



GPC NEWSLETTER

AUGUST 2003



This informational newsletter is prepared and distributed by the 61st Contracting Squadron (61 CONS) for the use and enlightenment of all GPC cardholders and billing officials at organizations serviced by Los Angeles Air Force Base, CA. This information is intended to broaden and refresh knowledge of the GPC program and its guidance. You are encouraged to maintain these briefs as part of your permanent file. This month's topics include fiscal year-end closeout, recurring vs. non-recurring services, GPC transaction requirements, transaction management log, and other pertinent subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at: <http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html> Your suggestions for improvements are encouraged.

FISCAL YEAR-END CLOSE-OUT

It's, again, that time of year to begin preparation for closing out your GPC purchasing activities. While most acquisition programs have cut-off dates, if you adhere to the guidance below, you can continue to use your GPC through 30 September. To continue to use the card through 30 Sep 03, the organizational funds manager must ensure that they coordinate with the Financial Services Office (SMC/FMF) to establish a Miscellaneous Obligation Requirement Document (MORD).

Establishment of the MORD must be initiated early enough to insure the document is completed no later than 15 Sep 03 to obligate the funds for all transactions made through 30 Sep 03. Should you neglect to execute a MORD, no purchases using the GPC shall be made after 15 Sep 03.

If you have any questions or comments, contact Ms Kimberly Jones, SMC/FMFL, (310) 363-6070.

NEED GPC ASSISTANCE?

The GPC team is here to assist you with any problems or questions you have concerning your GPC account or the GPC program. We encourage you to use the GPC e-mail address smcpk.impac@losangeles.af.mil instead of our regular e-mail addresses or calling us to get in contact with us. This will ensure you can keep a written response in your files in case of any inquiries on your account(s).

We will no longer accept drop-in visitors. If you need to speak with any of us in person, please make an appointment. Ms. Kelly Britton at 3-5930, Ms. Jennifer Agcaoilil at 3-0623 or Mr. Dalice Va at 3-0285.

PAYPAL

The use of the GPC card to payment of "middleman payment services" such as PayPal is unauthorized. IAW AFI 64-117 para 2.4.1 this is considered a cash advance. So if the vendor doesn't accept the GPC card as a form of payment, find one that does.

RECURRING vs. NON-RECURRING SERVICES

The purchase card may be used as a purchase tool up to the micropurchase limit of \$2500 per occurrence. But, if the requirement is for on-going repetitive services that exceed \$2500 a year, the solution is to obtain contractual coverage for the service through 61 CONS.

However, in those cases where recurring services do not exceed \$2500 per year, the flexibility afforded by the purchase card can be a consideration. In determining whether to use the purchase card or to seek contractual coverage, business advice must be sought from 61 CONS and the following factors, as well as any other relevant facts should be considered:

- 1) Is there an existing Blanket Purchase Agreement, Indefinite Delivery Indefinite Quantity or other type of contract already in place that provides coverage for this service?
- 2) Is this a service that has a stable requirement over an extended period (i.e., beyond the current twelve month period)?
- 3) Is it more expensive to use the card than to establish a Blanket Purchase Agreement, Indefinite Delivery Indefinite Quantity Contract or other existing contract (i.e., GSA contract)?
- 4) Does writing a contract provide necessary safeguards to the parties (i.e., task descriptions, performance work statement, deliverables called out by Contractor Data Requirements List)?
- 5) Is the government liable for cancellation charges or for future payments if the service is suddenly discontinued by the government?

If the answers to all of these questions are “no” then the purchase card may be used for these monthly services. If the answer is “yes” to any of the questions, a contract should be written for the services.

Non-recurring services involve one-time or irregular services (i.e., foreign language translation services not needed regularly). These “ad-hoc” services may be purchased up to the \$2500 limit using the purchase card whenever a requirement occurs. Contact us if clarification is needed.

CANCELLATION OF GPC ACCOUNT

Promptly forward the A/OPC (61 CONS/LGCP Attn; Kelly Britton), in writing (e-mail acceptable), a request to permanently cancel the account. The request must state that all transactions (charges and/or credits) have cleared the Bank and the card has been destroyed. When possible, cardholder accounts should be cancelled 60 days prior to reassignment or retirement to ensure all monthly statements of account have been reconciled and items purchased have been received (Reference AFI 64-117, para 4.3.4.1.6.1.)

LETTER OF APPOINTMENT

Commanders or chiefs of the requiring activities shall prepare a letter of appointment designating cardholders and billing officials. The primary and alternate billing official must be appointed for each billing official account. (Reference AFI 64-117, para 3.1.)

GPC TRANSACTION REPORTING REQUIREMENTS

In accordance with the DoD supplement to the Federal Acquisition Regulation (DFARS), Part 204.670, Defense Contract Action Data System (DCADS), any awards greater than \$2,500, but less than or equal to \$25,000 must be documented on a DD Form 1057. Effective 01 Oct 01, cardholders (CHs) **will** collect certain data (transaction awards greater than \$2,500, but less than or size, classification, etc.) from vendors for any purchase equal to \$25,000. The CHs will sign and date each document, then forward to the purchase card program office **within three working days** after the order is placed. It is the Billing Official’s responsibility to ensure the cardholder submits this form. Failure to do so in a timely manner will result in suspension of the Billing Official account, until our office receives this document.

The vendor knows its size classification if it has been awarded a pre-priced contract, so don’t just accept an “I don’t know” from the sales person. Have him/her find someone who does know. If you cannot get the data, **DO NOT** make the purchase.

Collection of this data is **not optional**. If you use the GPC at any level above \$2,500, you **shall** collect and submit this data to 61 CONS/LGCP within 3 workdays of making the purchase. We will verify receipt of the required data during our monthly surveillance.

You should have already received copies of the GPC Transaction Data Collection Form. If not, you can contact us for a copy or you can download it from the GPC web page.

WHY CAN’T I BUY FROM WHERE I WANT?

This is an often-asked question. Often, the rules governing where you can satisfy your requirements are viewed as a major hindrance. Our enforcement of the program rules is also viewed as such. While the program’s procedures may seem at odds with the quick procurement of your requirements, there are bigger dynamics involved.

The United States has decided that its support of various socio-economic programs (UNICOR, NIB/NISH, small businesses, recycling, etc.) is so important as to require you, in your role as cardholder, to purchase certain items from statutorily mandated organizations. The required use of these organizations is spelled out in the Federal Acquisition Regulation (FAR) and other public laws.

As a result, AFI 64-117 mandates the use of these sources in the priority adopted by the Government and set forth in FAR Part 8. These sources, in order of priority, are:

Supply Items

Existing agency inventory is the first source considered. If the needed supply is not available from existing inventory (normally Base Supply), FAR 8.001 directs the agency to consider other sources in the following order:

- Other Agencies (excess supplies)
- Federal Prison Industries (UNICOR)
- The Committee for Purchase from People Who Are Blind or Severely Handicapped (NIB/NISH)
- Government Wholesale Supply Sources
- Federal Supply Schedules (FSS or GSA), and
- Commercial Sources

Services

To satisfy agency service requirements, sources are considered in the following sequence:

- NIB/NISH
- GSA
- UNICOR, and
- Commercial Sources

So, you see, we don’t require you to go to UNICOR and JWOD-affiliated organizations first because we’re trying

to be difficult. No, we believe in the program and are only enforcing the guidance that we've received on how to conduct it. Despite what you may see as a hindrance, your continued support pays dividends for many of the less fortunate members of our society.

ENTERTAINMENT

Use of the GPC to provide food, drink, or entertainment for military members, civilian employees, or any other persons is prohibited, except in those cases specifically authorized by law. The AFI 64-117 para 2.4.10 defines entertainment as "food, drink, live and recorded music, theatrical performances, and any other item or activity designed to entertain." Authorized and unauthorized "entertainment" situations payable from appropriated funds are listed in AFI 65-601, Vol. 1. Prohibitions include items used to prepare, serve, or present entertainment (such as food or drink serving materials and equipment, loudspeakers, video recorders, etc.).

TRANSACTION MANAGEMENT LOG ENTRIES

We continue to receive inquiries on how to input information into the "Log Detail" and "Log Line Item Detail" tabs in TM. So, as a result we are publishing this step-by-step process on how to do just that! Once you are in TM you must:

- Click the **Transactions** tab.
- Select the transaction to which you want to enter detail about.
- Select the **Log Detail** tab at about the right center of your screen.
- Enter the additional data in the fields provided using the guidance listed in AFI 64-117, para 4.3.5.3.1.1.
- Once you have filled in all the appropriate fields, select the **Log Line Item Detail** tab.
- This tab is used to itemize your purchase (for example: 2 boxes of pens, stapler, etc). For each item you must click the **Enter** button. This will add your entry to the log at the bottom and clear the fields for your next item.
- Once you are done itemizing your purchase, you must click back to the **Log Detail** tab and select the **Save Log** button. If you miss this step and move on to another transaction, your information will not be saved and you will have to retype the data.

***NOTE:** This way of entering data into your transaction log can only be accomplished on Unapproved/Open cycles. Once the cycle is closed and has been approved, this option will be unavailable.

Another way to enter transaction log data is by using the **Transaction Log** tab at the top of the TM screen. The steps for entering data on this screen are the same as above but you will not have the luxury of viewing the particular transaction you are entering data for. You must utilize your receipts or your Statement of Account to keep track of which transactions you are entering data for. In the instruction above, I mentioned how you must select the **Save Log** button in the **Log Detail** tab to save your information. This button may read as an **Add** button when you are using the **Transaction Log**. These two buttons accomplish the same task.

When you are updating information that you have already created a log for, please follow these steps:

- Select the transaction that you want to update.
- Locate the information that you want to update by clicking on either the **Log Detail** tab or the **Log Line Item Detail** tab.
- Change the data in the appropriate field.
- When using the **Log Line Item Detail** tab, you must select the **Update** button in both the **Log Line Item Detail** tab and the **Log Detail** tab. IF you are just using the **Log Detail** tab you only have to select the **Update** button in that tab.

Note: This is a mandatory requirement and failure to do so can lead to suspension of GPC account.

If you require further guidance, please access the web-based training at <https://wbt.care.usbank.com>

- The userid is "**usbank**".
- The password is "**inform**".
- Click on "**Training**".
- Choose the "**CCP**" training link (second option).

Should you require any additional assistance, please contact Ms. Kelly Britton at 3-5930 or Ms. Jennifer Agcaoli at 3-0623.

QUESTIONED PURCHASE PROGRAM

Each month, we on the GPC team receives a listing of all purchases made during the previous cycle. We survey each account monthly, we utilize this listing to provide the required level of oversight. From this listing we look for various indicators of adverse purchasing activity (i.e., purchases available from statutorily mandated sources being obtained at lower priority sources, or required coordination or approval not being obtained, or CARE transaction log, etc.).

If any of the purchases you've made during the reporting cycle are indicative of such activity, you will be contacted via e-mail to provide a brief detailed explanation of what you purchased and how you obtained it (via UNICOR, JWOD-affiliated organizations, etc.). In the e-mail, a date

when your response is due will be established. Your prompt and complete response is required and appreciated. Failure to respond by the date indicated or to request and receive an extension to the response date will be deemed an admission that a violation has occurred. Violations will be handled as outlined in AFI 64-117.

APPOINTMENT OF ALTERNATE BILLING OFFICIALS

Effective IMMEDIATELY, each organization participating in the GPC program must now have an alternate billing official (BO) appointed for each billing official account. This should be done at the time the initial request for the establishment of a GPC account is submitted, however, this does not address those accounts for which an alternate billing official has not yet been appointed.

Each billing official should ensure an alternate BO is identified and trained ASAP. The appointment letter must fully describe the types of purchases to be made and identify the name, rank, duty title, telephone number, and e-mail address of the cardholder and primary and alternate billing official.

MANDATORY PURCHASE CARD REFRESHER TRAINING

Annual GPC refresher training is MANDATORY for all program participants, cardholders and billing officials. Failure to attend this training within 30 days of your due date will result in your participation in the program being temporarily suspended until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC refresher training session is scheduled for 10 Sep 03 from 0900 to 1200 in Bldg. 219, Room 1080. Attendance is on a first-come, first-served basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

Bottom Line: You must attend refresher training within 12 months of your last training session... whenever that was!!

The upcoming training schedule is included for your convenience and planning.

Initial	Refresher
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
03 Sep 03	10 Sep 03
01 Oct 03	08 Oct 03
05 Nov 03 (<i>1440 C&D</i>)	12 Nov 03
03 Dec 03	10 Dec 03

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at smcpk.impac@losangeles.af.mil. Take good care of yourselves!!

Dalice