

FORT BRAGG POLICY OR PRECEDENT

For use of this form see XVIII Abn Corps and Ft Bragg Memo 25-31; the proponent agency is HRA.

1. SUBJECT Government Purchase Card (GPC) Program		2. MASTER POLICY NO. 76
3. ORIGINATOR AFBG-MSE-RM	4. PHONE NUMBER (910) 396-0262	5. DATE ESTABLISHED 10 December 2009

6. SYNOPSIS: (if more space is needed, use reverse side.)

a. Purpose. To establish an XVIII Airborne Corps GPC Program policy for US Army Forces Command (FORSCOM) units assigned on Fort Bragg.

b. Applicability. This policy applies to all FORSCOM units whose funds are administered by the Fort Bragg Mission Support Element (MSE) G8.

c. General. The Mission and Installation Contracting Command Center- Fort Bragg (MICCC-FB) performs critical administrative, training, and quality assurance actions in support of XVIII Airborne Corps units and it is imperative that units and leaders follow regulations and work with MICCC-FB to ensure our operations are fiscally and legally compliant.

d. Policy

(1) Commanders and supervisors will:

(a) Be responsible for oversight of the activity of their purchase Cardholders, Billing Officials and Alternate Billing Officials.

(b) Take action to verify that purchase card operations are in compliance with sound business practices, regulations, and law.

(2) Commanders and supervisors will implement the following guidance as part of their unit GPC program:

(a) Every account must have a Billing Official, an Alternate Billing Official and at least one Cardholder to set up and maintain a new account. The Billing Official and Alternate Billing Official must outrank the cardholder(s). The number of cardholders per billing official will not exceed five.

(b) Budget Officers will not be appointed as Cardholders, Billing Officials, or Alternate Billing Officials.

(Continued)

7. TYPE POLICY <input type="checkbox"/> NEW <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> REVOCATION	8. IDENTIFY POLICY AFFECTED This policy supersedes Master Policy No. 76 dated 29 September 2005.			
	9. LAST REVIEWED			
	DATE	REVIEWING OFFICER	ORGANIZATION	INITIALS
APPROVED:  SHAWN M. MATEER, COL, GS, Chief of Staff				

11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)
XVIII Airborne Corps and Fort Bragg Regulation 715-3, Fort Bragg GPC Program, 15 June 2005

12. DISTRIBUTION: Special (Electronic Media Only)	13. DATE PUBLISHED FEB 08 2010
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6. SYNOPSIS: (Continued)

(c) Billing Officials will review and certify their Cardholder monthly statements within five business days of the billing cycle closing date. Alternate Billing Officials will review and certify their Cardholder monthly statements in the absence of the primary Billing Official.

(d) Commanders will periodically review Cardholder and Billing Official records and statements. These reviews should focus on: completeness of administrative requirements; necessity of items purchased; evidence of split disbursements; and appearance of unnecessary purchases from the same vendor.

(e) Ensure Cardholders and Billing Officials document GPC compliance in their performance standards.

(f) Ensure Cardholders, Billing Officials, or Alternate Billing Officials receive the mandatory Defense Acquisition University (DAU) GPC on-line training and maintain their yearly refresher training.

(g) Maintain accountability of purchases made and hand receipt accountable property.

(3) Deployed GPCs. As a general rule GPCs will not deploy with the unit and the MICCC FB must be notified of the impending deployment of account holders. However, an exception may be granted when the theater to which the unit is deploying agrees to reimburse the unit expenditures. The MSE G8 may grant this exception when all administrative matters pertaining to reimbursement are completed. Each deploying unit must demonstrate redundant certification capability prior to active GPC use. Any deployed GPC Cardholder and Billing Official will comply with all theater requirements pertaining to GPC operations and spending limits.

e. Purchase cards can only be used by the specific individual to whom the card was issued and has been given delegation purchase authority. All purchases must be within the pre-approved delegation letter authority.