Setup)

Cardholder Information: ***(Complete all information, unless indicated as optional)***

Cardholder Name: _____
(Name 1) *(max. 24 char.)*

Dept/Office/Agency Name: _____
(max. 20 char.)

Address 1: _____
(max. 30 char.)

Address 2: _____
(Optional *(max. 35 char.)*

City: APO
(max. 25 char.)

State: AE

Zip: _____
(max. 10 char.)

Country: _____

Phone Number: _____
(max. 10 char.)

User Field 2: _____
(Optional, first either (8) characters embossed on plastic)(max. 15 char.)

MAT Code: *(Indicate up to 4 codes):* 1. _____ 2. _____ 3. _____ 4. _____
(Indicate MAT 0999 if using checks on the account)

Single Purchase Limit: $_____

30-Day Limit: $_____
(Credit Limit)

Card Suppression *(Indicate Y = Yes, N = No)*: N

I.M.P.A.C. Check *(Indicate Y – Yes, N = No)*: N
(DOD must attach DFAS confirmation)

I.M.P.A.C. Check Single Purchase Limit: $_____

Reporting Levels:

Level 1: 47163 Level 2: 00021 Level 3: 00085 Level 4: 00013

Level 5: _____ Level 6: _____ Level 7: _____

Master Accounting Code: _____
(Optional) (max. 75 char.) *(First 25 characters of Accounting Code)*

_____
(Second 25 characters of Accounting Code)

_____
(Third 25 characters of Accounting Code)

AERSH- Date

MEMORANDUM THRU Director, Resource Management,

FOR 409th ECC-E, RCO Benelux, Unit 8100, Box 15, APO AE 09714-9998

SUBJECT : Designation of Cardholders

1. IAW draft AR 715-xx, 1-10 (e) dated 2 May 07, Mr/Ms xxxxxxxxxxxxxxxx is designated Cardholder for (….Activity….), under the Billing Account of Mr/Ms xxxxxxxxxxxxxxxx, as of (date)

2. The cardholder and the billing official have attended the mandatory trainings (RCO, DAU, Section 508, Access on Line, Ethics)

3. Purpose : (why is the GPC needed)

4. The cycle limit is $xxxxxxxxxxxxxxx and the single purchase limit is xxxxxxxxxxxxxxxx.

5. We have verified the individual's trustworthiness and reliability in carrying out the responsibility inherent in holding a GPC. (Officials should only nominate individuals who have demonstrated responsibility and possess the required business acumen to be entrusted with a GPC).

6. Period : until officially released from appointment.

7. POC is Mr. Xxxxxxxxxxx, at DSN xxxxxxxxxxx.

(Signed)
installation, unit, or local HA

BEFORE USING YOUR GPC REMEMBER

- ALL SMALL PURCHASE REGULATIONS APPLY
- SPECIAL APPROVALS/WAIVERS MUST BE OBTAINED
- PURCHASES CANNOT EXCEED ESTABLISHED LIMITS
- ACCOUNTABLE ITEMS MUST BE PUT ON PROPERTY BOOK

Think Before You Buy!

- Speech by Defense Secretary Robert Gates – Saturday May 8, 2010
- "In each instance we must ask: first, is this respectful of the American taxpayer at a time of economic and fiscal duress? And second, is this activity or arrangement the best use of limited dollars, given the pressing needs to take care of our people, win the wars we are in, and invest in the capabilities necessary to deal with the most likely and lethal future threats?"

GPC
POINT OF CONTACT

- RCO BENELUX HOMEPAGE
  http://www.409csb.army.mil/Sites/Brussels/frm_Brusselsaspx

- AGENCY PROGRAM COORDINATOR
  Marie-Dominique Courtois : DSN 368-9624
  Fax : DSN 368-9610

Access On Line

HTTPS://WBT.ACCESS.USBANK.COM

WEB PASSWORDS : ask your A/OPC

ORGANIZATION SHORT NAME : ARMY

THANK YOU

REGIONAL CONTRACTING OFFICE BENELUX