DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 4200.1B
Code N1
4 Nov 10

COMTRAWING FIVE INSTRUCTION 4200.1B

From: Commander, Training Air Wing FIVE

Subj: POLICIES AND PROCEDURES FOR THE USE OF THE GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

Ref: (a) FAR Part 13
(b) DFARS Part 213
(c) NAPS 5213
(d) NAVSUP 4200.85C
(e) NAVSUPPINST 4200.99

Encl: (1) Sample Approving Official Setup Forms
(2) Sample Approving Official Delegation Letter
(3) Sample DD Form 577, Appointment/Termination Record - Authorized Signature
(4) Sample Cardholder Setup Forms
(5) Sample Cardholder Delegation Letter
(6) List of Prohibited and Special Attention Items
(7) DD Form 1149, Requisition and Invoice/Shipping Document
(8) Additional Guidance

1. Purpose. To provide guidance on policies and procedures for the appropriate use of the Training Air Wing (TRAWING) FIVE Government-Wide Commercial Purchase Card (GCPC).

2. Cancellation. COMTRAWINGFIVEINST 4200.1A.

3. Scope. This instruction applies to all activities and personnel assigned under the purview of TRAWING FIVE.

4. Background. The Federal Acquisition Streamlining Act of 1994 authorized the implementation of the Micro-Purchase Program. This program allows non-procurement officials to order routine supplies and equipment directly from vendors within certain limits, without the burden of compliance with the rules of full and open competition, small business set asides, and the Buy American Act. The primary component of this program governs the use of a government issued credit card by qualified, non-procurement, and procurement officials. The Department of the Navy (DoN) has issued a Task Order (#0003) under Government Services Administration (GSA) SMARTPAY Contract (#GS-23F-98006) to obtain purchase card services from CitiBank.

5. Procedures

a. General. The policy of the TRAWING FIVE Program is to use the purchase card for all supplies and services at or below the micro-purchase threshold ($3,000.00) as either a procurement method or a method of payment. Use of the GCPC as a method of payment must be coordinated with the Agency Program Coordinator (APC) to ensure appropriate contracting documentation is in order. All purchases must be accomplished per references (a) through (e), the GSA contract, and this internal operating procedures instruction. Purchase cardholders shall only use the purchase card for authorized purchases as stated in this instruction.

b. Definitions

(1) Billing Cycle. A 30 calendar day period that cardholders may use their purchase card. For DoN cardholders, each billing cycle begins on the 20th of each month and ends on the 19th of the following month.

(2) Billing Cycle Office Limit. The dollar limit assigned to the Approving Official (AO) for the cumulative totals of all of the purchase cardholders reporting to them.

(3) Billing Cycle Purchase Limit. The dollar limit set on the cardholder's cumulative purchase card buying authority in a single billing cycle.

(4) Bulk Funding. An advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transaction. TRAWING FIVE does not use Bulk Funding procedures.

(5) Commonly Used HAZMAT. Hazardous materials or products that are normally carried in Servmart.

(6) Contracting Officer. Government employees who have the authority to bind the government to the extent of their delegated purchasing authority. Purchase cardholders are provided that authority by the Head of the Activity (HA) in writing and by issuance of a SF 1402, Contracting Officer's Warrant.

(7) Credit Limit. The maximum dollar amount assigned by the HA at the AO/billing level, limiting the amount an account can have outstanding at any time. This amount is automatically set at three times the corresponding billing account 30-day limit.

(8) Head of Activity (HA). The military officer in command or the civilian executive in charge of the mission of a DoN command or activity that has been granted contracting authority by the cognizant Head of Contracting Agency, and has overall responsibility for

managing the delegation and use of this authority by personnel under his/her command. The TRAWING FIVE Commodore is the HA.

(9) Head of Contracting Agency (HCA). The official who has overall responsibility for managing contracting authority within their contracting chain of command. They are responsible for the delegation, re-delegation, and use of contracting authority, including use of the purchase card by DoN commands, DoN activities, and DoN personnel under his/her contracting cognizance. The HCA for TRAWING FIVE is the Fleet and Industrial Supply Center, Norfolk.

(10) Purchase Card Log. A manual or automated record on which the cardholder documents, at a minimum, the date the item or service was ordered, the merchant name, dollar amount of the transaction, description of the item or service ordered, date of receipt, name of individual receiving the item or service, paid but not received (pay and confirm), credit received, disputed, mandatory services screened, mandatory sources used/not used (indicating why if not), and maintained by cycle, not monthly, in order to reconcile with the statement. The purchase card log should provide an audit trail supporting the decision to use the purchase card and any required special approvals. Every entry in the purchase card log is to be supported by internal command documentation.

(11) MCC. A four-digit code assigned to a participating purchase card vendor based on the industry classification. APCs can limit cardholder transactions by type of merchant through the use of a blocking mechanism.

(12) Monthly Cardholders Statement. The statement of charges forwarded to the cardholder at the end of a billing cycle detailing all transactions for that cycle.

(13) Monthly Billing Statement. An official invoice provided to the AO for payment purposes. The billing statement identifies all of the purchase card transactions of his/her cardholders during a billing cycle.

(14) Services. For the purpose of this instruction, services are firm fixed-priced (including un-priced orders with an established ceiling price), non-personal, and commercially available requirements in which a cardholder directly engages the time and effort of a contractor to perform a task (e.g. repairs, maintenance, annual maintenance agreements, etc.).

(15) Reconciliation. The process of reviewing monthly statements, comparing of receipts, purchase amounts vs. billing amounts, purchase card log entries, and authorized payment of those charges provided on a monthly statement by each cardholder and AO.

(16) Transaction Type. The method by which an order is placed when using the purchase card. Purchase card buys may be made over-the-counter, over-the-telephone, or via the Internet.

c. Designation of Officers Under the Purchase Card Program

(1) Agency Program Coordinator (APC). The individual designated by the Commander, Training Air Wing FIVE (CTW-5) who shall have overall responsibility for the management, administration, and daily operations of the purchase card program. The APC serves as the focal point for answering questions, processing applications, issuing and destroying purchase cards, establishing and reviewing reports, conducting monthly and semi-annual audits, and managing administrative, and refresher training every 2 years. Serves as the overall point of contact (POC) between Cardholders, Approving Officials, the Agency/Organization, liaison with Major Claimant APC, CitiBank, and GSA. Submits semi-annual audits report response to the Major Claimant APC.

(2) Approving Official (AO). The individual designated by CTW-5 who is responsible for reviewing and verifying the monthly purchase card statements of each cardholder under his/her purview. The AO must verify and approve that all purchases were necessary and for official government purposes per applicable directives. The AO shall pre-approve all cardholder purchases to prevent unauthorized purchases.

(3) Cardholder (CH). The person authorized to use the purchase card to buy/pay for supplies and services.

(4) Designated Billing Office. DFAS Cleveland.

(5) Financial Manager. Person responsible for the management of all command funding (Budget Analyst). The Budget Analyst and the APC should work together to ensure the fund approval process is streamlined to the maximum extent practical. In addition, the Comptroller and the APC must coordinate their efforts to establish limits for AOs and cardholders.

(6) Reviewing Official (RO). An individual appointed by the HA who is responsible for pre- and post-payment reviews of payments certified by the AO or disbursing officer per Financial Management Regulation (FMR) Volume 5, Chapter 33, Section 330802. This individual shall not concurrently serve as an accountable, certifying, or disbursing official, or APC. RO should review the DoN eBusiness Head of Activity Desk Guide, available from the DoN eBusiness website, and reference (a) for further guidance.

6. Establishing Local Accounts

a. The APC is the command point of contact for establishing purchase card accounts. Use of the purchase card program is subject

to a single purchase limit, a monthly cardholder limit, and a monthly office limit. Prior to establishing purchase card accounts for local command personnel, the APC will ensure that the prospective cardholder and AO have received training as required by reference (d).

b. Approving Official requirements:

(1) Provide the APC with a written request from department head (see enclosure 1).

(2) Successfully complete DoN and DoD mandated purchase card training and provide copies of Certificates of Completion to the APC.

(3) Receive Delegation Letter from CTW-5 (see enclosure 2).

c. Cardholder requirements:

(1) Provide the APC with a written request from the AO (see enclosure 4). This written request shall identify any required account limits.

(2) Successfully complete DoN and DoD mandated purchase card training and provide Certificates of Completion to the APC.

(3) Receive Delegation Letter from CTW-5 establishing single purchase limit (see enclosure 5).

7. Internal Processes

a. Purchase Request Process. Cardholders shall ensure that sufficient billing cycle, quarterly, and fiscal year-end funds are available to meet the requirement of the purchase card action by preparing purchase requisition forms and submitting them to the activity's OPTAR manager. The OPTAR manager must sign the requisition to ensure there are sufficient funds and the item(s) being procured are a valid requirement to carry out the command's mission. **Purchase requisition forms must list the items to be purchased on the document itself, not on an attached list-this includes Servmart.** The AO **will** pre-approve all purchase requisitions. The activity's OPTAR manager may be the AO, but he/she may not approve purchases to be made on their own purchase cards. All purchases must be recorded on a manual or automated purchase card log.

b. Screening. Purchase cardholders are required to screen all requirements from the statutory sources of supply (e.g., AbilityOne, NIB/NISH, etc.). The NAS Whiting Field Servmart does not carry all AbilityOne items. The AbilityOne catalog (hard copy or via the Internet) is the official reference used to satisfy this mandatory requirement. (Note: Unicor is no longer a mandatory source but should be screened to determine if it is the best value and price (see enclosure 8).) Office supply purchases will be limited to the various

contracting vehicles available on the DoD EMALL (www.emall.dla.mil) or from existing base supply stores/Servmarts. Specifically, cardholders should start their search for office supplies in DoD EMALL by selecting the "Navy Contracts" corridor. If the item searched for is not available, select the "Federal Strategic Sourcing" corridor. If the item is still not found, then expand the search to "All DoD EMALL."

c. Split Buys. Any attempt to divide or split a purchase or vendors service to avoid exceeding the $3,000.00 single purchase limit is considered a split buy and is strictly prohibited. Examples include buying a portion of material now and the remainder at a later date or using two vendors instead of one.

d. Solicitation and Award Procedures are discussed in enclosure (8).

e. Receipt and Acceptance Procedures

(1) Purchase cardholders are responsible for verifying receipt of all transactions. When the purchase cardholder is billed but does not receive the supplies or services at the time of receipt of the official invoice, the cardholder must certify the invoice with the anticipation that confirmation of receipt will occur within the next billing cycle. If the supplies or services are not received within the next billing cycle, the cardholder must dispute the item using established dispute procedures. The cardholder must also certify that the quantity and quality of the items or services furnished are in accordance with the agreement with the providing vendor. The cardholder must save all receipt documentation in order to properly reconcile the purchase card statement at the end of the billing cycle. An itemized list of all purchases must be kept on file with the vendor receipt.

(2) The end user must verify receipt of the item or service. If the cardholder is the end user, or acts on behalf of the end user, then another appropriate individual must verify and sign the receipt. Receipts must have legible signature and printed name of recipient.

(3) If receipt documentation is not available, the cardholder must contact the end user, central receiving department, or other person responsible for receipt to obtain verification that the supplies or services have been received. The purchase card log or purchase file must be documented to indicate that proper receipt and acceptance has been accomplished.

(4) Unless specific loading and unloading requirements are necessary, all purchase card orders shall be shipped to the ordering activity's address. For material being shipped to the NAS Whiting Field Supply Department, a copy of the purchase requisition, annotated with a good point of contact for the ordering activity, must be forwarded to Supply Receiving to arrange pick-up of the order.

(5) Identify whether the material needs to be recorded in a formal property management or accounting system. Accountable Property includes all property purchased, leased (capital leases), or otherwise obtained, having a unit acquisition cost of $5,000 or more and items that are sensitive, pilferable (items that have a ready resale value or application to personal possession and which are, therefore, especially subject to theft), or classified.

f. Missing Documentation. If the cardholder does not have documentation of the transaction to send to the AO, he/she must attach an explanation that includes a description of the item, the date purchased, the merchant's name, and justification for missing supporting documentation. This should only be done after all attempts to obtain copies of documentation have been exhausted. This includes contacting the merchant for copies of receipt documentation.

g. Reconciling Purchase Card Accounts

(1) Purchase Cardholders. At the end of each billing cycle, when the status changes from "Interim" to "New," cardholders must go online to the CitiDirect website and reconcile the transactions appearing on the monthly statement. The cardholder shall review all information on the monthly statement, verifying any charges, credits, outstanding disputes, or refunds within five days of receipt. If the cardholder fails to review the monthly statement, including annotating any discrepancies and disputing improper charges, before forwarding it to the AO or designated alternate within the five-day period, the AO or designated alternate shall presume that all charges are proper and certify the monthly invoice for payment on the CitiDirect website. The cardholder is ultimately responsible for purchase card transactions being proper and for notifying the AO of any information he/she has knowledge of which impacts the certification of the monthly invoice for payment. If transactions or credits are not included on the current statement, the cardholder must retain the applicable documentation until the transactions or credits appear and can be reconciled. The cardholder must then electronically forward their statement to his/her AO or alternate.

(2) Approving Official. The AO, unless otherwise specified, shall be the Certifying Officer for their cardholder's monthly invoice on the CitiDirect website. The AO must resolve all questionable purchases with the cardholder. In the event an unauthorized purchase is detected, the AO must notify the APC. The AO is to presume that all transactions on the monthly statement are proper, unless notified in writing or via E-Mail by the purchase cardholder within five days from the end of the billing cycle. The presumption does not relieve the AO from reviewing for blatant improper purchase card transactions and taking the appropriate action prior to certifying the invoice for payment.

h. Records Retention. Cardholder and Approving Official documentation must be retained for the current year plus five previous

years and three months. Documentation should not be destroyed when a cardholder or approving official is replaced.

i. Separation of Functions

(1) In order to protect the integrity of the process, a minimum two-way separation of functions is required when using the purchase card, i.e., one person making the purchase and one person accepting the supplies or services. The same person will not initiate the requirement, purchase the item, or receive the material(s).

(2) Separation of function also involves the relationships between the command personnel involved in the local purchase card program. The relationship of individuals within the credit card and audit programs is established to provide a series of checks and balances within the local programs. At a minimum, separation of functions in local programs requires the following:

(a) Agency Program Coordinators should not be an AO or CH.

(b) Approving Officials should, to the greatest extent practicable, be the supervisor or be in the direct line of authority of their cardholders. Under no circumstances shall a cardholder be their own AO.

(c) Financial Managers should not be the APC. An AO Financial Manager may be designated as an Alternate APC, thus allowing access to the CitiDirect website.

(d) Command Evaluators shall not be designated as an APC, AO, or CH.

8. Restrictions on the Use of the Purchase Card. See enclosure (6).

9. Unauthorized Uses of the Purchase Card

a. A cardholder who makes unauthorized purchases or who uses the purchase card in an inappropriate manner will be liable to TRAWING FIVE for the total amount of the unauthorized purchases made in connection with misuse or negligence. In addition, the cardholder may be subject to disciplinary action.

b. Unauthorized use of the purchase card includes the use by anyone other than the cardholder identified on the front of the purchase card. You will be held personally liable to the Government for the amount of any non-government transactions. Under 18 U. S. C. 287, unauthorized use of the purchase card could result in a fine of not more than $10,000 or imprisonment of no more than five years, or both.

10. Card Security

a. Purchase cardholders are responsible for the security of the purchase cards. The card is printed with the name of the person who is the official government representative authorized to use the card. **Use of another person's purchase card is strictly prohibited.**

b. It is the cardholder's responsibility to safeguard their purchase cards and account number at all times. The cardholder must not allow anyone to use or gain access to their card or account number.

11. Lost or Stolen Cards

a. Telephone Notification. If a purchase card is lost or stolen, the cardholder must immediately notify CitiBank 24-hour Customer Service at **(800) 790-7206**.

b. Written Notification. On the next working day, the cardholder must notify the APC and their AO. The notification shall include the following information:

- The card number.
- The cardholder's complete name.
- The date and general location of the loss.
- If stolen, date reported to law enforcement and the date and time CitiBank was notified.
- Any purchases made on the card after it was stolen.
- Any other pertinent information.

12. Billing Errors and Disputes

a. Cardholders should first attempt to resolve all discrepancies or billing errors with the merchant involved.

b. If a cardholder receives a monthly statement that lists a transaction for items or services that have not been received, they should do the following:

(1) Under Pay and Confirm procedures, pay the invoice in full anticipation that the supplies or service will be received prior to the next billing cycle. If the supplies or service are not received, the cardholder will dispute the item.

(2) If the charges are not authorized or items have not been shipped, the cardholder must dispute the charges. All charges must be disputed within 60 days of the receipt of the invoice on which the charge first appeared.

c. If the items purchased are defective, the cardholder shall attempt to obtain a replacement or correction of the item from the

merchant as soon as possible. If the merchant refuses to replace or correct the defective item, the cardholder must submit a formal dispute in writing to CitiBank via the APC.

13. Cardholder's Separation from Employment. Thirty days prior to separation, the cardholder will notify their AO of the expected date of departure. In addition, the cardholder will surrender their purchase card to the APC, in person, after the account has been properly closed out by the cardholder. The APC will notify CitiBank to have the cardholder's account canceled.

14. Standards of Conduct/Ethics Training

a. All Approving Officials and cardholders will receive ethics and standards of conduct training per agency and command policy prior to assuming the duties within the scope of this instruction.

b. All Approving Officials and cardholders hold a public trust. Their conduct must meet the highest ethical standard. Cardholders shall only use their purchase cards to obtain supplies and services required for official government business. Appropriate disciplinary action will be taken for misuse.

J. L. VANDIVER

Copy to:
COMTRAWINGFIVEINST 5216.1S
Lists II, III(a)

APPROVING OFFICIAL SETUP FORM

From: Requesting Department
To: COMTRAWING FIVE Agency Program Coordinator

Subj: PROSPECTIVE APPROVING OFFICIAL

Ref: (a) COMTRAWINGFIVEINST 4200.1B

1. Per reference (a), request (name of individual) be established as a Government-Wide Commercial Purchase Card (GCPC) Approving Official (AO).

2. (Provide a statement that assigning the individual as an AO is essential to meet mission requirements.)

3. (Indicate the type and kinds of items that will normally be approved and the monthly credit limit. In addition, provide the number of cardholders this individual will be monitoring.)

4. (State that the prospective AO has the training, business acumen, and judgment to act on behalf of the Government per the applicable DoN eBusiness Purchase Card Desk Guide.)

X. X. XXXX (Name)
(TITLE)

MEMORANDUM

From: _____
Department

To: COMTRAWING FIVE Agency Program Coordinator

Subj: APPROVING OFFICIAL SETUP FORM FOR THE PURCHASE CARD PROGRAM

_____
FIRST NAME MI LAST NAME

_____
RATE/RANK/GRADE

_____
ADSD

_____
PRD

_____
CSSD (CIVIL SERVICE START DATE)

_____
BUSINESS ADDRESS

_____
BUSINESS PHONE #

_____
BUSINESS FAX #

_____
BUSINESS EMAIL ADDRESS

_____
SSN #

_____
APPLICANT'S SIGNATURE

*****APC WILL PROVIDE APPOINTMENT LETTER AND DD FORM 577 FOR APPROVING OFFICIAL TO SIGN******

APPROVING OFFICIAL DELEGATION LETTER

4200
Ser N1/

From: Commander, Training Air Wing FIVE
To: John Doe

Subj: APPOINTMENT AS APPROVING OFFICIAL/CERTIFYING OFFICER

Ref: (a) Federal Acquisition Regulation (FAR) 1.6
(b) Defense Federal Acquisition Regulation (DFAR) 201.6
(c) NAVSUPINST 4200.99 series
(d) NAVSUPINST 4200.85 series
(e) COMTRAWINGINST 4200.1 series
(f) Joint Ethics Directive DOD 5500.7 series

Encl: (1) DD577 Approving Official Appointment/Termination Record
(2) DD577 Certifying Officer Appointment/Termination Record

1. This letter is formal notification that you are hereby appointed as an Approving Official (AO) and Certifying Officer (CO), limited to the use of the Government Commercial Purchase Card (GCPC), for cardholders under your purview (cardholder name). The single purchase limit is not to exceed (NTE) $_____, your monthly billing cycle limit, which is 30 days, is NTE $____, and the total fiscal year limit is NTE $_____.

2. As an AO, you will be responsible for ensuring purchases made with the GCPC are in accordance with the Federal Acquisition Regulations, agency regulations, and local guidance (references (a) through (e)). The specific limits of your authority are established as follows:

a. Personally accountable for strict adherence to Department of the Navy (DON) Purchase Card policies and procedures when the card is used.

b. Strict adherence to dollar thresholds assigned to cardholders.

c. Ensure adherence by cardholders to accomplish authorized purchases within the categories assigned to them via their delegation letters.

d. Ensure cardholders accomplish purchases within assigned Merchant Category Codes or other restrictions as applicable.

e. Verify that all purchases were necessary and for official government purposes in accordance with the provisions of references (a) and (b), and local guidance which governs the card (reference e).

f. Nominating perspective cardholders, verifying the necessity of purchase card transactions, ensuring transactions are in accordance with internal operating procedures, identifying misuse of the purchase

card, reconciling monthly statements, and recommending appropriate action to your Agency Program Coordinator (APC), _____at COMTRAWING FIVE, as a remedy for inappropriate use.

g. Approving authorized transaction types designated to assigned cardholders, over the counter, telephone orders, or Internet orders.

h. Under your designation as a Certifying Officer, certify GCPC invoices for payment, electronically, within the NTE limits, to DFAS Cleveland.

3. Prior to assumption of these duties, accomplish all mandated Purchase Card training per reference (a) and Government Ethics training per reference (f). Refresher training is to be accomplished every two years. After completion of the acknowledgment below keep the original letter. Forward a copy of the letter to your Agency Program Coordinator. After signing both enclosure (1) and (2), return the originals to your Agency Program Coordinator and keep copies for yourself.

4. The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the purchase card for other than official government business will be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of an individual's purchase card and further disciplinary action. You will be held personally liable to the Government for amount of any non-government transactions. Under 18 U.S.C. 287, misuse of the purchase card could result in a fine of not more than $10,000 or imprisonment of not more than five years or both. Military members that misuse the purchase card may be subject to court martial under 10 U.S.C. 932, UCMJ Article 1132.

5. Improper, fraudulent, abusive or negligent use of the government purchase card is prohibited. Supervisors who receive information indicating that an employee (military or civilian) has engaged in any fraud, misuse or abuse of a purchase card shall take appropriate corrective action as defined with the activity internal operating procedures. Your signature on this letter indicates that you have read and understand that policy.

6. Notify your APC of any problems you experience with the purchase card program, including questionable items found in the monthly statements. He/she is responsible for the overall administration and management of the program and is available for any assistance you may need.

X. X. XXXXXXX
By direction

APPROVING OFFICIAL/CERTIFYING OFFICER ACKNOWLEDGEMENT

1. By signature hereon, I acknowledge my appointment as an Approving Official/Certifying Officer. I have read and understand my responsibilities, accountability, and duties as described in references (a) through (e). I understand that I have the right to request relief of liability for any payment I authorize that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from the naval service.

_____

Approving Official/Certifying Officer Name, Signature, and Date

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. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.
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. § 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: COMMANDER/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 one)*

☐ CERTIFYING OFFICER ☐ ACCOUNTABLE OFFICIAL ☐ OTHER *(Specify)*

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL 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:

DoDFMR, Vol. 5, chapter 33;

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 the box below.

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

SECTION IV - TERMINATION OF APPOINTMENT

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

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

DD FORM 577, JAN 2004 PREVIOUS EDITIONS ARE OBSOLETE.

Reset

INSTRUCTIONS FOR COMPLETING APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

This form may be used to:

1. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.

2. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.

SECTION I.

1. Enter the name of the Commander/Appointing Authority.

2. Enter the Commander/Appointing Authority's title.

3. Enter the Commander/Appointing Authority's DoD Component/Organization location.

4. Enter the date the form is completed.

5. The Commander/Appointing Authority must place his or her legal signature in the block provided.

SECTION II.

6. Enter the Appointee's name.

7. Enter the Appointee's social security number.

8. Enter the Appointee's title.

9. - 11. Enter the name, complete address, and telephone number of the DoD Component/Organization activity to which appointed.

12. Enter the date the appointment is to be effective.

13. Mark X in the appropriate box indicating the purpose for the appointment.

14. Describe in detail the duties the Appointee will be required to perform, to include types of payments, records and vouchers for which authorized (specifying the applicable disbursing station symbol number(s) affected), and any other pertinent information.

15. List all regulations the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The Appointee shall print his or her name and enter his or her legal signature in the spaces provided.

SECTION IV.

Completing this section will terminate the original appointment as of the effective date. If partial authority is to be retained, a new DD Form 577 must be completed.
Mark X in the box provided to indicate the appointment is being revoked.

18. Enter the date the termination is effective.

19. The Appointee will initial in the space provided acknowledging revocation of the appointment.

20. - 22. The Commander/Appointing Authority must place his or her name, title and legal signature in the spaces provided.

CARDHOLDER SETUP FORM

From: Requesting Department
To: COMTRAWING FIVE Agency Program Coordinator

Subj: PROSPECTIVE PURCHASE CARDHOLDER

Ref: (a) COMTRAWINGFIVEINST 4200.1B

1. Per reference (a), request (name of individual) be established as a Government-Wide Commercial Purchase Card (GCPC) Cardholder (CH).

2. (Provide a statement that assigning the individual as a CH is essential to meet mission requirements.)

3. (Indicate the type and kinds of items that will normally be approved, and the single and monthly credit limits.)

4. (State that the prospective CH has the training, business acumen, and judgment to act on behalf of the Government per the applicable DoN eBusiness Purchase Card Desk Guide.)

X. X. XXXX (Name)
(TITLE)

MEMORANDUM

From: _____
APPROVING OFFICIAL

To: Agency Program Coordinator

Subj: PURCHASE CARD SETUP SHEET

1. The following information is required to complete the processing of Purchase Card Application:

NAME: _____

PLEASE PROVIDE MOTHER'S MAIDEN NAME

_____

*RATE/RANK/GRADE

_____

*ADSD

_____

*PRD

_____

CSSD (CIVIL SVC START DATE) _____

BUSINESS ADDRESS: _____

BUSINESS PH# _____

BUSINESS FAX# _____

E-MAIL ADDRESS: _____

CYCLE LIMIT (MONTHLY): $ _____

SSN#_____

_____
APPROVING OFFICIAL/DATE

(*) MILITARY PERSONNEL ONLY

****APC WILL PROVIDE APPOINTMENT LETTER AND DD FORM 577 FOR CARDHOLDER TO SIGN****

CARDHOLDER DELEGATION LETTER

4200
Ser N1/

From: Commander, Training Air Wing FIVE
To: Cardholder, Command Name

Subj: DELEGATION OF AUTHORITY TO USE THE GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD

Ref: (a) Federal Acquisition Regulation (FAR) 1.6
(b) Defense Federal Acquisition Regulation (DFAR) 201.6
(c) NAVSUPINST 4200.99 series
(d) COMTRAWINGFIVEINST 4200.1B series
(e) Joint Ethics Directive DOD 5500.7 series

1. Per references (a) through (e), you are hereby appointed as a contracting officer for the United States of America, limited to the use of the GCPC to purchase supplies and services using over-the-counter, over-the-telephone, or over the Internet procurement methods. The GCPC will be used to pay for such purchases. The amount of any single purchase will not exceed $3,000. The billing cycle limit, which is 30 days, will not exceed $_____, and the total fiscal year limit will not exceed $_____. When purchasing/ordering via the Internet, you will ensure that appropriate account safeguarding measures are taken. All mandated Purchase Card training per reference (a) and Government Ethics training per reference (e) must be accomplished prior to assumption of these duties. Refresher training is to be accomplished every two years.

2. Authorized purchases are:

- Stand-alone procurement method, NTE $3,000.
- Method of payment against contract documents issued by a contracting officer, NTE $100,000.
- Place electronic firm fixed price orders against Indefinite Delivery Type contracts issued by the Navy located on the DoD Emall using the purchase card as a payment method up to $100,000.
- Oral orders against government contracts, GSA schedules, GSA Advantage, AbilityOne, UNICOR, etc.; if all AbilityOne/UNICOR items, cannot exceed $100,000, all others cannot exceed $3,000 unless PPMPAP contracting authority states differently.
- Method of payment against requirements with DAPS when using DD Form 282 cannot exceed $100,000.
- Method of payment against training documents when using DD Form 1556 cannot exceed $25,000.

3. Supplies or services may be purchased, consistent with your organizational responsibilities and monthly purchase limits established by the approving official designated to review your

purchases, to satisfy legitimate requirements. This delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply, nor does it authorize you to procure supplies or services for which procurement responsibility has been assigned to another organizational element.

4. All purchases must be made following applicable laws and regulations including, but not limited to, procedures for using the GCPC (references (a) through (e)).

5. Your attention is directed to paragraphs 7/8 of reference (d) entitled Restrictions on the Use of the GCPC/Unauthorized Uses of the Purchase Card. This delegation does not authorize you to purchase any prohibited supplies/services listed in enclosure (6) of reference (d).

6. Your AO,_____, is responsible for review and approval of all transactions made using this authority which is effective upon receipt of a purchase card with your name embossed on it. This delegation of authority is valid as long as you are employed at this command or until formally suspended, modified, or revoked by the head of this command or his/her designee.

7. The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the purchase card for other than official government business will be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of your purchase card and further disciplinary action. You will be held personally liable to the government for the amount of any non-government transactions. Under 18 U.S.C. 287, unauthorized use of the purchase card could result in a fine of not more than $10,000 or imprisonment of no more than 5 years, or both.

8. Questions concerning your delegation of authority or purchase card account should be directed to your AO, _____, who can be reached at (850) 623-XXXX.

X. X. XXXXXXX

Date:_____

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as a GCPC cardholder. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any transaction that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect and will automatically terminate upon separation from CTW5.

X. X. XXXXXXX

LIST OF PROHIBITED AND SPECIAL ATTENTION ITEMS

Advance Payments

General Rule: Except for requirements such as subscriptions for mission related publications (i.e., Navy Times, Federal Contracts Reporter, Commercial Clearing House, Inc., and post office box rentals), advance payments are prohibited.

Advertising

General Rule: Unless specific approvals have been obtained, advertising contract actions are not authorized per the Navy Acquisition Procedures Supplement (NAPS).

Asbestos and Asbestos-Containing Materials

General Rule: Cardholders are not authorized to purchase asbestos or asbestos-containing materials.

Audiovisual and Information Technology Equipment

General Rule: All requests for audiovisual and Information Technology (IT) equipment must be routed through the command Management Information Systems Officer (MISO). The following is a list of items that require MISO review prior to purchase:

- All-In-One-Computer
- Cameras
- Computer Controllers
- Computer/Network Diagnostic Test Equipment
- Computer Power Equipment
- Computer Tape Units
- Data Communications Equipment
- Data Transmission Systems (i.e. Modems, DSL/DSU)
- Direct Access Storage Devices (i.e. CD-ROM/CDRW/DVD/DVDR/Zip Drives, etc.)
- EAM and PCAM Equipment
- Facsimile Machines
- Graphics Equipment
- Handheld or Laptop computer
- Information Systems Security Equipment or Software
- Mainframe
- Mainframe Minicomputer
- Mainframe Supercomputer
- Memory
- Microcomputer Accessories (any accessory item that would be directly connected to or attached to any part of the ADP system)
- Monitors
- Multimedia Desktop Computers
- Multimedia Portable Computers
- Network Devices

- PC/Mainframe Applications Software
- PC/Mainframe Operating Systems Software
- Pen Based Computer
- Personal Digital Assistant (PDA)
- Plotters
- Printers
- Printer Terminals
- Projectors
- Scanners
- Scanner/Printer/Facsimile Machines
- Specialized Computer Systems
- Specialized Needs Computer Equipment
- Word Processors
- Workstations

Exception: There may be circumstances when individual cardholders will be permitted to purchase audiovisual or IT equipment. **At all times,** a request for exception is to be routed to the Management Information Systems Officer prior to any such purchase.

Black Oxide Coated Brass Threaded Fasteners
General Rule: Cardholders are not authorized to procure brass or copper alloy fasteners coated with black oxide. For information regarding this prohibition, contact the Naval Inventory Control Point, Code 0541, at (717) 605-1361.

Buildings and/or Land, Long-Term Rental, or Lease
General Rule: Cardholders are prohibited from entering into long-term rental or lease agreements for buildings and/or land.

Building Material and Supplies
General Rule: Cardholders are prohibited from buying any kind of construction material that is being used for facilities maintenance and repairs. The NASWF Public Works Department must approve requests for construction material (See NASWFINST 11014.2F).

Business Cards
General Rule: Prohibited.

Cash Advances
General Rule: Prohibited.

Christmas and Other Seasonal Decorations
General Rule: Prohibited.

Exception: Only the Commodore may approve the purchase of Christmas and other seasonal decorations. Requests for such purchases are to be forwarded via the Admin Officer, Training Air Wing FIVE. Cardholders

are prohibited from buying any form of seasonal and/or holiday greeting cards. Cards intended for personal use are also prohibited.

Coffee Pots, Coffee, Refreshments
General Rule: The purchase of coffee pots, coffee, condiments, or other refreshments for government employees is prohibited.

Purchase of Commercial Vehicles
General Rule: Prohibited.

Rental/Lease of Commercial or GSA Vehicles (Without Drivers)
General Rule: Prohibited.

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

Fireworks Display:
General Rule: Appropriated Funds are not to be used to purchase fireworks.

Fuel, Oil, Services, Maintenance, and Repairs
General Rule: Cardholders are not authorized to buy fuel, oil, services, lubricants, maintenance, and repairs of or for Interagency Fleet Management System and GSA Fleet Management Programs (e.g., Government Owned Vehicles).

HAZMAT and Hazardous Waste Disposal
General Rule: Except for commonly used hazardous material, the purchase of HAZMAT and Hazardous Waste Disposal is prohibited.

Incentive Music and Equipment
General Rule: The purchase of music and equipment for broadcasting (including radios, automatic record players, CD players, etc.) for entertainment purposes must have prior approval of the Commodore.

Exception: This prohibition does not preclude the expenditure of appropriated funds for the purchase of a public address system required for intra-station communication (refer to list of items requiring prior purchase approval by the MISO).

Lodging and Meals
General Rule: Payment of lodging and meal expenses for employees on temporary duty with the purchase card is prohibited.

Luggage
General Rule: The purchase of luggage for employees/servicemembers to carry personal belongings while on travel orders is not authorized.

Exception: Seabags issued to servicemembers and briefcases, etc., furnished for the express purpose of carrying official documents associated with the duties of the employee/servicemember.

Medical and Dental Care from Civilian Non-Federal Sources
General Rule: Prohibited.

Membership Dues
General Rule: Except for membership dues, which solely benefit the agency or activity, the purchase of club, association, organization, and other related memberships is prohibited.

Exception: The use of appropriated funds for membership dues of an activity or agency is permissible **if** the membership contributes to the fulfillment of the mission of the activity or agency.

Paper Plates, Cups, Napkins, Knives, Forks, and Spoons
General Rule: Prohibited.

Exception: Requests for exceptions should be addressed to the APC.

Pesticides
General Rule: Unless prior approvals are obtained from cognizant Pest Management Consultant and the appropriate NAVFAC division, purchase cardholders are not authorized to contract for the procurement of pesticides.

Plaques, Ashtrays, Paperweights, and other Mementos as Give-Away Items
General Rule: The use of appropriated funds to buy give-away items (i.e., plaques, cuff links, hats, T-shirts, license plate holders, bracelets, ashtrays, greeting/seasonal cards, paperweights, cigarette lighters, novelty trash cans, pictures, key chains, etc.) is prohibited.

Exception: The purchase of give-away items in support of and in compliance with an official employee recognition program is authorized. All purchases must be approved by the APC. Requests should be routed via the Admin Officer, Training Air Wing FIVE.

Printing and Duplication
General Rule: The use of the purchase card as payment for printing or duplication services or products from agencies other than the Defense Automated Printing Service (DAPS) is prohibited.

Purchase from Government Employees or Businesses Owned or Controlled by Government Employees
General Rule: Purchases from employees of the U.S. Government (military or civilian), or from business organizations substantially owned or controlled by government employees, are prohibited.

Reprographic Equipment

General Rule: The purchase, lease, rental, trial, replacement, or change in rental or lease plan of reprographic equipment is not authorized **unless** the requestor has complied with the requirements of the Navy Reprographic Equipment Program. The requestor must obtain written approval from the cognizant DAPS for all ashore copying equipment with speeds of 71 copies or more per minute. Examples of reprographic equipment are copiers, Diazo process equipment, laser printers, and duplication equipment. Refer to the section concerning Audiovisual and IT equipment purchases for a list of items requiring prior approval from the MISO.

Sensitive Compartment Information in Contracts

General Rule: Cardholders are not authorized to enter into negotiations that will include requirement for contractor's access to Sensitive Compartment Information unless the customer has staffed the requirement through Commander, Office of Naval Intelligence, Code ONI-532.

Shipboard Habitability Equipment, Including Furniture, Laundry and Dry Cleaning, and Food Service Equipment

General Rule: Except for furniture, laundry, dry cleaning, and food service equipment listed in the following catalogs, purchase cardholders are prohibited from purchasing such items.

Furniture Equipment - S9600-AD-GTP-010, U. S. Navy Shipboard Furniture Catalog with applicable changes.

Laundry and Dry Cleaning Equipment - S6125-B1-CAT-010, Navy Laundry and Dry Cleaning Catalog with applicable changes.

Food Service Equipment - S6161-Q5-CAT-010, The Shipboard Food Service Equipment Catalog with applicable changes.

Purchase of Transportation

General Rule: Prohibited.

Travel or Travel-Related Expenses

General Rule: Purchase or procurement of travel or travel-related expenses (i.e., transportation, lodging, meals, etc.) using the purchase card is prohibited.

Uniform Items

General Rule: Cardholders are not authorized to use appropriated funds to purchase uniform items.

Exceptions: Nametags are optional uniform items and are not authorized unless specifically approved by the command. The Commodore has approved the purchase of plastic nametags for wear with official Navy dress uniforms as appropriate. Cloth nametags for flight suits will be issued to members of the Officers Mess (Wings of Gold) when they arrive. For those officers geographically dislocated and/or unable to join the Officers Mess, they must purchase their own cloth nametag and Wing patch for the flight suit.

Vehicle Alterations and Maintenance:
General Rule: The Transportation Section, NASWF Public Works Department, must approve all requests.

Visual Information (VI) Equipment and Material
General Rule: Per OPNAVINST 5290.1A, acquisition of professional VI equipment by non-VI activities or personnel is prohibited. Naval Media Center (NMC) is the sole authority for contracting for visual information within the Navy. The POC and policy officer for Navy Annual VI Production Program administered by Chief of Naval Operations (CNO) (NO9C4) can be reached at (202) 433-3790 or DSN 288-3790.

Visual Information-Audiovisual Production Including Interactive Video Acquisition
General Rule: Unless approval has been granted from NMC, the acquisition of audiovisual production, including interactive video, in the Federal Government is prohibited, regardless of cost or application.

Exceptions: Department of the Navy activities may be approved by CNO (NO9C4) on a case-by-case basis. Requests for exception to this policy will require submission of the approved instructional system development analysis. For major claimant Visual Information Management Offices, contact: Visual Information Production Policy Officer, CNO (NO9C4), at (202) 433-2141 or DSN 288-2141.

Visual Information-Acquisition of Commercial Off-the-Shelf Visual Information Productions
General Rule: Unless prior approval from Visual Information Management Office is obtained, purchase cardholders are **not authorized** to procure commercial off-the-shelf VI production. For a list of VI off-the-shelf productions, visit the Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) located on the Naval Media Center (NMC) website: http://www.mediacen.navy.mil

Exceptions: Justification must be submitted to contracting officials per regulations of the Major Claimant Visual Information Management Office. For Major Claimant Visual Information Management Officer, contact: Visual Information Production Officer, CNO (NO9C4), at (202) 433-2141 or DSN 288-2141.

Withdrawal of Tax-free Ethyl and Specifically Denatured Alcohol
General Rule: The purchase of tax-free ethyl, and, specifically denatured, alcohol is not authorized unless a permit from the Bureau of Alcohol, Tobacco, and Firearms (ATF), U.S. Department of the Treasury is obtained.

SHIPPING CONTAINER TALLY — 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: *(Include ZIP Code)*

SHEET NO. | NO. OF SHEETS | 5. REQUISITION DATE | 6. REQUISITION NUMBER

7. DATE MATERIAL REQUIRED *(YYYYMMDD)* | 8. PRIORITY

2. TO: *(Include ZIP Code)*

9. AUTHORITY OR PURPOSE

10. SIGNATURE | 11a. VOUCHER NUMBER & DATE *(YYYYMMDD)*

3. SHIP TO - MARK FOR

12. DATE SHIPPED *(YYYYMMDD)* | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA | AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY					
			← TOTAL →		

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	SHEET TOTAL 0.00
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYYYMMDD)*	BY	GRAND TOTAL
POSTED	DATE *(YYYYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JUL 2006

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE

Adobe Designer 8.0

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT *(Continuation Sheet)*

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.

SHEET NO.	NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE	b. VOUCHER NUMBER AND DATE

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
							SHEET TOTAL	0.00

DD FORM 1149C, JUL 2006 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

ADDITIONAL GUIDANCE

1. Micro-Purchase Procedures When Using the Card

a. Prior to soliciting a quotation, the cardholder must have an adequately prepared and properly approved purchase request for commercially available supplies that has been screened for the use of required sources of supplies.

b. The purchase card will only be used to purchase supplies if requirements cannot be satisfied through required sources listed in the FAR Part 8.001, Priorities for use of Government Supply Sources (i.e., NIB/NISH (ABILITYONE)). Supplies, furniture, and equipment available from GSA/DLA stock programs must be ordered through the system unless the items meet the test of quality, timeliness, and cost specified in the DFARS 208.7003-1. Federal Prison Industry (FPI) must be a considered source for all furniture requirements above the dollar threshold of $3000.00.

c. The cardholder must have sufficient funds committed by the comptroller (or by the funds administrator/manager authorized in local operating procedures) to pay for the purchase.

d. The cardholder will solicit a quotation and document the merchant's quote on the purchase documentation worksheet. In the case of furniture, there must be three quotes with FPI being one of the sources for requirements over $3000.00. The cardholder worksheet will be used to document screening when more than one quote is obtained. The purchase worksheet must stipulate a "suggested source," and a justification as to why material is being purchased.

e. **Adequate Description of the Requirement.** The supplies/services must be described in a manner that will encourage maximum competition and eliminate any restrictive features that limit acceptable quotes to one contractor's product. A purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirements:

Common nomenclature;
Kind of material (i.e., type, grade, alternatives, etc.);
Electrical data, if any;
Dimensions, size, or capacity;
Principles of operation;
Restrictive environmental conditions;
Intended use, including location within an assembly and essential operating conditions;
Equipment with which the item is to be used;
End item application;
Original Equipment Manufacturer's Part Number, if applicable;
Other pertinent information that further describes the item, material, or service required.

f. If the merchant's price is fair and reasonable, the cardholder may proceed to purchase the supplies. This may be accomplished:

(1) Over-the-Counter. The cardholder goes to the merchant's place of business to make the purchase and the supplies are immediately available; or

(2) Over-the-Phone. Orders are placed by phone and the contractor delivers the supplies to the activity or government pickup is authorized; or

(3) Via the Internet. When purchasing/ordering via the Internet, all cardholders will ensure that appropriate account safeguarding measures are taken. All purchases/orders will be approved by the cardholder's AO. The AO has the authority to pre-approve recurring requests to prevent procurement delays.

g. The cardholder must confirm, as part of the award process, that the merchant agrees:

(1) Not to charge the purchase card account until all items are shipped or, if partial quantities are shipped, to bill only for the quantity shipped.

(2) Not to back order items.

(3) To deliver, or have available for pickup, all item(s) no later than 30 days from the date of the order.

(4) To include the following information on the shipping document or packing list:

(a) Merchant's name and address

(b) Annotation to forward document to the cardholder by name and code (but no account number should appear on shipping document)

(c) Date of order

(d) Requisition number

(e) Date of delivery or shipment

(f) Itemized list of supplies furnished, including quantity.

h. Whether the purchase is made over-the-counter, over-the-phone, or via the Internet, the following applies:

(1) In order to protect the integrity of the process, a minimum two way separation of functions is required when using the purchase card (i.e., one person making the purchase and one person accepting and receiving the supplies or services). If the cardholder

is picking up the material at the contractor's location, the end user or designated receiving personnel should sign for final receipt. In the event the cardholder is the end user, another designated individual must sign the receipt.

(2) Merchants should be reminded not to charge sales tax unless the location of the merchant's business is in a state that does not afford the Federal Government a tax-exempt status under its state and local laws (i.e., Arizona or Hawaii).

(3) Certify with the vendor that the quality and quantity of the items furnished are per this agreement (verbal or written).

(4) Ensure that the fee paid by merchants is not added to the price of items purchased by the cardholder.

(5) Cardholders should attempt to obtain Free-on-Board (FOB) destination shipment terms. FOB destination means the merchant pays for the cost of transportation and includes it in the cost of the item. Cardholders should not accept FOB origin, or prepay and add, unless the merchant states that is the only way they will ship. FOB origin, or prepay and add, means the merchant bills for shipping and adds the cost as a separate line item. These transportation charges will be paid from the procurement line of accounting.

i. A purchase card log will be used to record all purchase card transactions. The documentation should be held until the monthly billing statement is received and then attached to the statement when it is submitted to the AO.

j. All requirements for repair must stipulate a replacement acquisition amount. Any repair requirement that exceeds 50% of the replacement value is not cost effective to the government.

k. When paying for training on a DD 1556, a copy of the DD 1556 and any other paperwork that pertains to the training must be attached to your purchase request.

l. Technical Screening. Each purchase request shall contain evidence that screening for mandatory sources of supply has been accomplished and necessary waivers or approvals for open purchase are attached. **Additionally, listed below is the excerpt from the Federal Acquisition Regulations that stipulates the priorities for use of Government supply sources. In other words, the order cardholders should be following upon requesting material from sources:**

8.000 Scope of Part

This part deals with the acquisition of supplies and services from or through Government supply sources.

8.001 Priorities for use of Government Supply Sources

(a) Except as required by 8.002, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority:

(1) *Supplies*

(i) Agency inventories;

(ii) Excess from other agencies (see Subpart 8.1);

(iii) Federal Prison Industries, Inc. (see Subpart 8.6);

(iv) Products available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);

(v) Wholesale supply sources, such as stock programs of the General Services Administration (GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points:

(vi) Mandatory Federal Supply Schedules (see Subpart 8.4);

(vii) Optional use Federal Supply Schedules (see Subpart 8.4); and

(viii) Commercial sources (including educational and nonprofit institutions).

(2) *Services*

(i) Services available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);

(ii) Mandatory Federal Supply Schedules (see Subpart 8.4);

(iii) Optional use Federal Supply Schedules (see Subpart 8.4); and

(iv) Federal Prison Industries, Inc. (see Subpart 8.6), or commercial sources (including educational and nonprofit institutions).

(b) Sources other than those listed in paragraph (a) of this section may be used as prescribed in 41 CFR 101-26.301 and in an unusual and compelling urgency as prescribed in 6.302-2 and in 41 CFR 101-25.101-5.

(c) The statutory obligation for Government agencies to satisfy their requirements for supplies or services available from the

Committee for Purchase From People Who Are Blind or Severely Disabled also applies when contractors purchase the supplies or services for Government use.

2. Determining whether or not to order from the Federal Prison Industry (FPI).

a. Need not use FPI if the item is under $3000.00 and requires delivery within 10 days.

b. Conduct market research to determine whether there is a comparable product to FPI. Recommend two sources besides FPI.

c. If there is not a comparable product, use FPI.

d. If there is a comparable product, quality, price, and delivery time is considered. Recommend two sources besides FPI. This action is considered the solicitation process and probably could be combined with the market research.

e. If all of the requirements are equal, then FPI is the choice. If not, then you go where you can obtain what you need at a good price and acceptable delivery time.

NOTE: FPI IS NO LONGER A MANDATORY SOURCE, NOW IT IS ONLY MANDATORY THAT THEY BE CONSIDERED ON AN EQUAL BASIS WITH OTHER COMMERCIAL SOURCES.

Desk Guide Convenience Checks

1. Convenience checks may only be used after the command has made every attempt to use the purchase card.

2. Individual checks cannot be issued in excess of $2,500.

3. Convenience checks shall not be issued as an "exchange for cash" vehicle to establish cash funds.

4. Convenience checks shall be issued in the exact amount of the payment and shall not be split to avoid the micro-purchase threshold.

5. Convenience checks cashier must have a safe or locking cabinet for storage of the checks. Convenience checks cashier is responsible for the safeguarding and security of their checks and account information. The convenience checks cashier shall not allow anyone to use or gain access to his/her checks or account information.

6. Convenience checks cashier must keep a separate logbook for all checks that are written along with all the documentation that pertains to the order.

7. Activity must pay 1.25 percent of the check amount for each convenience check issued.

8. All checks made for payment to contractors/merchants for services, rent, and medical must be reported to DFAS Tax Reporting Program for IRS Tax purposes. If the payment was for goods and services combined, it must be reported.

9. The convenience checks cashier will work with the APC to ensure that all checks are reported to the Tax Compliance Office at DFAS-COLUMBUS.