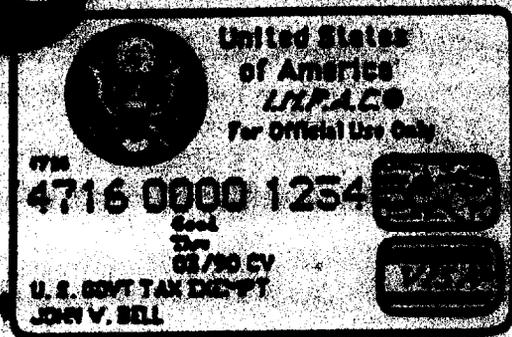
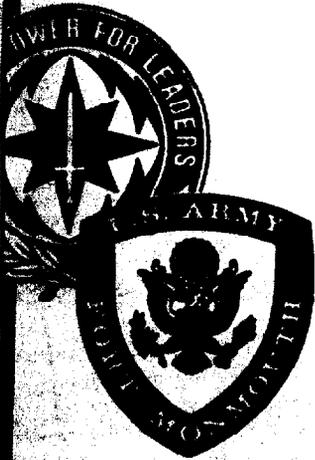


STANDARD OPERATING PROCEDURES FOR CECOM AND FORT MONMOUTH

U.S. Government Credit Card Program



GOVERNMENTWIDE
Commercial Credit Card Service

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY COMMUNICATIONS-ELECTRONICS COMMAND
AND FORT
FORT MONMOUTH, NEW JERSEY 07703-5000

CECOM and FORT MONMOUTH'S US GOVERNMENT
CREDIT CARD PROGRAM

STANDARD OPERATING PROCEDURE
1 JULY 1996

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1. **PURPOSE:** This Standing Operating Procedure (SOP) provides uniform policies and procedures for the CECOM and Fort Monmouth US Government Credit Card Program.
2. **SCOPE:** This SOP applies to all Units, Directorates and Activities assigned or attached to CECOM and Fort Monmouth.
3. **AUTHORITY:** The General Services Administration has entered into a contract with the Rocky Mountain Bank Card System (RMBCS) to provide a government-wide commercial credit card called the International Merchant Purchase Authorization Card (IMPAC). All credit card purchases will be in accordance with Federal Acquisition Regulation (FAR) Part 13, Small Purchase and Other Simplified Purchase procedures.
4. **GENERAL:** The US Government Credit Card Program is limited at CECOM and Fort Monmouth to Simplified Purchase Procedures for the purchase of expendable items and non-expendable items and services. Use of the credit card will be limited to the purchase of items and services authorized by this SOP.

5. **POLICY:**

a. It is the joint responsibility of the CECOM Acquisition Center (Computer Systems/Base Support Branch (CS/BSB)) Resource Management Directorate (Management Accounting Division), Defense Accounting Office (DAO) CECOM and the Directorate of Logistics (Equipment Management Division) to formulate, establish and implement the US Government Credit Card Program at CECOM and Fort Monmouth. Significant updates, additions or changes to the SOP will be approved by these Directorates prior to their implementation.

b. **PROCUREMENT INTEGRITY**

Individuals delegated procurement authority are procurement officials, as defined under Section 27 of the office of Federal Procurement Policy Act, and must receive procurement ethics training and execute the procurement integrity certification required by FAR 3.104-12. As procurement officials, the cardholders and Approving Officials are subject to administrative action or remedies as well as civil and criminal penalties for violations of the Procurement Integrity Act.

The act states that procurement officials cannot divulge Government information in advance of a procurement, cannot offer or give gratuities, cannot divulge source selection or proprietary information, or receive employment based on their current Government knowledge.

c. **STANDARDS OF CONDUCT**

Employees of CECOM hold a public trust; their conduct must meet the highest ethical standards. All agency employees shall use this card to purchase only items of supply and services within the guidance of this Program. Cardholders and Approving Officials acknowledge knowingly that making false statements on credit card records may provide support for removing

the employee from Federal service. The Government may punish wrong doers by fine, imprisonment, or both, as stated I Section 1001, Title 18, United States Code.

In addition to the procurement integrity rules, the Joint Ethics Regulation, DoD 5500.7-R, requires those individuals who expend more than \$2,500 on a particular purchase or more than \$20,000 cumulatively per annum to attend annual ethics training and to file the SF 450 Confidential Financial Disclosure Report.

6. DEFINITIONS:

a. Administrative Office Serves as the focal point for applications, issuance and destruction of credit cards and the establishment of reports and training. Appointing Official: Branch Chief, MAJ. Kukes CS/BSB (908)532-1723

b. Disputes Office Coordinates, processes and monitors all disputed purchases, credits and billing errors. Disputes Officer: Team A Supervisor, Arthur Pepin, CS/BSB (908)532-4024,

c. Agency Program Coordinator (APC) Serves as liaison between CECOM Fort Monmouth and the contractor. Acts as a point of contact to discuss any matters concerning government credit card use. (APC):- Mickey Graham, Purchasing Agent (908) 532-5423.

d. Appointing Official Responsible for the overall management and implementation of the Program. Appoints credit card holders and Approving Officials on orders. Authorizes credit card holders and Approving Officials to perform their duties. Appointing Official: Branch Chief Maj. Kukes CS/BSB (908)532-1723.

e. Approving Official An individual, officially appointed by the Appointing Official, who reviews each card holder's "Statement of Account" and verifies that all transactions were made in the best interest of the government, in accordance with the FAR Subpart 13 and in accordance with this SOP.

f. Single Purchase Limit In accordance with Army Federal Acquisition Regulations (AFARS) 13.9, the maximum allowable amount for a single purchase transaction is \$2,500 for individuals not assigned to a contracting office and \$25,000 for contracting personnel. In accordance with FAR 13.103(b), purchases shall not be either broken down or split into separate purchases to circumvent the delegated dollar threshold. If the purchase price exceeds \$2,500.00, individuals not assigned to a contracting office, shall submit a purchase request to the Acquisition Center through normal purchasing channels.

g. Single Transactions. A single purchase may include multiple items but the total cost cannot exceed the authorized single purchase limit in the Delegation of Authority. The vendor will use either an electronic or telecommunication method of obtaining authorization on purchases. Such authorization ensures that the cardholder is within the established single purchase and monthly purchase limits.

h. Monthly Purchase Limit The monthly cardholder limit is a budgetary limit assigned by the Approving Official. The Approving Official shall coordinate with the Agency Program Coordinator when determining a monthly limit. The total dollar value of purchases when using the card for any single month will not exceed the monthly purchase limit set by the Approving Official.

i. Monthly Office Limit The monthly office limit is a budgetary limit established by the organizational Commander/Director for each organization. The limit established by the appropriate Commander/Director shall not exceed the sum of the Approving Official's cardholders monthly purchase limit and should reflect spending history as well as budgetary trends. The total dollar value of purchases using the card shall not exceed the monthly office limitations established by the appropriate Commander/Director.

j. Authorized Purchase Purchases made by the person whose name appears on the credit card after obtaining required signatory approvals on purchase request (see para 9 page #7 Purchase Procedures).

k. Unauthorized Purchase Purchases made by a person whose name **does not** appear on the credit card; use of credit card for personal business; purchase made by person whose name appears on the credit card but lacks the required signatures on purchase request. See Annex C for listing of unauthorized uses of the credit card.

l. Split Purchases - See Discussion Annex L.

m. Credit Card Holder An individual, fully trained and appointed in writing by the Chief, of Base Support Branch, to use the International Merchant Purchase Authorization Card (IMPAC). The card bears the individual's name and may only be used by the individual whose name appears on the card.

n. Equipment Coordinator The individual appointed by the Commander or Technical Director of an activity to serve as the focal point for all equipment actions. Accomplishes AMAS and property book accountability/inventory requirements.

7. RESPONSIBILITIES:

a. CHIEF, COMPUTER SYSTEM/BASE SUPPORT BRANCH (CECOM ACQUISITION CENTER):

(1) Assume overall responsibility for administering the US Government Credit Card Program.

(2) Appoint Credit Card Holders and Approving Officials.

(3) In conjunction with the Equipment Management Division, determines training procedures and qualifications necessary for all credit card holders.

(4) Establish Administrative Office, Disputes Office and designate APC.

(5) In conjunction with the credit card user's activity, establish single purchase limits, monthly purchase limits and monthly office limits for all credit card holders and approving officials.

(6) Establish credit card purchase procedures for both over-the-counter and telephone purchases. (See Para 9, - Pages 7 and 8.)

(7) In conjunction with Chief, Equipment Management Division (DOL), Chief, Management Accounting Division, Resource Management Directorate, Defense Finance and Accounting Service (DFAS), Indianapolis Center, Defense Accounting Office (DAO) CECOM, determines necessary accountable documentation required for all purchases. (See Subsection 12c.)

(8) Formulate resolution and disciplinary procedures for situations involving improper use of the credit card.

(9) Establish security measures to prevent unauthorized use and limit the potential for fraud.

(10) Establish procedures to follow in the event a credit card is lost, stolen, or a card holder is terminated or transferred.

(11) Inspect and audit credit card holder's files as required.

(12) Revoke credit card if required.

(13) Maintain the SOP

b. CHIEF, EQUIPMENT MANAGEMENT DIVISION, DIRECTORATE OF LOGISTICS (DOL)

(1) In conjunction with the Chief, CS/BSB, CECOM Acquisition Center, determine training and qualifications necessary for credit card holders.

(2) In conjunction with the Chief, CS/BSB, CECOM Acquisition Center, and Chief, DAO, Resource Management Directorate, determines card ordering procedures and necessary accountable documentation required for all non-standard material purchases. (SEE ANNEX A)

(3) Establish all shipping and receiving policy procedures.

(4) Identify authorized and unauthorized uses of the credit card with regard to specific activities to the Chief, CS/BSB. Review monthly bank statement for unauthorized purchases/misuse of credit card.

(5) In conjunction with Chief, CS/BSB, verify documentation of expendable purchases. Expendable is defined in Annex A.

c. MANAGEMENT ACCOUNTING DIVISION (RESOURCE MANAGEMENT DIRECTORATE)

(1) Coordinate financial policy/procedures regarding the US Government Credit Card Program with the DAO CECOM.

(2) In conjunction with Chief, CS/BSB, CECOM Acquisition Center, Chief, DOL, and DAO CECOM determine necessary accountable documentation required for all purchases.

(3) Review all bank payment procedures for fiscal policy.

(4) In conjunction with DAO CECOM determine documentation requirements that are necessary to make payments and documentation submitted in support of payments.

(5) Review SOP for compliance with regulation.

(6) Provide financial policy changes regarding the US Government Credit Card Program to appropriate action officer.

d. CREDIT CARD HOLDER

(1) Restrict purchases to those items within the scope and limitations of this SOP.

(2) Establish and maintain a complete file for each individual purchase order. Each file will contain, as a minimum, the validated purchase request, charge slips, funding data, and any other information pertinent to the purchase.

(3) Establish and maintain a log of all credit card purchases.

(4) Reconcile purchases with the "Statement of Account" in accordance with the procedures outlined in paragraph 12e(1)(b)(ii) of this SOP.

(5) Safeguard the IMPAC card at all times.

(6) Comply with FAR, PART 13 and PART 8 (Mandatory Sources)

e. APPROVING OFFICIAL

- (1) Commit appropriate funds to be used for credit card purchases (See Annex D)
- (2) Review the "Statement of Account" for each credit card holder under his purview in accordance with the procedures outlined in paragraph 12f(2), of this SOP.
- (3) Certify that all transactions are allowable purchases made in the best interest of the Government, and are mission essential in accordance with FAR PART 13, FAR.PART 8 (Mandatory Sources), financial regulation and in accordance with this SOP.
- (4) Forward required documentation to the Accounts Payable Office. See paragraph 12f.
- (5) Establish alternate approving official, if necessary.
- (6) Review the credit card purchase request and sign Block 22, prior to purchases being made.
- (7) Monitor and ensure SF 450 Confidential Financial Disclosure Report as required by paragraph 5(c) be forwarded to Legal, AMSEL-LG-JA

f. AGENCY PROGRAM COORDINATOR:

- (1) Chief administrator of the credit card program is responsible for the overall management and implementation of the Program.
- (2) Liaison between CECOM/Fort Monmouth, GSA and the contractor concerning all matters involving the credit card program.
- (3) Coordinates required training for credit card holders and Approving Officials.
- (4) Point of contact for credit card holders and Approving Officials with questions, problems, information, etc.
- (5) Performs audits to ensure card holders are in compliance with proper procedures.

g. DEFENSE ACCOUNTING OFFICE (DAO) CECOM (DFAS)

- (1) Establish and implement all bank payment procedures, including statement reconciliation at the card holder and approving official levels.
- (2) Establish and maintain billing discrepancy procedures.
- (3) Review all documentation submitted for compliance in support of payments.

(4) Review SOP for compliance with financial regulation regarding payments.

(5) Recommend suspension of a bankcard when the complete pay package has not been received in that office by the 15th of the month or when the Accounting Classification Transmittal Sheets are not filled out correctly.

(6) Ensure that prior year funds remain available for disbursements for purchases made just prior to year end.

(h) RESPONSIBILITIES OF THE ADP CONTRACTING OFFICER

The Contracting Officer will:

(a) Review all ADP credit card purchases on a monthly basis using the activity's "Statement of Account".

(b) Investigate any potential abuse of these procedures.

(c) Report all substantiated violations of these procedures to the Fort Monmouth Credit Card Program Appointing Official.

8. ADMINISTRATIVE

a. Units, Directorates and Activities interested in obtaining the US Government Credit Cards should contact the Administrative Office, CS/BSB for credit card application information. Agency Program Coordinator (APC): Mickey Graham, Purchasing Agent (908) 532-5423.

b. Credit card holders will be nominated by each Unit, Directorate or Activity and appointed by Chief, CS/BSB. Credit card holders and Approving Officials are required to attend training , to include ethics training, prior to receiving a credit card. Credit card holders are also required to attend annually an 8 hour refresher course. Approving Officials are required to attend a one hour refresher course. Both refresher courses are mandatory.

c. Credit card purchases will be shipped from the vendor directly to the work location of the credit card holder. Shipments will not be accepted at Building 116, (DOL Installation Receiving Point), Fort Monmouth.

d. Factors involved in determining Single Purchase, Monthly Purchase and Monthly Office limitations include Unit, Directorate or Activity size, budget requirements, type of work performed or any other pertinent factors. The maximum single purchase limit is \$2,500.00 for other than CECOM Acquisition Center personnel. Split purchases are not permitted in order to avoid compliance with this dollar limitation.

e. Approving Officials will be nominated by each directorate or activity and appointed by Chief, CS/BSB.

9. PURCHASE PROCEDURES

a. **Financial Determination.** When a need is identified, the card holder will review the need in accordance with financial policy for "bona fide need" and "severability" of purchase in determining correct fiscal year funding. Special emphasis must be made when nearing the fiscal year-end. This should be verified through the resource managers office. Obtain concurrence and signature in block of purchase request form. (See Annex E).

b. **Source Determination.** When a need is identified by an activity, directorate or office, the card holder will ensure that the item is not available from any of the sources listed at Annex B. These sources will be utilized before any purchase will be made with the credit card.

c. **Open Market Purchases.** Purchases for less than \$2,500.00 may be made without securing competition (unless the requirement is for either Federal Information Processing (FIP) Equipment or Software purchased from a General Services Administration (GSA) Federal Supply Schedule (FSS)) if the cardholder considers the price to be reasonable (see FAR 13.106(a)). These purchases are to be distributed fairly among qualified suppliers. When practical, a different company than the previous supplier should be solicited when placing repeat orders.

d. **Purchase Procedures.** When the card holder has determined that funds are available, that a requested item is not obtainable from any of the mandatory sources in Annex B and is not listed on the purchase restriction list, Annex C, the card holder can begin purchase procedures. Only the card holder can make telephonic or in-person purchases.

(1) The card holder must have a written, approved CREDIT CARD PURCHASE REQUEST (see Annex E), prior to any purchase using the credit card. This purchase request document must include the signatures of the Card Holder, Requester, Budget Certification Officer, Equipment Coordinator, and Approving Official. **The absence of any one of these signatures invalidates the purchase request.** The credit card holder will sign the purchase request after obtaining the required signatures prior to making the purchase.

(2) After obtaining purchase authorization, the card holder will contact vendors for required items and price of the items. The card holder should determine that an item is available and price is fair and reasonable. See Split Purchase discussion on page 34.

(3) Once the credit card holder has determined which business will receive the award, the credit card holder will place the order either in person or by telephone. Placement of an order is subject to the following conditions.

(a) All purchases must be delivered within a 30 day billing cycle. The order will not be placed without the assurance that items are immediately available for delivery.

(b) The vendor must know or be advised that the purchase is tax exempt. If the vendor requires a tax exempt number use the first four numbers on your credit card. If the vendor requires a tax letter they are available from the APC x25423.

(c) Shipping and handling charges must be included in the price charged to the credit card and funded on the original purchase request.

(d) Vendor agrees to process credit card charges only when the shipment is made and not before.

(e) Vendor agrees to mark on the packing slip and the shipping label the card holders name and office symbol, building number, room number, street address, city, state, zip code and telephone number.

(f) Vendor agrees to include the term "CREDIT CARD PURCHASE" on the packing slip and shipping label.

(g) All items purchased must be delivered/picked up in a single delivery. No back-ordering is allowed.

(h) The total of a single purchase to be paid for using the card may be comprised of multiple items but cannot exceed the authorized limitations. Purchases will be denied if the authorized single purchase limit is exceeded. Payment for purchases are not to be split in order to stay within the single purchase limit.

(i) Over the counter purchases require that the card holder obtain and retain for file the customer copy of the purchase charge slip.

(j) All items purchased over the counter to be paid for using the card must be immediately available. **NO BACK ORDERING IS ALLOWED.**

(k) All items purchased by telephone order must be delivered by the merchant within ten (10) days.

(l) All items purchased during one telephone transaction must be delivered in a single delivery. If an item is not immediately available, **NO BACK ORDERING IS ALLOWED.** The order should not be placed without this assurance.

(4) If the vendor can meet the conditions stated above, the card holder may place the order with the vendor. The card holder will record all information pertaining to the buy. The credit card holder will then record the actual price agreed upon with the vendor in block 17 of the **CREDIT CARD PURCHASE REQUEST**. A completed copy of this request form will be provided to the Program Budget Officer so the card holder can record the actual amount of money spent on the purchase. The **CREDIT CARD PURCHASE REQUEST** and the customer

copy of the charge slip (for over-the-counter purchases) will be retained together in the cardholder's files.

(5) Once the purchase is complete, the credit card holder will enter the purchase into the AMAS System. See DOL's SOP for more precise instructions (SEE ANNEX A)

THE FAILURE OF AN ACTIVITY TO PROPERLY FOLLOW THESE PROCEDURES WILL RESULT IN A CARD HOLDER'S CREDIT CARD PRIVILEGES BEING SUSPENDED FOR A MINIMUM OF 30 DAYS. REPEAT OFFENDERS WHO FAIL TO PROPERLY FOLLOW THESE AFOREMENTIONED PROCEDURES WILL HAVE THEIR CREDIT CARD REVOKED FOR ONE YEAR.

10. ADP CREDIT CARD PURCHASE PROCEDURES AND LIMITATIONS

a. In an effort to reduce the administrative processing time and the administrative costs associated with ADP/FIP purchases, buyers will be allowed to use their credit cards to purchase ADP/FIP resources up to the dollar thresholds specified within this SOP.

b. It is the responsibility of the Chief, ADP Branch, Directorate for Corporate Information (DCI), and the Directorate for Logistics (DOL) to formulate, establish and implement a credit card program for ADP/FIP purchases at Fort Monmouth. Acquisition of non-expendables as well as expendable items will be allowed using the credit card. The procedures used for each category will be different.

c. Activity ADP Coordinators will be the primary interface with DCI and be responsible for the process and actions listed below.

(1) **NON-EXPENDABLE ITEMS:** Prior to acquisition, an Information Systems (IS) Acquisition Memo will be completed by your ADP coordinator with detailed item(s) list attached, describing (salient characteristics) the items with quantities and cost of each item. This documentation will be submitted to DCI for review and approval. The IS memo will provide a CAPR number and a Sequence number which will be annotated on the purchase request in Block 18. Also, when using the AMAS system for these buys please make sure you annotate the CAPR number and Sequence number into the system for each item.

(2) **EXPENDABLE ITEMS:** The ADP/FIP items listed below can be acquired "prior" to IS approval. IS approval should not take more than 30 days after the purchase of resources. An IS Acquisition Memo will be required on a monthly basis to cover the credit card buys for that month. Each activity ADP Coordinator will provide DCI every month with an IS Acquisition memo and a detailed itemized list of resources acquired that shows the description, quantity, total cost of each item acquired, and a grand total of the month.

EXPENDABLE ITEMS ALLOWED FOR CREDIT CARD ACQUISITION

(a) Software and software upgrades, mouse, keyboards, internal CD-ROM, and internal media (i.e. magnetic/optical).

(b) Modem boards, fax boards, memory boards audio boards, memory chips (i.e. simms etc.), pcmcia slots, CPU chip upgrades, and similar internal components.

(c) Items not subject to IS Acquisition Memo approval - which may be purchased by means of the credit card are as follows:

Cables, and wires, floppy diskettes, laser optical disks, telecommunication fuses, connectors, backup cartridges, print wheels, cleaning kits, magnetic tapes, disks, glare screens, and all other similar items designed specifically for use with FIP equipment.

11. PURCHASE OF SERVICES

a. **Definition:** For the purpose of Credit Card purchases, services that can be obtained are: Vendor services and subscriptions "meeting the fiscal bona fide need and severable rules in accordance with AR 37-1, Chapter 9".

b. **Services Listing:** The following are a listing of the above mentioned services that **can** be purchased with the Credit Card.

(1) Vendor Services:

- (a) Stenographic Services
- (b) Program Speakers
- (c) Sports Officials
- (d) Cleric Services
- (e) Language Interpreters
- (f) Conference Room Rentals - NO FOOD

(2) Subscriptions:

- (a) Periodicals
- (b) Subscription dailies (establish mission essential need)

Other services are available by contacting your APC Mickey Graham ext. 25423.

c. **Dollar Limitations:** Dollar limitations that apply to Credit Card account purchases will remain in effect.

12. FINANCIAL PROCEDURES FOR PROCESSING CREDIT CARD CHARGES

a. **Commitment/Obligation of Funds:** All funds used for credit card purchases will be committed/obligated prior to the processing of any requisitions. Fund requirements may be estimated and committed/obligated monthly, quarterly or annually. Multiple fund cites (Accounting Classifications/Job Order Accounting Number [JOAN]) may be allotted to each Approving Official when necessary. However, every effort should be made to keep the number of JOANs to a minimum. Failure to commit/obligate funds prior to processing requisitions will result in a violation and loss of Credit Card privileges.

b. **PAYMENTS:** The Accounts Payable Office will process all payments within 15 days after receipt from the Approving Official. Since all invoices are mailed directly to the Approving Official, they must be date stamped when received. Payments are subject to the Prompt Payment Act. Any penalties incurred because of negligence on the part of the cardholder or Approving Official in the prompt processing and forwarding of documentation to the Accounts Payable Office for payment will be charged back to the Approving Officials fund cite. The DAO CECOM (Accounts Payable Office) will make payments based on the Approving Official's certification statements. Payment will be made for the full amount on the "Statement of Account". In the event of a dispute all payments will be handled IAW the Prompt Payment Act. For disputes resolutions see page 17.

c. Fund Certification

(1) A separate DA Form 3953 Purchase Request and Commitment (Annex D) will be prepared for each JOAN to be obligated.

(2) The Approving Official will:

(a) Approve and ensure that a DA Form 3953 is prepared as follows:

Standard Document Number

Requisition No: - Insert a 14 position code.

1- 6 - "CREDIT"

7- 10 - Julian Date (i.e. 10 Nov 1994 = 4314)

11-14 - Last four (4) digits of approving official's assigned number.

DATE: Date Submitted.

THRU: For 2020 insert DFAS/IN-EM-BF(OMA). For 2040 insert DFAS/IN-EM-BF(R&D).

FROM: Insert office symbol of sending Approving Official.

Purchased For: Approving Official's Activity.

Name & Telephone No. of Approving Official's name and telephone extension.

Accounting Classification: Accounting Classification and JOAN.

AMOUNT: Amount to be committed and obligated.

Description of Supply or Service: VISA Credit Card Program for the period dd/mm/yy - mm/dd/yy.

The Activity's Budget Officer will complete the date, name and signature blocks, marked Initiating Officer.

The Approving Official will complete the date, name and signature blocks marked Commanding Officer.

(b) Obtain the approval of the DRM Program Budget Division by having the budget analyst initial the right hand margin next to the amount signifying fund availability.

(c) Prepare a SEL Form 1187 Document Transmittal Record (Annex G) in duplicate and forward 2 copies together with the DA Form 3953 and 1 copy to the Document Transmittal desk, AMSEL-CP-FA-H, RM2A18, COB.

d. Management Accounting Division Advisory Services Branch:

(1) Receive the DA Form 3953 and certify the fund availability by completing the Certifying Officer's date, name and signature blocks.

(2) Return a certified copy to the Approving Official.

(3) Pass the certified document to DFAS for committing and obligating the funds by entering the JOAN and amount into the Standard Operating and Maintenance Army Research and Development System (SOMARDS).

e. Processing of Credit Card Payments

(1) The Cardholder will:

(a) Be responsible for ensuring that the requisition, sales and delivery slip's information are legible, accurate and complete and that they are on hand for reconciliation with the "Statement of Account" at the end of each billing cycle.

(b) Receive at the end of each billing cycle a "Statement of Account" itemizing each transaction charged to their bank card. Upon receipt of the statement the Cardholder will:

(i) Review the Statement for accuracy by matching all requisitions to transactions billed on the statement.

(ii) Write a brief description of each item purchased on the "Description" line on the Statement of Account.

(iii) If charged for an item incorrectly, provide a complete explanation in the space provided on the reverse side of the Statement of Account. Complete the form "Cardholder Statement of Questioned Item". (Annex I.)

(iv) Certify the accuracy of the "Statement of Account" in the space provided on the reverse side within four work days of receipt of statement. Make two copies of all documentation. If a cardholder returned an item and received a credit voucher attach a copy to the statement on which the credit appears. Attach the form to the "Statement of Account".

(v) Forward the original statement, one copy of the "Purchase Request" forms, any "Cardholder Statement of Questioned Item" forms and the charge slips and delivery tickets to the Approving Official within five working days of receipt. Retain one copy with backup documentation and file.

(vi) If the cardholder is not available to sign the statement of account, the Approving Official will reconcile the statement of account, sign the statement and submit it with the pay package to the accounting office (Commercial Accounts Section). When the cardholder returns to duty, he/she must sign the original statement of account, located at Commercial Accounts, within five working days of their return.

REPEATED FAILURE TO PROPERLY FOLLOW THESE PROCEDURES CAN RESULT IN THE CREDIT CARD BEING REVOKED

f. The Approving Official Will:

(1) Complete a DD Form 577 Signature Card. (Annex H). In the space for Type of Document, type "VISA CREDIT CARD". Forward the completed card to the DFAS/IN-EM-BFFC (Accounts Payable) prior to submission of the first payment request.

(2) Receive at the end of the billing cycle, from each of their respective cardholders, a "Statement of Account" which encompasses the credit card action for all of their cardholders in a

particular month. The Approving Official will review all "Statements of Account", verify the accuracy and resolve all questions with the cardholder. He/she will then prepare a Standard Form 1034, Public Voucher for Purchases and Services Other than Personal (Annex F) as shown in the attached example for each appropriation (2020,2040). Under "Articles or Services" enter Invoice Date, Invoice Number, Cardholder Name, Amount of Payment and Card Number. The accounting classification will be that for which the funds were obligated.

The Approving Official will ensure that the payment amount does not exceed the funds obligated. A Standard Form 1035 (Continuation Sheet) may be used if required. The completed SF 1034 and SF 1035 together with the Original Invoice (IMPAC Financial Summary) and two copies, the Cardholder's "Statements of Accounts", copies of the "Purchase Request" forms and any Cardholder Statement of Questioned Items" shall be forwarded to the DFAS/IN-EM-BFFC (Accounts Payable Office), by the 15th of each month. When the Approving Official signs the SF 1034, he/she is certifying that:

- Purchases were made by authorized cardholders.
- All listed purchases are authorized, mission essential and mandatory sources were checked prior to purchase.

- Funds have been committed/obligated. (This means funds are available in the card holders account)

- Purchases, quantities and prices are correct for payment.

(3) Monitor all disbursements and obligations and deobligate all unused funds by initiating a DA Form 3953 for each JOAN using the same format in which the funds were obligated and showing the "amount" as a credit.

(4) If the approving official is not available to review and sign the pay package, there are two possible solutions:

(a) If an organizational element has multiple approving officials, a cardholder may use another approving official for certification. The approving official must belong to the same organizational element as the cardholder.

(b) If a cardholder has only one approving official throughout the organizational element, he/she will complete their portion of the reconciliation as scheduled. The cardholder shall submit the pay package to the accounting office (commercial accounts section) along with notification as to when the Approving Official will return. Upon return, the Approving Official must go to the accounting office (commercial accounts section) to sign all necessary documentation. Do **NOT** delay payment until approving official returns.

(5) If the accounting office (commercial accounts section) does not receive the pay package by the 15th of the month, they may recommend suspension of the bankcard.

(6) No statement of account will be received if there were no transactions billed during the billing cycle.

g. **The Accounts Payable Office Will:**

(1) Review all documentation and examine it for completeness.

(2) Process payments within 15 days after receipt in office.

(3) Charge back to the Approving Officials fund cite any Prompt Payment Act interest charges incurred because of late or incomplete submission of payment documentation.

13. MISCELLANEOUS

a. Safeguarding Credit Cards

(1) When not being used, credit cards should be safeguarded in the same manner as cash. As a minimum they must be stored in a locked filing cabinet however not in a classified document security container.

(2) Card holders are to carry the card with them only when making a purchase. It is the responsibility of the card holder to assure that the credit card is not accessible to others.

b. Lost or Stolen Credit Cards

(1) Should a card holder lose or have his/her credit card stolen, he/she must immediately notify Rocky Mountain Bank Card System. RMBCS may be reached at:

Weekdays: 1-800-525-3717, ext. 3900

Evenings & Weekends: 1-800-525-5093

(2) In addition to notifying the contractor, the card holder must also notify his/her Approving Official of the lost or stolen card within one workday of the loss. The Approving Official will submit a complete written report detailing the date the loss was discovered, the location where the loss occurred (if known), the purchases that were made prior to the loss, and any other information that may be considered important to the Administrative Office. This report will be submitted within five (5) workdays of discovery of the loss.

c. Discontinuing Card Holder Use When a card holder leaves the agency he/she should notify the Approving Official. The card will be cut in half and sent to the approving official along with the "IMPAC CARD DESTRUCT NOTICE" (see Annex J). The Approving Official is to notify the APC of the closing of the account. Retain all records for the required three years. The APC will record the cancellation of the Delegation of Authority and forward the "CANCELLATION" to the contractor.

d. TRANSFER OF CARDHOLDER TO ANOTHER APPROVING OFFICIAL

If a cardholder is transferred to another office with a different Approval Official, the new Approving Official must determine if the employee will be a cardholder in his/her office. If it is determined that the card should be kept by the cardholder, the masterfile can be changed by requesting, in writing, that the APC have the contractor add the cardholder to the new Approving Official's file and delete the cardholder from the old file without issuing a new card.

e. CARD REISSUANCE

Credit cards will normally be reissued every 20 months to every cardholder. At least 60 days prior to a card's expiration, the contractor will submit a report listing each card scheduled for renewal to the APC identified in the cardholder's account information. This listing may be submitted on a monthly basis as long as it is 60 days prior to the expiration of each credit card noted in the report. The report will include the cardholder's name, account number, expiration date, agency/department, bureau, component and Approving Official's name.

Within 30 days of receipt of the cardholder report, the ordering agency will inform the contractor which credit cards should be reissued. No credit cards will be reissued without the approval of the ordering agency.

f. IMPAC Administrative Changes

Requests for new card holders or requests to change a current card holder's IMPAC status will be submitted in writing to the Administrative Office. The memo will list all changes desired and will include the full name and phone number of the card holder and Approving Official's name and phone number. New card holders will be briefed by the APC and written appointment orders will be issued by the appointing official.

g. Disputes

(1) When items purchased with the credit card are found to be defective or the repair or services faulty, the card holder will return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute. The card holder will notify the Approving Official and the Administrative Office immediately. The Disputes Officer will notify the contractor (RMBCS) of the dispute. The contractor will then credit the card holder's account for the amount in dispute. This credit will be reflected on the next monthly card holder's statement.

(2) Should the card holder have a dispute, he will complete the "CARDHOLDER STATEMENT OF QUESTIONED ITEM" (Annex I) and attach it to that month's "Statement of Account" and forward it to the DFAS/IN-EM-BF(DAO CECOM) who in turn will forward it to

the contractor. The contractor will investigate the dispute and make a determination if payment should be deferred or made. (The US Government has the right to refuse payment).

h. Credit Card Files

A complete audit trail of purchase history is required. Requisition and charge slips, delivery information, competition documentation, etc. will be kept on hand for three years and will be subject to an audit at any time.

ANNEX A

CREDIT CARD ORDERING PROCEDURES

1. **POLICY.** The IMPAC Credit Card will be used for the purchase of all nonstandard, nonstocked commercial off-the-shelf items and services costing \$2,500 or less.

2. **DEFINITIONS.**

a. **Nonstandard Material** - Commercial items having a single item cost of \$2,500 or less. Commercial items costing more than \$2,500 will be requisitioned using standard supply requisitioning procedures.

b. **Services** - Support services that cost less than \$2,500. Examples would be the one-time cost for a court stenographer or a delivery of bottled water.

c. **Expendable Items** - Items that usually cost less than \$100.00 and lose their identity in use.

d. **Nonexpendable Items** - Items that usually cost more than \$100.00 or are identified by serial number and retain their identity in use.

e. **Restricted Items** - Items that are identified for purchase from a mandatory government source.

3. **REQUIREMENTS.** Credit card holders are responsible for ensuring the following requirements are met.

a. Determine whether or not the material or service being purchased is available from a mandatory government source, i.e., stocked in the Self Service Supply Store or available from another government approved source. Preapproval of purchases by the Installation Logistics Staff is no longer required. For assistance in making this determination regarding sources, contact the DOL Acquisition Branch, X21283.

b. A determination will be made whether or not functional manager approval is required for the item or service being purchased, i.e., DCI manager, ADP< filing equipment, communications equipment, etc. For assistance in this area contact Equipment Management Division, X23435.

c. Nonexpendable items will be reported to the Property Book Officer within three days after purchase. A signed/dated DA Form 3161 and a copy of the sales receipt are required by Property Book before a barcode label can be issued. Questions this requirement should be addressed to your Property Book Technician.

4. POST PURCHASE REPORTING REQUIREMENTS.

All purchases must be reported in AMAS. This permits a necessary audit trail for acquisition, Financial and Equipment Management reviews.

5. COMPLIANCE.

a. Failure to comply with the Credit Card Program requirements may result in a violation against the activity's credit card.

b. Activities are reminded that the Credit Card Program does not permit the purchase of unauthorized items. Items purchased are to be used in support of official business only.

6. The Retail Logistics point of contact for credit card purchases is the CECOM Equipment Management Division , X23435.

ANNEX B

REQUIRED SOURCES OF SUPPLIES AND SERVICES
(FAR PART 8)

INTRODUCTION

Pursuant to FAR 8.001(a), agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority.

SUPPLIES

1. **Agency Inventories** - includes items which are commonly used by an agency and are stocked by that agency.
2. **Excess Personal Property (FAR 8.1)** - excess personal property is any property under the control of a Federal agency that the agency head or designee determines is not required for the agency's needs or for the discharge of its responsibilities.
3. **Federal Prison Industries (FPI)** - is known by the trade name UNICOR and provides a wide range of products and services that are commonly used throughout the Government.

A Schedule of Products brochure (mailing list code OFPI-0001) is available from the GSA Centralized Mailing List Service in Fort Worth, Texas

Detailed catalogs giving item descriptions, prices and stock numbers are available from UNICOR at the following address:

UNICOR
Federal Prison Industries
Corporate Marketing Division
320 First Street, Northwest
Washington, DC 20534

Agencies wishing to acquire products listed on the schedule from a source other than FPI must obtain clearance to do so unless one of the following circumstances applies (FAR 8.606):

- 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.

d. The products are acquired and used outside the United States: or

e. Orders are for listed items totaling \$25.00 or less that require delivery within ten days.

4. The Committee for Purchase from the Blind and other Severely Handicapped (FAR 8.7) - has established a list of commodities or services that are commonly used throughout the Government. Supplies and services listed on the Procurement List must be purchased from the workshops unless the Procurement List specifies that the items are available from the Government wholesale supply systems.

The Committee publishes a Procurement List (mailing list code OOSC-0002) which is available from the GSA Centralized Mailing List Service in Fort Worth, Texas.

Purchase exceptions for ordering offices to procure from commercial sources will be granted only when both of the following conditions are met:

a. The workshop cannot provide the supplies or services within the time required and commercial sources can.

b. The quantity required cannot be produced or provided economically by the workshops.

5. Wholesale Supply sources - such as stock programs of the General Services Administration (GSA), the Defense Logistics Agency (DLA), the Department of Veterans Affairs (VA) and military inventory control points. GSA stocks items such as office supplies and equipment; DLA stocks items to support weapon systems that are used by all services such as cable assemblies, nuts, bolts and electronic parts; the Veterans Affairs Department maintains stock of common use medical supplies; and each branch of DOD maintains inventory control points for items common to the individual agency.

6. Mandatory Federal supply Schedules (FAR 8.4) - schedules identify executive agencies required to use them as mandatory sources of supply. FAR 8.404(b) Optional Use. Ordering activities can place orders of \$2,500 or less with any Federal Supply Schedule contractor. GSA has already determined the prices of items under these contracts to be fair and reasonable.

If an ordering activity determines that the schedule item will not meet its needs, but that a similar item from another source will, a waiver must be requested.

7. Optional Use Federal Supply Schedules (FAR 8.4) - the use of Federal Supply Schedules is not limited to the executive agencies specified in a given schedule as mandatory users.

SERVICES

1. Procurement lists of services available from the Committee for Purchase from the Blind and other Severely Handicapped (FAR 8.7).
2. a. Mandatory Federal Supply Schedules (FAR 8.4); and
b. Mandatory GSA term contracts for personal property rehabilitation (FPMR 101-42.1).
3. a. Optional Use Federal supply Schedules (FAR 8.4); and
b. Optional Use GSA term contracts for personal property rehabilitation (FPMR 101-42.1).
4. a. Federal Prison Industries (FAR 8.6); or
b. Other Commercial Sources (including educational and nonprofit institutions).

CENTRALIZED MAILING LIST SERVICE

Federal Supply Service publications and Federal Supply Schedules are available at no charge to authorized users of the Federal Supply system. When ordering, use GSA Form 457, FSS Publications Mailing List Application. Use the mailing code number listed in parenthesis after the publication title. Copies of GSA Form 457 may be obtained by contacting:

General Services Administration
Centralized Mailing List Service (7CAFL)
PO Box 6477
Fort Worth,, TX 76115
DSN: 739-7369 / COM: 817-334-5215
FAX: 817-334-5227

ANNEX C

RESTRICTIONS

1. Credit cards may not be used to purchase the following supplies or services.
 - (a) Cash Advances
 - (b) Rental or lease of motor vehicles
 - (c) Rental or lease of land or building
 - (d) Purchase of travel related tickets, travel related meals or travel related lodging.
 - (e) Purchase of gasoline or oil
 - (f) Repair of motor vehicles
 - (g) Purchase of telecommunications, and telephone services (beepers, cellular phones, pagers, air time and similar items).
 - (h) Purchase of clothing or footwear
 - (i) Printing or copying services
 - (j) Telephone calls
 - (k) Office & other administrative supplies, furniture & expendable equipment available from mandatory sources such as shop stores (Self-Service Supply), General Services Administration (GSA), and Unicor (Prison Industries)
 - (l) Items funded with direct cite funds (i.e., MIPR)
 - (m) Asset Capitalization Program (ACP) funded items
 - (n) Purchase of services are restricted (see paragraph 11b
 - (o) Items which have a technical inspection before acceptance and payment
 - (p) Purchases directly from businesses in foreign countries
 - (q) CC: Mail to include all upgrades
 - (r) Rental of equipment (i.e. copiers, pagers, etc.)
 - (s) Perishable and non-perishable food
 - (t) Purchase of software site licenses

WHEN IN DOUBT, CALL THE HOT LINES (ANNEX K)

The use of appropriated funds for the purchase of mementos, such as cups, watches, T-shirts, and similar items, is prohibited unless such items are specifically authorized by statute and regulation. Cardholders shall retain in the bankcard file, documentation of the statutory and regulatory authorization for any such purchases. Any unauthorized bankcard purchase or memento items (to include items that could appear to be personal in nature) will result in immediate revocation of the bankcard.

PURCHASE REQUEST AND COMMITMENT For use of this form, see AR 37-1, the proponent agency is OASA(FM)				1. PURCHASE INSTRUMENT NO	2. REQUISITION NO	3. DATE	PAGE OF PAGES
4 TO:		5 THRU:			6 FROM:		
It is requested that the supplies and services enumerated below or on attached list be							
7 PURCHASED FOR				8. DELIVERED TO		9. NOT LATER THAN (Date)	
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)					10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION		11 TELEPHONE NUMBER
12 LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY			13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY		FUND CERTIFICATION The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed		
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM							
14 ITEM	15 DESCRIPTION OF SUPPLY OR SERVICES	16 QUANTITY	17. UNIT	18. ESTIMATED		19 ACCOUNTING CLASSIFICATION AND AMOUNT	
				UNIT PRICE a	TOTAL COST b		
						20. TYPED NAME AND TITLE OF CERTIFYING OFFICER	
						21 SIGNATURE	
						22 DATE	
						23 DISCOUNT TERMS	
						24 PURCHASE ORDER NUMBER	
25 THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE						26 DELIVERY REQUIREMENTS	
						ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/>	
						IF YES, NUMBER OF DAYS REQUIRED	
27 TYPED NAME AND GRADE OF INITIATING OFFICER		28 SIGNATURE		29 DATE		34 TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE	
30 TELEPHONE NUMBER						35 SIGNATURE	
31 TYPED NAME AND GRADE OF SUPPLY OFFICER		32 SIGNATURE		33 DATE		36 DATE	

CREDIT CARD PURCHASE REQUEST			1. REQUEST DATE		2. DODACC NUMBER			
3. SEND TO:			4. PRIORITY		5. DATE MAT'L REQ'D		6. FUND CODE	
7. PURPOSE OF USE:								
2. b REQ. NO	8. PART NO	9. NAME/DESCRIPTION OF EACH ITEM REQUESTED			10. U/I	11. QTY	12. UNIT PRICE	13. TOTAL
14. SUGGESTED SOURCES(S)					15. APPROPRIATED CODE		JOAN	
MANDATORY SOURCE(S) CHECK: YES NO REASONING					16. ACTUAL COST:		17. TOTAL COST:	
18. CAPR NUMBER			19. MANUFACTURER'S NAME		20. HAND RECEIPT HOLDER SIGNATURE			
21. CREDIT CARD HOLDER SIGNATURE			22. PROGRAM BUDGET SIGNATURE		H/R #		TEL EXT:	
TEL EXT.			TEL EXT.		23. EQUIPMENT COORD. SIGNATURE		24. APPROVING OFFICIAL SIGNATURE	
TEL EXT.			TEL EXT.		TEL EXT.		TEL EXT.	

26

ANNEX F

Standard Form 600 Revised October 1987 Department of the Treasury T W 4-0001 7500-01		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.
U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION DEFENSE FINANCE & ACCOUNTING SERVICE DFAS-IN/EM-BFFC FT. MONMOUTH, N.J. 07703			DATE VOUCHER PREPARED 1 Jun 95 CONTRACT NUMBER AND DATE CREDIT625CA102 ACQUISITION NUMBER AND DATE		SCHEDULE NO.	
PAYEE'S NAME AND ADDRESS ROCKY MOUNTAIN BANKCARD SYSTEM ATTN: RUBY COLE, VICE PRESIDENT P.O. BOX 17020, SUITE 935 DENVER, CO 80217			PAID BY		DATE INVOICE RECEIVED	
			DISCOUNT TERMS		PAYEE'S ACCOUNT NUMBER	
			GOVERNMENT B/L NUMBER			
			SHIPPED FROM TO WEIGHT			
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE COIT PER	AMOUNT (1)	
3 May 95	6 May	John Brown Acct #45678	3	169	\$507.00	
9 May 95	9 May	Sue Robbins Acct #986445	4	49	196.00	
TOTAL					\$703.00	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY * ALBERT HALL TITLE Chief, EEO	EXCHANGE RATE = \$1.00	DIFFERENCES	Amount verified, correct for (Signature or initials) <i>Albert Hall</i>	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
Date		(Authorized Certifying Officer)		(Title)		
ACCOUNTING CLASSIFICATION						
2152020 62 7510 2572 S28043		JOAN 5CA102		\$703.00		
(431898L000 CAZZZ AG430000)						
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)		
	CASH	DATE	PAYEE *			
*When stated in foreign currency, insert name of currency. *If the ability to certify and authorize to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. *When a voucher is receipted in the name of a company or corporation, the name of the person signing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.			PER			
			TITLE			

NSN 7540-00-991-111

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 302 and 312 by the Department of the Treasury.

ANNEX F Cont

Standard Form 1006
September 1975
4 Treasury FORM 2000
1006-110-01

Exception approved
by NARS 10-77

**PUBLIC VOUCHER FOR PURCHASES AND
SERVICES OTHER THAN PERSONAL**

CONTINUATION SHEET

VOUCHER NO.

SCHEDULE NO.

SHEET NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE		AMOUNT
				COST	PER	

NAME (Type or name)	GRADE	DATE
OFFICIAL ADDRESS		
SIGNATURE		
TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
I CERTIFY THAT THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
NAME AND GRADE OF COMMANDING OFFICER/Type or name OR HIS DESIGNEE		
SIGNATURE OF COMMANDING OFFICER OR HIS DESIGNEE		

DD FORM 577 REPLACES 1 SEP 51 EDITION WHICH WILL BE USED UNTIL EXHAUSTED SIGNATURE CARD

NAME (Type or name)	GRADE	DATE
JOHN SMITH	9	2/1/91
OFFICIAL ADDRESS		
PROC. CECOM FT. MONMOUTH		
SIGNATURE		
<i>[Signature]</i>		
TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
SF 1034		
I CERTIFY THAT THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
NAME AND GRADE OF COMMANDING OFFICER/Type or name OR HIS DESIGNEE		
WILLIAM BROWN		
SIGNATURE OF COMMANDING OFFICER OR HIS DESIGNEE		
<i>[Signature]</i>		

DD FORM 577 REPLACES 1 SEP 51 EDITION WHICH WILL BE USED UNTIL EXHAUSTED SIGNATURE CARD

ROCKY MOUNTAIN BANKCARD SYSTEM ®
L.M.P.A.C. ® PROGRAM
CARDHOLDER STATEMENT OF QUESTIONED ITEM
 (Please print or type in black ink.)

CARDHOLDER NAME (please print or type)	ACCOUNT NUMBER
CARDHOLDER SIGNATURE	DATE
	(AREA CODE) TELEPHONE NUMBER

The transaction in question as shown on Statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date
------------------	------------------	----------	--------	----------------

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 800/227-6736. We will be more than happy to advise you in this matter.

1. **UNAUTHORIZED MAIL OR PHONE ORDER**
 I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.
2. **DUPLICATE PROCESSING - THE DATE OF THE FIRST TRANSACTION WAS _____.**
 The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.
3. **MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____.**
 My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)
 My account has been charged for the above listed transaction. I have contacted this merchant on _____ (date) and canceled the order. I will refuse delivery should the merchandise still be received.
4. **MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.**
 My account has been charged for the above listed transaction, but the merchandise has since been returned
 Enclosed is a copy of my postal or UPS receipt.
5. **CREDIT NOT RECEIVED**
 I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence.)
6. **ALTERATION OF AMOUNT**
 The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ _____.
7. **INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**
 I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.
8. **COPY REQUEST**
 I recognize this charge, but need a copy of the sales draft for my records.
9. **SERVICES NOT RECEIVED**
 I have been billed for this transaction, however, the merchant was unable to provide the services.
 Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card, or purchase order. (Enclosed is my receipt, canceled check (front & back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.)
10. **NOT AS DESCRIBED**
 (Cardholder must specify what goods, services, or other things of value were received.) The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint.) _____
11. If none of the above reasons apply - please describe the situation:

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement.)

MAIL TO: L.M.P.A.C. Customer Service, P.O. Box 173309, Denver, Colorado 80217-9566

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 Rocky Mountain BankCard System.

ANNEX K

HOT LINES/POC'S FOR THE US GOV'T CREDIT CARD PROGRAM

1. The following individuals are designated as key points of contact for the US Government Credit Card Program.

- a. CECOM Acquisition Center

Administrative Office

Appointing official: Branch Chief Maj. Butler, Chief CS/BSB
(732) 532-1723

Administrative Office Manager: Team A Supervisor, Arthur
Pepin CS/BSB (732) 532-4023

Agency Program Coordinator (APC): Mickey Graham, Contract
Specialist, (732) 427-1444

Alternate Agency Program Coordinator: Laraine Bodeo,
Contract Specialist, (732) 532-1771

Disputes Officer: Team A Supervisor, Arthur Pepin, CS/BSB
(732) 532-4023

- b. Resource Management Directorate

Management Accounting Division, Defense Accounting Office
(DAO) CECOM, Ms. Ann Mindas, Accounts Payable, (732) 532-3816

- c. Directorate of Logistics

Equipment Management Division

Ms. Nancy Lyman, (732) 532-3435

Ms. Judy Clayton, Programs & Resources hotline
(MAPS) (732) 532-3679

- d. ADP

Jim Hardeman - CECOM Acquisition Center (732) 532-3273

Contact your ADP Coordinator

ANNEX L

SPLIT PURCHASE DEFINITIONS

As you know, you may not split purchases to stay below your single purchase limit. But, what exactly does this mean? To try to answer that question, AMC has asked us to share with you three situations that meet the definition of a “split purchase.”

(1) When you make multiple purchases from the same vendor on the same day, and the total cost exceeds your single purchase limit (\$2,500).

(2) When you make multiple purchases of the same (or similar) items from different vendors on the same day, and the total cost exceeds your single purchase limit (\$2,500).

(3) When different cardholders reporting to the same supervisor or approving official purchase the same (or similar) item(s) in a short time span, and the total requirement was known at the outset and the total cost exceeds either cardholder’s single purchase limit. Again, this is true whether the purchases are made from one, or from several vendors (\$2,500).

These definitions hold true whether you’re using multiple funding sources, whether the requirements are for unrelated projects, or whether the requirements come from different requesters. What’s key is when you knew of the requirement. Cardholders should forward requirements that exceed their single purchase limit to the Acquisition Center (AMSEL-AC-SB-B-D) for procurement.

BILL PAYING REMINDERS

1. When you resolve a dispute with a vendor, send Ann Mindas (DFAS-IN) a note which says:

(1) What agreement you reached with the vendor (either that you received a credit on your bank statement or that Ann should pay the vendor the disputed amount).

(2) Which month’s Statement of Account you originally disputed the charge.

For example, your note might read, “The \$151 credit from Miles Fox Office Supply on December’s bank statement applies to the \$151 charge I disputed on November’s statement.”

This note enables Ann to settle the dispute with the bank, and helps CECOM avoid interest penalties on late payments.

DOCUMENT QUESTIONABLE PURCHASES:

If you're buying an item that you think an auditor might later question, and you've done some pre-purchase checking to try and ensure a proper purchase, record what steps you took. Here's what you'll want to do:

(1) Justify (on the credit card purchase request) why it's essential for you to make this purchase.

(2) Attach a brief memorandum for record (MFR) (to the credit card purchase request) explaining whom you talked with and what they said about the propriety of your impending purchase.

While this documentation doesn't always guarantee that you've made a proper buy, or that an auditor won't question your purchase, it does show that you tried to follow Credit Card program procedures for safeguarding the public's funds, and it may preclude an audit finding.

COMPETITION AND PRICE REASONABLENESS (FAR 13.106)

Competition is fundamental to all federal acquisitions because competition assures the Government of a reasonable price. Competition is just as important in small purchases as it is in larger acquisitions. Overcharging on a number of small contracts can quickly become significant in total dollar amount. However, the FAR has limited the requirement to obtain a reasonable number of quotations for purchases which do not exceed \$2,500.00.

1. The cardholder may purchase on a single quote if the price is considered fair and reasonable.
2. Such purchases shall be distributed among qualified vendors.
3. If practical, a quotation shall be solicited from other than the previous vendor before placing a repeat order.

This policy is based on the belief that the administration costs of verifying price reasonableness for purchases not in excess of \$2,500.00 may more than offset potential savings.

Maximum practicable competition for small purchases ordinarily can be obtained without soliciting quotations from outside the trade area in which the purchasing office is located.

Cardholders shall not limit solicitations to vendors of well-known and widely distributed makes or brands, nor shall quotations be solicited on a personal preference basis.

It must be stressed again that it is the responsibility of the cardholder to insure there is adequate competition and to actively seek out small business concerns which can participate in the procurement process.

NEGOTIATIONS

The cardholder who uses the small purchase procedures enjoys flexibility in dealing with contractors. It is perfectly acceptable for the buyer to discuss aspects of the purchase with responsible contractors to clarify information and to reach an understanding and agreement on the terms and conditions of the requirement. If the cardholder determines that it is in the Government's interest to solicit quotations from more than one contractor, detailed documentation must be retained.

Cardholders must always be aware of the need to give equal information to all prospective quoters. If any of the terms or conditions change during the quoting process, all prospective quoters must be advised of the change. Cardholders must be vigilant to insure that all suppliers are quoting on identical terms and conditions.

ANNEX A

CREDIT CARD ORDERING PROCEDURES

1. **POLICY.** The IMPAC Credit Card will be used for the purchase of all nonstandard, nonstocked commercial off-the-shelf items and services costing \$2,500 or less. The IMPAC Credit Card may also be used to buy centrally managed national stock number (NSN) items commercially available when the designated approving official (the individual who supervises the cardholder) determines the purchase to be in the best interest of the government. Requirements outlined below must be fully adhered to.

2. DEFINITIONS.

a. **Nonstandard Material** - Commercial items having a single item cost of \$2,500 or less. Commercial items costing more than \$2,500 will be requisitioned using standard supply requisitioning procedures.

b. **Standard Material** - Items which have been assigned a NSN and may or may not be part of the Army inventory.

c. **Services** - Support services that cost less than \$2,500. Examples would be the one-time cost for a court stenographer or a delivery of bottled water.

d. **Expendable Items** - Items that usually cost less than \$100 and generally lose their identity in use.

e. **Nonexpendable Items** - Items that usually cost more than \$100 or are identified by serial number and retain their identity in use.

f. **Restricted Items** - Items that are identified for purchase from a mandatory government source.

3. **REQUIREMENTS.** Credit card holders are responsible for ensuring the following requirements are met.

a. Determine whether or not the material or service purchased is available from a mandatory government source, i.e., stocked in the Self Service Supply store or available from another Government approved source. Preapproval of purchases by the Installation Logistics Staff is no longer required. For assistance in making this determination regarding sources, contact the DOL Acquisition Branch, X21283.

b. NSN items may be purchased provided the following guide-

lines are observed.

(1) Items must first go through the Stock Record Account Officer to determine the availability of the item. If it is not available within the required timeframe or for some other reason, the credit cardholder may obtain local purchase authority from the Stock Record Officer after appropriate technical review. These items may be purchased with the IMPAC card if they are within the micro-purchase threshold and all other functional approvals are in place.

(2) The IMPAC purchase of a NSN item must be in the best interest of the government. Best interest equates to a combination of quality, timeliness, cost and improved readiness.

c. A determination will be made whether or not functional manager approval is required for the item or service being purchased, i.e., DCI manager, ADP, filing equipment, communications equipment, etc. For assistance in this area, contact Equipment Management Division, X23435.

d. Nonexpendable items will be reported to the Property Officer within three days after purchase. A signed/dated DD Form 250 is required by Property Book before a barcode label can be issued. Questions to this requirement should be addressed to the CECOM Equipment Management Division, X23435.

4. POST PURCHASE REPORTING REQUIREMENTS.

All purchases must be reported in AMAS. This permits a necessary audit trail for acquisition, financial, and equipment management reviews.

5. COMPLIANCE.

a. Failure to comply with the Credit Card Program requirements may result in a violation against the activity's credit card.

b. Activities are reminded that the Credit Card Program does not permit the purchase of unauthorized items. Items purchased are to be used in support of official business only.

6. The Retail Logistics point of contact for credit card purchases is the CECOM Equipment Management Division, X23435.