



**UNITED STATES ARMY MEDICAL
RESEARCH ACQUISITION ACTIVITY**

**Procedures
For Use Of The
Government PURCHASE CARD**

***Revised Copy November 2001**

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MCMR-AAA

MEMORANDUM FOR Government Purchase Card Participants

SUBJECT: FY 2002 Government Purchase Card Procedural
Guidebook

1. The Fiscal Year 2002 Purchase Card Procedural Guidebook is designed to provide our many cardholders and approving officials current information regarding the Purchase Card program. We hope the information contained herein will further enhance your mission support requirements. This information, as well as updates/revisions will also be available on USAMRAA'S homepage - <http://www.usamraa.army.mil>.

2. This Procedural Guidebook supercedes the U.S. Army Medical Research Acquisition Activity's SOP dated July 1999. For more information, comments and recommendations, please contact Ms. Patricia McAllister and Ms. Jennifer Jackson. Their telephone numbers and email address are located on page 4 of this guidebook.

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Responsibility:

Administration Office: USAMRAA is the overall administrative office within USAMRMC, and has direct overall responsibility for the command Purchase Card program, and cards issued pursuant to its authority. USAMRAA will determine and officially appoint Approving/Billing Officials and Cardholders, and serves as the liaison between the Approving/Billing Official, Cardholders, GSA and US Bank on Purchase Card matters. **USAMRAA RESERVES THE AUTHORITY TO REVOKE OR SUSPEND ANY CARDHOLDER'S OR BILLING OFFICIAL'S INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD ACCOUNT ISSUED BY USAMRAA.**

1. INTRODUCTION.

a. PURPOSE. To establish and prescribe procedures and delineate responsibilities for the use of the International Merchant Purchase Authorization Card (Purchase Card) within organizations receiving contracting support from the United States Army Medical Research Acquisition Activity (USAMRAA).

b. REFERENCES.

- (1) AR 690-751,
- (2) AR 710-2, Supply Policy Below the Wholesale Level
- (3) AR 735-5, Policies and Procedures for Property Accountability
- (4) AFARS Subpart 5113.2 Actions at or Below the Micro-Purchase Threshold
- (5) DFARS Subpart 213.2 Actions at or Below the Micro-Purchase Threshold
- (6) Defense Finance Accounting Service 4200.2-R
- (7) Executive Order 13101 and the Federal Government's Mandatory Buy Recycled Program
- (8) Federal Acquisition Regulation, Part 8 Required Sources of Supply
- (9) Federal Acquisition Regulation, Subpart 13.2- Actions At or Below the Micro-Purchase Threshold
- (10) General Services Administration (GSA) contract with US BANK
- (11) Purchase Card Billing Official Instructions for the Use of the U.S. Government Credit Card
- (12) Purchase Card Cardholder Instructions for the Use of the U.S. Government Credit Card

c. GUIDELINES. The guidelines provided by this Procedure, supplement GSA's "Model Procedures for the Use of the Credit Card" and Purchase Card instruction pamphlets listed above (see references 1b(11) through 1b(12)).

d. RESPONSIBILITY. The United States Army Medical Research Acquisition Activity (USAMRAA) has oversight for the Purchase Card Program and as such, has the responsibility to maintain and ensure compliance with this Procedure.

e. BACKGROUND. The U.S. Department of Commerce has successfully tested the use of a commercial credit card as a procurement reform initiative under Executive Order 12352. The pilot phase of this program, "Procurement Reform," resulted in the GSA's contract award to the Rocky Mountain BankCard System, Inc., a subsidiary of the Colorado National Bank. The contract is available for Government-wide use.

2. DEFINITIONS.

- a. **USAMRAA** United States Army Medical Research Acquisition Activity
- b. **USAMRMC** United States Army Medical Materiel Command
- c. **Billing Address** The official organization mailing address of the cardholder and billing/approving official that all purchase card statements are mailed.
- d. **Billing/Approving Official** The government employee or military personal that has be delegated the authority to approve cardholder statements, review billing statement and certify billing statement for payment. The Billing/Approving Official is the cardholder's supervisor or next higher level official who has input into the cardholders Performance Appraisal/OER/NCOER. Exceptions to this policy will be coordinated with the AOPC and the requesting command. The Billing/Approving Official will be appointed the Certifying Officer for the **Purchase Card only**. As a Certifying Officer the Billing/Approving Official is responsible for the monthly reconciliation of each of his/her Cardholder's statements and certification that the transactions were made in accordance with the Federal Acquisition Regulation (FAR). A Cardholder cannot be his or her own Billing/Approving Official nor can the Cardholder be a Billing/Approving Official for his or her immediate supervisor. An alternate Billing/Approving Official shall be designated to avoid statement processing delays and late payment penalties.
- e. **Billing Cycle Date** The billing cycle date is 24th of the previous month to 23rd of the current month for purchase card transactions made by the cardholder. If the closing cycle date the 23rd falls on a weekend the cycle close date falls back to the Friday.
- f. **Cardholder** The government employee or military personal that has been delegated the authority to use the purchase card. The purchase card bears the authorized individuals name and can be used only by this individual to pay for purchases made in accordance with this Procedure.
- g. **Merchant Activity Type (MAT)** Vendors are assigned a Merchant Category Code (MCC) or Standard Industrial Classification (SIC) code that corresponds to their industry this code is assigned by the merchants processing bank when they become VISA capable
- h. **Merchant Category Code (MCC)** Merchants are assigned a code that identifies their principal trade profession or line of business, which is also known as the Standard Industrial Classification Code (SIC).
- i. **Office Limit** The total accumulated 30-day limit of all cardholders within a billing/approving Officials authority.
- j. **Single Purchase Limit** The maximum dollar-spending limit on a given requirement.

3. PROCEDURES.

a. **TRAINING FOR THE PURCHASE CARD.** All prospective cardholders and approving officials must complete appropriate training on the use of the Purchase Card. The training will be developed by USAMRAA and will include but not limited to information about the FAR, DFAR and AFAR policies and procedures pertaining to micropurchases and simplified acquisitions. Cardholders whose total annual purchases, which are expected to exceed \$20,000, shall execute the procurement integrity certification required by FAR 3.104-12.

b. **REQUESTING THE PURCHASE CARD.** Organizations supported by USAMRAA shall submit a written request to the Agency/Organization Program Coordinator for issuance of the credit card. As a minimum, the request shall include:

(1) Name, title, official mailing addresses, and phones number of the proposed Cardholder(s) and the respective Billing /Approving Official. Billing/Approving Official will be at least one grade higher than the cardholder and will have direct input into the cardholders Performance Appraisal/OER/NCOER. Exceptions will be coordinated with the Billing/Approving Official and the requesting command.

(2) Identification of the types of purchases/services that will be acquired by the proposed Cardholder.

(3) Description of procedures to be used to finance the individual purchases, the recommended monthly purchase limit and the single purchase limit for the proposed Cardholder.

(4) The requesting organization shall coordinate with the resource management purchase limits, lines of accounting (LOA) and any alternate lines of accounting.

c. **PURCHASE CARD AUTHORIZED PURCHASES.** The Purchase Card may be used to purchase supply items and non-personal services from commercial and Federal Supply sources. All such purchases shall be made in accordance with FAR Part 13 and Part 8, using oral solicitation procedures. Without exception, the Purchase Card shall be used to pay for authorized U.S. Government purchases only. The Cardholder is responsible for ensuring that all transactions are authorized to be made using local purchase procedures. USAMRAA reserves the right to return any purchase request \$2,500.00 and under to the end user for purchase using the Purchase Card.

d. **PURCHASE CARD UNAUTHORIZED PURCHASES.**

(1) The Purchase Card will not be used for the following purchases:

(a) cash advances

(b) land, building or motor vehicle rental or lease

(c) airline, bus, train or other travel tickets

(d) meals, drinks, lodging or other travel and subsistence

(e) repair, gasoline or oil for Interagency Fleet Management vehicles in lieu of the SF 149 for agencies with SF 149 access.

(f) printing, copying and visual arts services unless locally approved.

(g) telephone calls (except: purchase/rental of cellular phones/pagers and the airtime)

(h) purchases of consultant or personal services

(i) advertisements (DD 1535 must be approved contact AOPC)

(j) meals for reserve training

(k) non-expendable property or accountable, unless authorized by the accountable officer of the Cardholder's organization (Check with local Property Book Office for policies and procedures)

(2) Telephonically ordered supplies should be received within 30 days. Over-the-counter purchases must be received immediately. **Back orders and partial shipments are not authorized with any Purchase Card purchase.** Partial shipments made by any merchant that has billed for the full amount cannot be accepted.

e. ASSIGNED CARD. The unique VISA Card issued by US Bank is embossed with the Cardholder's name. No other person may use it. It is designed to not be confused with personal credit cards. Even so, it must be carefully protected and kept secure at all times. From a merchant's perspective, this is considered a regular VISA Card. **THIS CARD MUST NOT BE USED FOR PERSONAL PURCHASES.**

f. AUTHORIZATION PROCESS. In issuing this card to Federal employees only, the US Bank has established a number of steps, which are taken during the authorization process for each use of the card. The merchant may use an electronic or telecommunication method for obtaining authorization on all purchases. Such authorization ensures that the Cardholder is within his/her single and monthly purchase limits, and also verifies that the merchant is of the type permitted for that particular Cardholder.

g. SALES TAX. At the time of purchase, the Cardholder must advise the merchant that the purchase is for official U.S. Government purposes and as such, is not subject to state or local sales taxes. The card itself is embossed to clearly confirm that the card purchases are "U.S. GOVERNMENT TAX EXEMPT." However, if a sales tax is charged on the Cardholder's statement of account, the Cardholder must contact the merchant and request the sales tax be credited to his/her account. The USAMRMC "Sales and Use Tax Exemption" Certificate number, issued by the state of Maryland, is 30005004. This exemption is applicable to all purchases, regardless of the state in which the merchant is located.

h. CARDHOLDER RESTRICTIONS. Use of the Purchase Card requires the Cardholder to adhere to all aspects of the FAR Part 13, FAR Part 8 and this Procedure.

i. CARDHOLDER LIABILITY. Intentional misuse of the Purchase Card will be considered an attempt to commit fraud against the U.S. Government and will result in immediate cancellation of the card and possible disciplinary action against the Cardholder.

j. CARDHOLDER SEPARATION. Upon Cardholder separation (including reassignment, retirement, etc.) the Cardholder must surrender the Purchase Card to his/her Billing /Approving Official who will complete the Purchase Card Destruct Notice (Exhibit 4) and forward the notice to the Agency Program Coordinator. Cardholders will also be required to have Agency/Organization Program Coordinator sign off at Ft. Detrick's (SD Form 251) personnel out-processing form.

- i. Military personnel shall surrender their cards 30-days prior to PCS.
- ii. Military personnel that are Billing/Approving Officials shall notify the AOPC 30-days prior to PCS. An Alternate Billing/Approving Official shall be appointed. If no alternate is in place, all accounts under the Billing/Approving Official shall be temporarily suspended until a new Billing/Approving Official is in place.
- iii. Civilian employees who separate or retire shall surrender their card 7 days prior to departure.
- iv. Civilian employees who are Approving Officials who separate or retire must notify AOPC

immediately. A temporary Alternate Billing/Approving Official shall be appointed until new replacement has arrived. If no Alternate Billing/Approving Official is in place, all Cardholder accounts shall be temporarily suspended.

k. INTERNAL TRANSFER OF CARDHOLDER. If a Cardholder is transferred to another office with a different Billing/Approving Official, the new Billing/Approving Official must determine if the employee will be a Cardholder within his/her office. In such cases, it is only necessary for the new Billing/Approving Official to request, in writing, that the Agency/Organization Program Coordinator to establish a new account for the cardholder. The Cardholder's existing account under the previous Billing/Approving Official shall be terminated and a new card shall be established for the new Billing/Approving Official.

1. PURCHASING PROCESS. The following locally developed procedures have been established by the administrative office, and must be followed in order to procure items using the Purchase Card:

(1) The cardholder will verify with the Billing/Approving Official and Resource Management on the amount of funds available for purchases.

(2) The Cardholder should maintain all appropriate documentation with the copy of the US Bank statement for the current year plus three years and three months for micro purchases in accordance with locally established procedures for documentation and inspection/review purposes. Purchase Card payments above the micro purchase threshold records shall be kept for six years and three months. Files shall be marked in accordance with MARKS 715.

(3) Internal procedures must be established to provide an accurate audit trail of the purchases. Cardholders are required to log all purchases in to C.A.R.E upon the completion of the purchases. **SUPPLIES FURNISHED TO THE GOVERNMENT ON A NO-CHARGE BASIS ARE NOT ALLOWED WITH THE PURCHASE CARD, CONTACT THE AGENCY/ORGANIZATION PROGRAM COORDINATOR .**

(a) TELEPHONE ORDERS.

(i) Verify that the merchant accepts the VISA card.

(ii) Obtain price and delivery information, verifying that the items are readily available for shipment/delivery.

(iii) Determine the price to be fair and reasonable.

(iv) Give the merchant the following information:

(1) The name as it appears on the card.

(2) The credit card number.

(3) Identify the items purchased, the quantity, unit price, extended price of each item, less any discount.

(4) Delivery address and date of required delivery.

(5) Advise the merchant that all information identified above must be indicated on the delivery ticket accompanying the shipment of material. Further advise the merchant that the purchase is being made on behalf of the U.S. Government and is therefore exempt from any local or state sales taxes.

(v) Record the transaction in an "Order Log"

*Note: It is mandatory to log all transaction in the C.A.R.E Transaction Log

(b) OVER-THE-COUNTER PURCHASES.

(i) Verify that the merchant accepts the VISA card.

(ii) Verify that the items to be purchased are immediately available, and that the price(s) is reasonable. Advise the merchant that the purchase is being made on behalf of the U.S. Government and is therefore exempt from any state or local sales taxes.

(iii) Require that the cardholder's name, credit card number, and the merchant's name be imprinted or otherwise written on the credit card receipt.

(iv) Attach the itemized sales receipt and credit card receipt to the log or documentation. Retain these documents for files/inspection purposes.

(vi) Record the transaction in an "Order Log"

*Note: It is mandatory to log all transaction in the C.A.R.E Transaction Log

m. MONTHLY RECONCILIATION PROCEDURES.

(1) Cardholders and Billing/Approving Officials will reconcile their monthly statements in C.A.R.E. C.A.R.E is access through US Banks secure web page address <https://www.care.usbank.com> with a user id and password.

(2) Transactions are reconciled with the Transaction Log and approved in the C.A.R.E. Transaction Management module. Cardholders can approve transactions on a daily basis or at the close of the billing cycle. Statements must be approved by the cardholder no later than 15 days after the close of the cycle. Cardholders who do not approve their statements by the 15th day will be locked out of their statement and the approving/billing official will have to approve the statement on behalf of the cardholder.

(3) Once all cardholder accounts within the cycle are approved an invoice is available for certification by the approving/billing official.

(4) Training for CARE can be done via the web at <https://care.usbank.com>. Please contact AOPC or US Bank technical service (800-254-9885) for user id and password for training module.

4. BILLING ERRORS/DISPUTES AND CREDITS.

a. BILLING ERRORS/DISPUTES A billing error or dispute is a questionable transaction that is posted to the Statement of Account of the cardholder. If a cardholder has an error or dispute on their statement they first should attempt to resolve the charge with the vendor. If resolution between the vendor and the cardholder fails the cardholder must prepare a Cardholder Statement of Questioned Item (CSQI) or file a electronic Dispute through C.A.R.E. *Note electronic disputes through C.A.R.E. can only be done after the billing/approving official has certified the statement for payment. All disputes must be declared within 60-days of receipt of the Statement of Account.

b. Reasons for a Dispute:

(1) UNAUTHORIZED MAIL/PHONE ORDER An unauthorized transaction on the account.

(2) DUPLICATE POSTING Two or more transactions for a similar amount and/or same goods that are posted to the account more than once.

(3) MERCHANDISE / SERVICE NOT RECEIVED. An approved purchase or service that is billed to an account, but the item(s) is not received. In the event a Cardholder receives a statement listing a transaction for merchandise that has not yet been received, the Cardholder shall contact the

merchant to verify that shipment has occurred. In the event the item has not been shipped, the merchant must immediately initiate a credit voucher or make shipment. If the item has been shipped, the merchant should be requested to initiate a tracer.

(4) MERCHANDISE RETURNED. Merchandise that is returned to the vendor other than through a counter transaction. The merchandise is then returned to the merchant (e.g., Certified U.S. Mail)

(5) CREDIT NOT RECEIVED. Cardholder has a credit voucher for a charge but does not appear on the statement.

(6) ALTERATION OF AMOUNT. The transaction amount posted is greater (or less than) the original purchase amount.

(7) INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE. Cardholder does not recognize charge and is requesting a copy of the sales draft for review.

(8) COPY REQUEST. Cardholder recognizes the charge, but needs a copy of the sales draft for the record.

(9) SERVICE NOT RECEIVED. Cardholder is billed for the service, however the merchant was unable to provide the services.

c. Invalid Disputes

(1) SHIPPING CHARGES. Shipping charges are not a disputable charge and must be approved for payment.

(2) SALES TAX. If the Cardholder receives a statement listing a purchase for which sales tax was added, the Cardholder should immediately notify the merchant and request sales tax amount be credited. Sales tax is not a discrepancy, which may be disputed by the Cardholder Statement of Questioned Item Form. Therefore, charges that have had sales tax added must be approved for payment. It is incumbent upon the Cardholder to ensure sales tax is not charged at the time of purchase. If the merchant will not issue a credit, call the Disputes Officer.

5. UNRESOLVED DISPUTES. If after all procedures to resolve a dispute have been tried, cardholders will contact the Disputes Officer.

6. CREDITS. Credits will be issued as a result of a dispute resolution, billing error or item returned.

7. COMMUNICATIONS. US BANK should be contacted only to report a lost or stolen card, charge declines and for error messages in C.A.R.E. All other questions should be directed to the Agency/Organization Program Coordinator. US BANK telephone numbers are listed in Paragraph 8. (below).

8. LOST OR STOLEN CARDS. If the Cardholder's Purchase Card is lost or stolen, the Cardholder must notify the US Bank immediately at the following numbers:

24 hr US Bank Customer Service Purchase Card
In the continental U.S. 1-888-994-6722
Outside the U.S. 701-461-2020

The Cardholder must also notify the Billing/Approving Official of the lost or stolen card within one working day after discovering the card missing. The Billing/Approving Official will immediately notify the Agency/Organization Program Coordinator and submit a written report within five business days. This report will include the card number, Cardholder's name, date and location of the loss, date reported to the police if card was stolen, date and time US Bank was notified, list of purchases made

on the day of loss, and any other pertinent information. A new Purchase Card should be mailed by US BANK within two business days of the reported loss or theft. If the Cardholder finds the original Purchase Card, it shall be cut in half and given to the Billing/Approving Official who will complete the destruction notice (Exhibit 4) and forward it to the Agency/Organization Program Coordinator Coordinator. USAMRAA will not be liable for any unauthorized use of the Purchase Card. "Unauthorized Use" means use of a Purchase Card by a person other than the Cardholder, or use of the Purchase Card in a manner inconsistent with this Procedure.

9. **CARD SECURITY.** It is the Cardholder's responsibility to safeguard the credit card and account number at all times. The Cardholder must not allow anyone to use his/her card or account number. A violation of this trust shall result in withdrawal of the Purchase Card from the Cardholder with the potential for subsequent disciplinary action.

10. **UNAUTHORIZED PURCHASES OR CARELESS USE OF THE Purchase Card.** A Cardholder who makes unauthorized purchases or carelessly uses the card may be liable for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence. Also, the Cardholder may be subject to disciplinary action for such misuse or carelessness and the Purchase Card account will be canceled.

11. **RESPONSIBILITIES.**

a. **CERTIFYING OFFICIALS.** Certifying officials will ensure that funds are available prior to cardholder conducting any purchase transaction; responsible for assigning Bulk Fund Cite to each individual Purchase Card.

b. **REQUESTING ACTIVITIES.** Requesting Activities will provide justification for Cardholders' appointments; nominate qualified personnel; assure that all Cardholders and Billing Officials are familiar with the procurement integrity provisions of the Office of Federal Procurement Policy Act, and that each Cardholder and Billing Official executes the "Procurement Integrity Certification for Procurement Officials" as required by the Act.

d. **BILLING/APPROVING OFFICIALS.**

(1) Ensure that Cardholders perform contracting functions in accordance with instructions issued by USAMRAA, without re-delegation of that authority or responsibility.

(2) Ensure that funds are available and certified prior to cardholder conducting any purchase transaction.

(3) Ensure that the supplies and services being purchased are in direct support of the mission.

(4) Ensure that Cardholders personally conduct all transactions, ensuring that all purchasing functions are performed in accordance with regulatory guidance and this Procedure.

(5) Ensure that the aggregate amount of each purchase is within the monetary limits of his/her authority.

(6) Personally review Cardholders reconciled monthly Purchase Card in C.A.R.E and certifies invoice for payment.

(7) Ensure that a complete and accurate accounting and audit trail of purchase actions is being maintained by Cardholders.

(8) Notify Agency Program Coordinator immediately of any changes necessary to cardholders account (address/phone number changes, dollar limit changes, etc...)

(9) Approving Officials can be held pecuniary liable for any unauthorized purchases or misuse of the Purchase Card.

e. CARDHOLDERS.

(1) Perform contracting functions in accordance with instructions issued by USAMRAA, without re-delegation of that authority or responsibility.

(2) Ensure that funds are available and certified prior to conducting any purchase transaction.

(3) Ensure that the supplies and services being purchased are in direct support of the mission.

(4) Personally conduct all transactions, ensuring that all purchasing functions are performed in accordance with regulatory guidance and this Procedure.

(5) Ensure that the aggregate amount of each purchase is within the monetary limits of his/her authority.

(6) Personally reconcile monthly Purchase Card statements in C.A.R.E.

(7) Maintain a complete and accurate accounting and audit trail of purchase actions.

(8) Cardholders can be held pecuniary liable for any unauthorized purchases or misuse of the Purchase Card.

/s/
PATRICIA MCALLISTER
Agency/Organization Program Coordinator

**SECTION II
SPECIAL PURCHASE
REQUIREMENTS**

1. **Hazardous Materials** – Cardholders who purchase hazardous materials shall consult their local Hazardous Materials Officer **after** the purchase of such items. See next page for points of contacts on your post concerning purchasing hazardous materials.
2. **ADP/FIP** – All ADP/FIP type purchases must be coordinated with the Cardholders Information Management Office **prior** to purchase. Cardholders should obtain the proper approvals i.e., CAPRS/IMMPS. ADP/FIP purchases must meet Y2K compliance.
3. **Property Book** – Cardholders shall contact their Organizational Chief of Logistics for policies and procedures for purchasing non-expendable property **prior** to the purchase.
4. **AR 735-5, Section III - Accountable Officer 2-10 (b)**, “Persons will not perform the dual functions of stock record accountable officer, PBO, transportation officer (TO), PURCHASE CARD credit card ordering officer, or blanket purchase agreement ordering officer duties simultaneously.”

SECTION III
REQUIRED SOURCES OF SUPPLY

1. Cardholders shall comply with FAR Part 8 with required sources of supply for purchasing items with the Purchase Card.

PART 8--REQUIRED SOURCES OF SUPPLIES AND SERVICES

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 available from the Committee for Purchase From People Who Are Blind or Severely Disabled also applies when contractors purchase the supply items for Government use.

Subpart 8.6- Acquisition from Federal Prison
Industries, Inc.

8.601 General.

- (a) Federal Prison Industries, Inc. (FPI), also referred to as UNICOR, is a self-supporting, wholly owned Government corporation of the District of Columbia.
- (b) FPI provides training and employment for prisoners confined in Federal penal and correctional institutions through the sale of its supplies and services to Government agencies (18 U.S.C. 4121-4128).
- (c) FPI diversifies its supplies and services to prevent private industry from experiencing unfair competition from prison workshops or activities.

8.602 Policy.

- (a) Agencies shall purchase required supplies of the classes listed in the Schedule of Products made in Federal Penal and Correctional Institutions (referred to in this subpart as "the Schedule") at prices not to exceed current market prices, using the procedures in this subpart.
- (b) Subject to the priorities in 8.001 and 8.603, agencies are encouraged to use the facilities of FPI to the maximum extent practicable in purchasing-
 - (1) Supplies that are not listed in the Schedule, but that are of a type manufactured in Federal penal and correctional institutions; and
 - (2) Services that are listed in the Schedule.
- (c) If a supply not listed in the Schedule is of a type normally produced by Federal penal and correctional institutions, agencies are encouraged to suggest that FPI consider the feasibility of adding the item to its Schedule.

8.603 Purchase priorities.

- (a) FPI and nonprofit agencies participating in the Javits-Wagner-O'Day (JWOD) Program (see Subpart 8.7) may produce identical supplies or services. When this occurs, ordering offices shall purchase supplies and services in the following priorities:
 - (1) Supplies.
 - (i) Federal Prison Industries, Inc. (41 U.S.C. 48).
 - (ii) JWOD participating nonprofit agencies.
 - (iii) Commercial sources.
 - (2) Services.
 - (i) JWOD participating nonprofit agencies.
 - (ii) Federal Prison Industries, Inc., or commercial sources.
- (b) Supplies and services manufactured or performed by FPI are in strict conformity with Federal Specifications. These supplies and services are listed in the Schedule. Copies of the Schedule are available from-

Federal Prison Industries, Inc.
Department of Justice
Washington, DC 20534.

8.604 Ordering procedures.

- (a) Contracting officers shall order-
 - (1) Less-than-carload lots of common-use items (Schedule A of the Schedule) from the regional warehouses of GSA, unless it is more practical and economical to purchase directly from FPI; and

(2) Carload lots of common-use items, and other items listed in the Schedule, from FPI.

(b) Contracting officers shall prepare orders to FPI using the procedures in the Schedule.

(c) When the contracting officer believes that the FPI price exceeds the market price, the matter may be referred to the cognizant product division identified in the Schedule or to the FPI Washington office for resolution.

8.605 Clearances.

(a) Clearance is required from FPI before supplies on the Schedule are acquired from other sources, except when the conditions in 8.606 apply. FPI clearances ordinarily are of the following types:

(1) General or blanket clearances issued when classes of articles or services are not available from FPI.

(2) Formal clearances issued in response to requests from offices desiring to acquire, from other sources, supplies listed in the Schedule and not covered by a general clearance. Requests should be addressed to-

Federal Prison Industries, Inc.
Department of Justice
Washington, DC 20534.

(b) Purchases from other sources because of a lower price are not normally authorized, and clearances will not be issued on this basis except as a result of action taken to resolve questions of price under 8.604(c).

(c) Disputes regarding price, quality, character, or suitability of supplies produced by FPI are subject to arbitration as specified in 18 U.S.C. 4124. The statute provides that the arbitration shall be conducted by a board consisting of the Comptroller General of the United States, the Administrator of General Services, and the President, or their representatives. The decisions of the board are final and binding on all parties.

8.606 Exceptions.

FPI clearances are not required when-

(a) Public exigency requires immediate delivery or performance;

(b) Suitable used or excess supplies are available;

(c) Purchases are made from GSA of less-than-carload lots of common-use items stocked by GSA (see Schedule A of the Schedule);

(d) The supplies are acquired and used outside the United States; or

(e) Orders are for listed items totaling \$25 or less that require delivery within 10 days.

JWOD NIB/NISH

“Base Supply”

USAMRMC/USAMRAA is committed to greater utilization of the JWOD Programs. To facilitate our Government Purchase Card users in accessing the mandated sources, USAMRAA established a “Base Supply” electronic storefront account with the Industries for the Blind (IB). The IB/Base Supply storefront link will be operation from the USAMRAA web site and also can be contacted <http://www.basesupply.com>. There are advantages for all participants. Cardholders will have easy, fast access with this on-line purchasing and the purchases will be in accordance with Executive Order 13101. Cardholders are issued an account no, user id and password to access the “Base Supply” electronic storefront.

Section IV
Special Use of the Purchase Card

USE OF THE PURCHASE CARD TO PAY FOR TRAINING

1. Reference DOD Memorandum, dated 30 Sep 98, Use of Government-Wide Purchase Card s. This memorandum gives the authorization to pay for training up to \$25,000.
2. The DD 1556 training form document must be processed for all training being requested.
3. Each organization will be allowed to use the Purchase Card for payment of training services up to \$25,000.
4. The post training coordinator shall pay all on-site training for Ft. Detrick. The post training coordinator can be reached at 301-619-3360. Fort Detrick units will coordinate with the post training coordinator for reimbursements. However, if activities desire not to have a reimbursement establish for on-site training, they will be responsible for contacting the post coordinator to make appropriate arrangements for payment.

Single Purchase Limit Over \$2500 on Federal Supply Schedule Contracts

1. It will be at the discretion of the AOPC and Deputy for Business Operations, USAMRAA to issue IMPAC accounts with a single purchase limit over \$2500 outside of the contracting for the use of the Purchase Card on Federal Supply Schedule Contracts, IDIQ's contracts, and BPA's as a form of payment. The designated cardholder will be appointed an order officer for the use of the card for this purpose.
2. The training requirements for an individual to have an IMPAC account with the single purchase limit over \$2500 are:
 - Additional Purchase Card training for the use of the card for over \$2500
 - Twelve Months of Purchase Card Experience or Contracting 101
 - Ethics Training
3. Purchases shall be made in accordance with Federal Acquisition Regulation (FAR) 8.404 and documented in cardholder records
4. Competition: Cardholders shall review the GSA on-line electronic ordering system, review 3 schedule contractors' pricelists and select the Best Value. Cardholder records must reflect the competition and Best Value determination.
5. Request for purchase authority over \$2500 shall be submitted in writing and signed by the cardholders Branch Chief or Commander/Director.

SECTION V
Affirmative Procurement

Affirmative Procurement (AP)

1. In accordance with Executive Order 13101 cardholders shall purchase goods made with recycled materials. Cardholders shall review the training material on AP from USAMRAA's Purchase Card Homepage at <http://www-usamraa.army.mil>.
2. Compliance. The Resource Conservation and Recovery Act (RCRA) directed Federal agencies to develop AP programs. Since then, Executive Order 12873, Executive Order 13101, and the FAR all require AP programs to be instituted at Federal facilities.
3. EPA provides lists of designated items in its Comprehensive Procurement Guidelines (CPGs). The CPG items fall into 8 product categories: construction, landscaping, non-paper office products, paper and paper products, park and recreation, transportation, vehicular, and miscellaneous. The CPGs are published in the Federal register, and can be viewed on the EPA web site at <http://www.epa.gov/cpg>.

SECTION VI
Monitoring and Security Controls

Monitoring and Security Controls

The A/OPC shall monitor Purchase Card purchases and timely payments of statements through monthly TBR reports received from US Bank. Purchases that are found to be of a questionable nature will be scrutinized by the A/OPC. Cardholders will be requested to provide all documentation supporting the questionable purchase(s). A follow up letter will be provided through the **Commander or Director** of the cardholders organization for the cardholder of the findings. If questionable purchase(s) are found not to be authorized disciplinary actions may be taken against the cardholder. Disciplinary actions can be the following: 30 to 90 day suspension of the cardholder purchasing privileges or cardholder account cancelled in its entirety. If a cardholder inadvertently used the Purchase Card for purchases other than what is authorized, they must immediately notify the A/OPC. At the time of notification, the appropriate action and documentation will be made at the discretion of the A/OPC.

Fraud and Split Purchases:

Fraud is defined as – A deliberate deception practiced so as to secure unfair or unlawful gain.

Split Purchase – Reference DA Memorandum dated 3 Oct 97 Purchase Card Program – Split Purchases. “An improper “split” in the Purchase Card program generally involves the willful reduction of a requirement which could be purchased from the same merchant or vendor in an effort to keep the total price of the purchase at or below the cardholder’s single purchase threshold.” The attempt of a split by a cardholder is to maintain **control** of the buy.

Disciplinary actions:

Split purchases shall be handled as stated in paragraph above.

Any suspected fraud cases will be turned over for investigation by Internal Review and CID. Immediate and decisive action will be taken against the cardholder. The cardholder may be held liable AR 690-751.

Security:

Cardholders must keep their Purchase Card secure at all times when not in use. This card must not be used for personal purchases. Intentional misuse of the Purchase Card will be considered an attempt to commit fraud against the U.S. Government and will result in immediate cancellation.

The Purchase Card is not to be used by another individual than the name that is imprinted on the Purchase Card. This card is not transferable for use by any other individual. Cards found to be in use by other than the name that appears on the card will be cause for immediate cancellation.

Periodic Reviews:

The A/OPC shall conduct annual inspections/audits of Purchase Card Cardholders files. The Inspections/audits will be done in accordance with the guidance provided in this procedure and Purchase Card Inspection Checklist.

Command Supply Discipline Program (CSDP)

Cardholders records are also subject to review by the CSDP Team. The purpose of the review by the CSDP is to provide an assessment and assistance for property accountability and management only. CSDP Team will notify the AOPC of any questionable item found during the review.

FUNDING

Resource Managers will develop all lines of accounting and alternate lines of accounting in C.A.R.E. Lines of Accounting shall be done in accordance with the Parent Rule set and Child Rule set of the FA2 Accounting Data.

UNITED STATES ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY
(USAMRAA) INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION
(PURCHASE CARD) INSPECTION CHECKLIST* (FY 02)

Approving Official Name: _____
Cardholder Name: _____
Inspection Date: _____

1. Cardholder/Approving Official has current USAMRAA Procedures as well as applicable Internal SOPs/regulations on file. Yes_ No_

2. Delegation of Authority Memo is on file. Yes_ No_

3. Certification of funds availability is made prior to purchases. Yes_ No_

4. Purchases are not being "split" in order to avoid the established single purchase dollar limitation.
Yes_ No_

5. All purchases where made within the cardholder single purchase limit and monthly limit.
Yes_ No_

6. All transactions are being performed personally by cardholder. Yes_ No_

7. All special purchases printing and visual arts service, hazardous materials, ADPE/IFP, and property book purchases have been properly coordinated and documented.

Yes_ No_

8. Purchases for nonexpendable equipment/supplies are properly coordinated and documented with local Property Book Officer. Yes_ No_

9. All items purchased are authorized items in accordance with USAMRAA's current procedures.

Yes_ No_

10. Cardholder statements are reconciled in a timely manner in C.A.R.E for the approving official to facilitate a timely certification of invoice for payment.

Yes_ No_

11. Statements are certified in C.A.R.E by Approving Official to facilitate timely payment.

Yes_ No_

12. All original receipts and supporting documentation for the cardholder's purchases are in the file of the approving official.

Yes_ No_

13. a. Items being purchased are available from a mandatory source of supply IAW FAR Part 8. Yes_ No_

b. Required waiver on file. Yes_ No_

14. Items are being purchased in accordance with Executive Order 13101.

Yes_ No_

15. All disputes filed have been in accordance with instructions of US Bank and USAMRAA's Government Purchase Card procedures.

Yes_ No_

16. Has the activity received any inspection by someone other than USAMRAA within past 12 months. Yes_ No_

Comments:

Name of Inspector/Reviewer:

Signature:

*Note: This supercedes the previous checklist dated Jul 99.

SECTION VII CONVENIENCE CHECKS

Purchase Card Convenience Checks

1. Introduction:
 - a. Convenience Checks are to maintain in accordance with DOD Memorandum, dated 17 Aug 99, Purchase Card Reengineering Implementation Memorandum #5: Accommodations Checks, Change #1 and DFAS 4200.2 –R1. USAMRAA has overall responsibility for the Convenience Checks and the authority to approve or disapprove the use of the checks.
2. Requesting a Check through USAMRAA:
 - a. Cardholders must use the following steps in requesting a check:
 1. Contact two or more Vendors to determine if items or services can be purchased using the Purchase Card.
 2. Contact AOPC via email requesting approval to submit a request to use the convenience check.
 3. Upon approval, the customer shall submit a purchase request to USAMRAA.
 4. The purchase request shall include suggested source; other sources contacted, full description of supplies or services required, and shall include 1.7% processing fees to issue a check. All request for convenience checks shall be made prior to acceptance of goods or services by the requesting activity.

**SECTION VIII
MISCELLANEOUS**

Web Page Addresses for helpful information:

USAMRAA - <http://www-usamraa.army.mil/>

Defense PURCHASE CARD Program -
<http://purchasecard.sarda.army.mil/>

UNICOR – <http://www.unicor.gov>

Base Supply (JWOD) <http://www.basesupply.com>

GSA - <http://www.gsa.gov/>

US BANK -

[http://www.usbank.com/cgi/cfm/PURCHASE
CARD/PURCHASE_CARD_login.cfm](http://www.usbank.com/cgi/cfm/PURCHASE_CARD/PURCHASE_CARD_login.cfm)

&

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

SECTION IX
Exhibits

Exhibit 1

FAR SUBPART 13.2 – Actions at or Below the Micro-Purchase Threshold

Subpart 13.2- Actions At or Below the Micro-Purchase Threshold

13.201 General.

- (a) Agency heads are encouraged to delegate micro-purchase authority (see 1.603-3).
- (b) The Governmentwide commercial purchase card shall be the preferred method to purchase and to pay for micro-purchases (see 2.101).
- (c) Purchases at or below the micro-purchase threshold may be conducted using any of the methods described in Subpart 13.3, provided the purchaser is authorized and trained, pursuant to agency procedures, to use those methods.
- (d) Micro-purchases do not require provisions or clauses, except as provided at 32.1110. This paragraph takes precedence over any other FAR requirement to the contrary, but does not prohibit the use of any clause.
- (e) The requirements in Part 8 apply to purchases at or below the micro-purchase threshold.
- (f) The procurement requirements in the Resource Conservation and Recovery Act (42 U.S.C. 6962) and Executive Order 13101 of September 14, 1998, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, apply to purchases at or below the micro-purchase threshold (see Subpart 23.4).

13.202 Purchase guidelines.

- (a) Solicitation, evaluation of quotations, and award.
 - (1) To the extent practicable, micro-purchases shall be distributed equitably among qualified suppliers.
 - (2) Micro-purchases may be awarded without soliciting competitive quotations if the contracting officer or individual appointed in accordance with 1.603-3(b) considers the price to be reasonable.
 - (3) The administrative cost of verifying the reasonableness of the price for purchases may more than offset potential savings from detecting instances of overpricing. Therefore, action to verify price reasonableness need only be taken if-
 - (i) The contracting officer or individual appointed in accordance with 1.603-3(b) suspects or has information to indicate that the price may not be reasonable (e.g., comparison to the previous price paid or personal knowledge of the supply or service); or
 - (ii) Purchasing a supply or service for which no comparable pricing information is readily available (e.g., a supply or service that is not the same as, or is not similar to, other supplies or services that have recently been purchased on a competitive basis).
- (b) Documentation. If competitive quotations were solicited and award was made to other than the low quoter, documentation to support the purchase may be limited to identification of the solicited concerns and an explanation for the award decision.

Exhibit 2

**DFARS SUBPART 213.3--SIMPLIFIED ACQUISITION METHODS
(Revised November 01, 2001)**

213.301 Governmentwide commercial purchase card.

(1) "United States," as used in this section, means the 50 States and the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, Wake Island, Johnston Island, Canton Island, the outer Continental Shelf lands, and any other place subject to the jurisdiction of the United States (but not including leased bases).

(2) An individual appointed in accordance with 201.603-3(b) also may use the Governmentwide commercial purchase card to make a purchase that exceeds the micro-purchase threshold but does not exceed \$25,000, if—

- (i) The purchase—
 - (A) Is made outside the United States for use outside the United States; and
 - (B) Is for a commercial item; but
 - (C) Is not for work to be performed by employees recruited within the United States;
 - (D) Is not for supplies or services originating from, or transported from or through, sources identified in FAR Subpart 25.7;
 - (E) Is not for ball or roller bearings as end items; and
 - (F) Does not require access to classified or Privacy Act information; and
- (ii) The individual making the purchase—
 - (A) Is authorized and trained in accordance with agency procedures;
 - (B) Complies with the requirements of FAR 8.001 in making the purchase; and
 - (C) Seeks maximum practicable competition for the purchase in accordance with FAR 13.104(b).

(3) A contracting officer supporting a contingency operation as defined in 10 U.S.C. 101(a)(13) or a humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8) also may use the Governmentwide commercial purchase card to make a purchase that exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold, if--

- (i) The supplies or services being purchased are immediately available;
- (ii) One delivery and one payment will be made; and
- (iii) The requirements of paragraphs (2)(i) and (ii) of this section are met.

**Exhibit 3 AFARS Subpart 5113.2 -- Actions at or Below the Micro-Purchase Threshold
5113.270 -- General.**

(a) Delegation of micro-purchase authority.

(1) Principal Assistants Responsible for Contracting at the major commands are responsible for the overall implementation and administration of the purchase card program at their subordinate commands and installations.

(2) Installation Commanders or activity directors shall appoint the purchase card approving official as the certifying officer for purposes of certifying payments to the paying office (disbursing officer) for purchase card issuer invoice. Certifying officers are pecuniary liable for erroneous payments resulting from the performance of their duties in accordance with Title 31, United States Code, section 3328.

(3) Chiefs of Contracting Offices shall:

(a) Develop internal operating procedures and incorporate appropriate controls in the Command or Installation Internal Control Program. Procedures and controls shall be written to place minimum burdens on cardholders

(b) Designate an agency program coordinator

(c) Issue delegations of authority to cardholders;

(d) Approve training course content and instructor qualifications

(e) Ensure prescribed training of cardholders and approving officials

(f) Ensure appropriate functional participation in the development and administration of the program (e.g., Finance and Accounting, Director of Logistics, Director of Public Works, Legal, etc.)

(g) Perform oversight reviews on approving officials to ensure cardholder adherence to policy and procedures. Reviews will be conducted not less frequently than annually. Accounts with significant dollar thresholds should be reviewed on a more frequent basis.

(h) Shall ensure Convenience checks are safeguarded to ensure good stewardship, discourage, and detect fraudulent actions with the checking accounts. Checking accounts must be audited on a quarterly basis. Audits will be conducted by a duly appointed, disinterested third party under the guidance of the local internal Review (IR activity). The quarterly audit requirement must be added to the management control checklist of Government Purchase card.

(4) Agency Program Coordinators (APC) shall:

(a) Serve as the purchase card focal point at each activity

(b) Establish, and maintain current, cardholder and approving official accounts;

(c) Obtain from resource managers, spending limits and finance and accounting data to be used in establishing cardholder and approving official accounts; and

(d) Ensure accounts are not established or billing officials certify invoices until required letters of delegations and appointment letters have been issued to cardholders and approving officials /certifying officials

(5) Approving officials shall:

(a) Ensure that the transactions meet the legal requirements for authorized purchase card purchases

(b) Ensure that adequate documentation is available for individual transactions

(c) Ensure the facts presented in documents for payment are complete and accurate

(d) Take appropriate action to prevent two or more payments for the same transaction

(e) Ensure proper implementation of dispute procedures when transactions are questioned

(f) Provide copy of certifying officer appointment letter with signature card to the supporting payment office

(g) Certify and forward the official invoice to the paying office within 15 days of receipt. Electronic invoice is considered received on the first day following the end of the billing cycle.

(6) Cardholders shall:

(i) Reconcile purchases actually made within 5 working days of receipt of their monthly statement of account. Electronic statement of account is considered received on the first day following the end of the billing cycle.

(ii) Maintain a log of purchases. The log shall be the cardholder log within Customer Automated Reporting Environment (C.A.R.E.) when the cardholder has been given access to C.A.R.E.

(c) Training Requirements:

(i) Cardholders and certifying officials shall receive training and orientation covering the use of the card prior to being delegated authority under the program. Training may be locally developed, but specifically designed to cover federal, defense, and departmental regulations, policies and procedures pertaining to micro-purchases and simplified acquisition procedures, as applicable. Orientation shall address GSA, Card-Issuing Bank and installation-unique policies.

(ii) Cardholders shall receive procurement ethics training. Cardholders and Certifying Officials shall be advised of pecuniary liability under the program for certifying and accountable officials

(iii) The Chief of the Contracting Office may require additional training depending on the thresholds and circumstances established for the card's use.

5113.202. -- Purchase Guidelines.

(a) Micro-purchase authority should be delegated to the lowest possible level. Purchase cards shall be issued only to individuals who have received the orientation/training on the purchase card program as required in these procedures.

(b) Contracting Officers **shall not issue** cards to contractors. If contractors working on cost type contracts request cards, their request shall be forwarded to the contracting officer for the cost-reimbursable contract. If that office determines that they are eligible, the contractor will then file a Request for Eligibility Determination with the GSA SmartPay Contracting Officer.

(c) Cardholders may be authorized to utilize the Government Purchase Card as a payment instrument for orders exceeding \$2,500 made against Federal Supply Schedule contracts, calls written against a Blanket Purchase Agreement (BPA) or orders placed against Indefinite Delivery/Indefinite Quantity (IDIQ) contracts that contain a provision authorizing payment by purchase card.

(d) The purchase card may also provide a streamlined way of paying for contracts other than those above. Prior to using the card this way, the contracting office shall determine that use of the card for payment is in the best interest of the Government. The determination shall address any increase in price and/or administrative costs to use the card versus the costs of processing the payment without the card.

(e) The purchase card may also be used to pay for government-owned materiel or government-performed services received from other government sources (i.e., DAPS, GSA, DLA).

5113.270 Use of the Government-wide commercial purchase card.

Use of the purchase card must meet the following conditions in addition to conditions imposed by the General Services Administration Federal Supply Schedule:

(a) Each transaction should involve a single delivery and payment. Receipt of the item should be within the billing cycle or by the time the monthly report is received to simplify monthly reconciliation.

(b) Cardholders shall not break down (split) requirements aggregating more than the micro-purchase threshold into several purchases merely to avoid any requirement that applies to purchases exceeding the micro-purchase threshold.

- (c) Cardholders shall advise Merchants/Vendors at the time the transaction(s) is/are made that items purchased with the card are "For Official United States Government Use." Most states will exempt purchases made by the Government from state and local taxes.
- (d) Cardholders shall initially attempt to settle disputes with the merchant. If the merchant refuses to work with the cardholder, or if 45 days has passed without resolution since receipt of the statement containing the questionable transaction, the cardholders shall formally dispute the transaction with the card-issuing bank.
- (e) When using the purchase card to pay for services/supplies received from other government sources (i.e., DAPS, GSA stores or depots, DLA), procurement thresholds do not apply. Payment with the card is mandatory for services obtained from the Defense Automated Printing Service (DAPS).
- (f) Army organizations are authorized to use the GPC up to micro-purchase thresholds at DOD NAFIs, including AAFES facilities, provided the resale activities are within scope of the particular NAFI's charter. Purchases up to \$50,000, maybe made from exchanges only (vice NAFI's) by overseas organizations and the purchase card can be used as a method of payment.
- (g) The purchase card shall be used as a method of payment for all commercial training \$25,000 and below for the following:
 - (i) DD Form 1556, Request, Authorization, Agreement, certification of Training, and Reimbursement in accordance with USC 41 for civilians.
 - (ii) DD Form 2171, Request for Tuition Assistance, provides financial assistance for voluntary off-duty education Programs in support of soldiers professional and personal self development. Supporting the GPC that utilizes payment for all education (payment vouchers) valued at or below \$25,000. The DA Form 2171 is the obligation document for education programs and services authorized under Title 10, US Code 2007 and AR 621-5 Army continuing Education system. Advance payments are authorized under TA Program IAW AR 621-5. All course enrollments must be approved prior to start of class.

Dollar limits.

- (i) for stand alone purchases, the single purchase limit is the micro-purchase threshold
- (ii) for payment against existing contracts, the limit is as identified in the contract
- (iii) the threshold for all convenience checks is \$2,500.

Exhibit 4

I.M.P.A.C Card Destruct Notice

(Print or type)

CARD NO. _____ EXP. DATE _____

NAME OF CARDHOLDER _____

REASON(S) FOR DESTRUCTION:

Employee transferred Found reported lost/stolen card Expired card Employee terminated/resigned

Other _____

COMMENTS: _____

APPROVING OFFICIAL'S NAME _____
(Print or type)

APPROVING OFFICIAL'S SIGNATURE _____

CURRENT DATE _____

Notice: Cut card in half and destroy. Do not return to US Bank.

Exhibit 5

Delegation of Authority for Credit Card Use (Cardholder)

MCMR-AAA

Date

MEMORANDM FOR Cardholder Name, Organization, ATTN: Office Symbol
Street Address, Fort Detrick, MD 12345-6789

SUBJECT: Delegation of Authority for Credit Card Use

1. You are authorized to purchase specific supplies and services, as established by the US Bank, using the International Merchant Purchase Authorization Card (Purchase Card). Your authority is limited to \$2500.00 for any single purchase, and your total monthly (billing cycle) expenditures shall not exceed \$(cardholders 30 day limit).

2. The supplies and services obtained through the use of the Purchase Card shall be exclusively for official U.S. Government requirements established within the (cardholders organization command). All purchases shall comply with the requirements of the Federal Acquisition Regulation, as supplemented by the Department of Defense, the Department of Army, and the U.S. Army Medical Research Acquisition Activity (USAMRAA) Purchase Card Standing Operating Procedure.

3. Your use of the Purchase Card will be reviewed periodically by the Agency Program Coordinator to ensure conformance to this delegation. This delegation automatically terminates upon your separation (includes dismissal, transfer, retirement, etc.) from your current organization.

PATRICIA MCALLISTER
CONTRACTING OFFICER

**Exhibit 6 Delegation of Authority for Credit Card Use
(Approving/Billing Official)**

MCMR-AAA

Date

MEMORANDUM FOR Approving/Billing Officials Name, Organization Name,
ATTN: Office Symbol, Street Address, Fort Detrick,
MD 21702-5012

SUBJECT: Delegation of Authority as Approving/Billing Official

1. You are authorized to act as Approving/Billing Official for assigned Cardholders in your activity who have the authority to purchase specific supplies and services, as established by the US Bank, using the International Merchant Purchase Authorization Card (Purchase Card). Each cardholder's limit for any single purchases is limited to \$2500 and your total monthly (billing cycle) expenditures for all cardholders under your authority shall not exceed \$2500.00.

2. The supplies and services obtained through the use of the Purchase Card shall be exclusively for official U.S. Government requirements established within your organization. As an Approving Official you are responsible for the monthly reconciliation of each your Cardholder's statements. You will certify that the transactions were made in accordance with the requirements of the Federal Acquisition Regulations, as supplemented by the Department of Defense, the Department of Army, and the U.S. Army Medical Research Acquisition Activity (USAMRAA) Purchase Card Standing Operating Procedures.

3. Your use of the Purchase Card will be reviewed periodically by the Agency Program coordinator to ensure conformance to this delegation. This delegation automatically terminates upon your separation (includes dismissal, transfer, retirement, etc.) from your current organization.

PATRICIA MCALLISTER
Contracting Officer