



GPC NEWSLETTER

July 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 cancellation of GPC accounts, phone service, 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.

CANCELLATION OF GPC ACCOUNT

Uromptly 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 reporting documentation. If not, you can contact us for a copy or you can download it from the GPC web page.

CELL PHONE SERVICE

Effective 01 Oct 03, we will **NO LONGER** allow organizations to use the GPC to purchase recurring services (to include cell phone service) above the micropurchase threshold, even using the GSA service providers. If your organizations have requirements for cell phone services estimated to exceed \$2,500 annually, you **MUST** submitted it 61 CONS for purchase. Please submit all request for recurring services (to include cell phone service) **to 61 CONS before 01 Aug 03**. Please plan according to your organizations needs. (AFI64-117 para.2.1.2)

"SPLITTING" REQUIREMENTS

Cardholders are prohibited from making repeat buys of the same item to avoid the \$2500 limitation for purchasing and the \$25,000 limitation for ordering using the purchase card. In addition, no order for the same vendor may exceed the single purchase limit of \$2500 even if the individual items comprising the purchase have unit prices that are less than \$2500.

The purchase card was implemented to avoid the need for warehousing items and requisitioning items through the

Supply system. This “just-in-time” buying philosophy allows organizations the flexibility to buy items when they need them. However, there is no basis in regulation or law to permit cardholders to repetitively purchase an item when the cardholder knows or *should have known* of additional requirements for the same item that would result in an aggregate purchase greater than \$2500. There is a distinction between buying supplies and services based on one’s own needs known at the time and buying for one’s organization based on the known organizational requirement or forecast. The following two examples illustrate the distinction:

Example 1: On a Monday, a cardholder buys one \$2400 widget because that is his known requirement. The next day, he learns that someone in his organization needs another identical widget. **As long as he made an honest effort to consolidate his organization’s requirements when he made the first buy, he has not split the requirement.** He does not have an obligation to know other organizations’ requirements.

Example 2 A cardholder normally holds all requests for widgets until the end of the day/week/month so he will only have to make one buy. There is a steady, recurring requirement for this widget. After realizing that his request has exceeded \$2500, he decides to buy part of his requirement one day and the remainder the next. That is splitting a requirement because it was known or *should have been known* that the requirement exceeded \$2500. In cases such as these, a Blanket Purchase Agreement or other Indefinite Delivery Indefinite Quantity ordering contract should be initiated by the contracting office. The key component is the knowledge of the requirement the cardholder possessed at the time of purchase.

This is not meant to be a definitive answer that may be applied to every situation but rather a guideline that delineates the major concerns. Business advice should be their official functions. Recruiting and liaison personnel, as described in AFI 65-601, para 4.36.1 are authorized to sought from the Operational Contracting Division to decide the best strategy for obtaining repetitive buy items and services. If you think your circumstances may be perceived reviewers as splitting a requirement, contact your Agency/Organization Program Coordinator for guidance. The Purchase log should be documented to explain any purchase that may have the appearance of a split requirement.

LOST OR STOLEN CARDS

Billing officials shall submit a written report (e-mail acceptable) through the Installation Purchase Card Program Manager to the MAJCOM/FOA/ DRU Program Coordinator within five workdays. The report will include:

- The purchase card number, the cardholder’s complete name;
- The date and location (if known) of the lost/stolen card and the date reported to police;
- The date and time Bank was notified;
- Any purchase(s) made on the day the purchase card was lost or stolen; and
- Any other pertinent information.

A new purchase card will be mailed within 24 hours of the reported loss or theft (Monday through Friday). If the cardholder finds the original purchase card, it shall be cut in half and given to the billing official who will complete the destruction notice and forward it to the Installation Purchase Card Program Manager, who will notify the MAJCOM/FOA/DRU Program Manager. The Installation Purchase Card Program Manager will contact the Bank to ensure the account is closed.

C.A.R.E ON-LINE REGISTRATION

U.S. Bank has implemented a new streamlined process for establishing Cardholder access to C.A.R.E. With On –Line Registration, Cardholders can create their own C.A.R.E. User ID’s and Passwords. All other program participants (approving officials, A/OPC’s, etc.) will still need to have their User ID’s and Passwords setup by the U.S. Bank System Administration group.

Prior to attempting to self-register, contact either Ms. Britton (363-5930) or Ms. Agcaoili (363-0623) to obtain Relationship Registration Code and User Profile Code information required to complete the self-registration process.

If a Cardholder enters invalid information more than three times they are locked out of On – Line Registration. Should this happen to you, contact us or the bank’s Customer Service function to request the account be unlocked.

Questions should be directed to one of the individuals named above.

TRANSACTION MANAGEMENT LOG ENTRIES

We continue to receive inquires 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 led 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 “**understand**”
- 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 Agcaoili at 3-0623.

QUESTIONED PURCHASE PROGRAM

Each month, we on the GPC team receive 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 APPROVING OFFICIALS

Effective IMMEDIATELY, each organization participating in the GPC program must now have an alternate approving official (AO) appointed for each approving 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 approving official has not yet been appointed.

Each approving official should ensure an alternate AO 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 approving official.

DOD PURCHASE CARD TUTORIAL

On September 27, 2002, Ms. Deidre Lee, Director, DoD Defense Procurement and Acquisition Policy, USD(AT&L) signed a memo, requiring that all DoD personnel holding a Government Purchase Card complete a Defense Acquisition University GPC training module.

This tutorial, a self-paced course comprised of ten lessons, presents the mandatory requirements and other guidelines to consider and apply, as appropriate, when utilizing the GPC. Its purpose is to provide training to cardholders and approving officials and help them to at ease with using the GPC. If you are currently a program participant, you should have already completed this requirement. If you are contemplating participation in the GPC program, you must complete this training, in addition to that outlined above, prior to the issuance of a GPC account.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. The post-test **requires a minimum score of 70%** and may be taken as many times as necessary to obtain a passing score. A certificate of completion is available at the conclusion of a successful post-test and must be printed and forwarded to this office, to document your completion of this mandatory requirement.

Ensure you **take the DoD version** of the tutorial and NOT the GSA version. **NOTE:** This requirement does NOT replace the initial or refresher training attendance requirement.

MANDATORY PURCHASE CARD REFRESHER TRAINING

Annual GPC refresher training is MANDATORY for all program participants, cardholders and approving 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 approving official account is suspended, all cards managed there under will be rendered useless.

The next GPC refresher training session is scheduled for 13 Aug 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

06 Aug 03 (1440 C&D)	13 Aug 03
03 Sep 03	10 Sep 03
01 Oct 03	08 Oct 03
05 Nov 03 (1440 C&D)	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.impact@losangeles.af.mil. Take good care of yourselves!!

Dalice