



GPC NEWSLETTER

September 2003



Once again we find ourselves in the midst of the frantic activity of another fiscal year close-out. As always, you have our sympathy and support.

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 (BO) 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, GPC surveillance requirements, BO responsibilities, 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 PROCEDURES

When GPC funding documents (AF Form 4009) are set up, they are issued with an expiration date of the last day of the fiscal year (September 30, XXXX). This is done to allow continued use of the card with full funding at all times, however, there are some tasks that must be accomplished to allow close-out for the end of the fiscal year.

To facilitate your continued use of your accounts through the end of the fiscal year, our financial counterparts have arranged to automatically MORD your remaining balances to pay for purchase made during the last few days of the FY. Additionally, US Bank has inserted an additional billing period (#13) to accommodate this year-end activity. All purchases submitted to the bank prior to 26 Sep 03 will appear on the 12th billing cycle (normal Sep cycle) and will be closed out using the same procedures used during all previous months. However, those transactions conducted between 26 Sep and 02 Oct 03 will appear on the 13th billing cycle. Each transaction made during this time period must also be reconciled in CARE and have all the pertinent documentation in file. This is especially important as FMF may require proof as to when the

purchase was made if it is to be paid off the current year funds set aside for this purpose.

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

P.S.: There are two ways to enter data into your electronic log contained within CARE. The first is to wait until the item appears and then enter the required data in the Transaction tab. This is preferred. You'll see why in a minute. The second is to enter the data into the Transaction Log tab, as soon as the purchase is made. When the entry appears from the bank, you can then go into the system and reconcile the two entries. If you use this method, PLEASE contact us. If you do not reconcile the two entries into one, the funding on your account will be affected. If you fall into the latter category, please contact the GPC Team ASAP.

RECURRING SERVICES > \$25K ANNUALLY

Cardholders are prohibited from using their GPC card to make purchases above their single purchase limit. If your annual requirement is above \$2,500 and less than \$25,000, you may obtain your services using the GPC card only if granted, in writing by 61 CONS/CC, procurement authority above \$2,500 and the services you are buying are on a prepriced contracting instrument (i.e., GSA contract or BPA). If your annual requirement is in excess of \$25,000, you must continue to submit your requirement to 61 CONS/CC for procurement.

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 smcpc.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).

Unannounced/Unscheduled visits do not guarantee we will be available to assist you, and effectively takes us away from other duties and assignments (i.e. assisting other customers, working FY close-out issues, etc.). If you need to speak with us call first to ensure our availability. For further information contact Ms. Kelly Britton at 3-5930, Ms. Jennifer Agcaoili at 3-0623 or Mr. Dalice Va at 3-0285.

GPC SURVEILLANCE REQUIREMENTS

Billing Officials shall perform surveillance reviews of 100% of their cardholder accounts at least every 12 months. Convenience check accounts shall be reviewed every quarter. Newly appointed cardholders should be actively reviewed during the first three months to ensure they are effectively performing their duties and following procedures. Results of surveillance reviews, including corrective/disciplinary action taken shall be documented and retained on file. Anyone needing a copy of the checklist please contact the GPC team and we will forward the copies to you. Please send us a copy of your surveillance report upon completion.

BILLING OFFICIAL RESPONSIBILITIES

AFI 64-117, Air Force Government-wide Purchase Card Program, 6 Dec 2002, outlines several actions for which the BO is responsible. The most important of these is the monthly reconciliation of each of their cardholder's statements. Each month the BO reconciles accounts to:

1. Review, approve, and certify each cardholder's electronic statement of accounts not later than the beginning of the next billing cycle.
2. Verify that all transactions were appropriate, given the duties of the cardholder and mission of the unit, and those purchases were made in accordance with the AFI. Verify that all transactions are appropriate and made in accordance with AFI 64-117.
3. Conduct reviews of 100% of all cardholder files at least every 12 months, convenience checking accounts at least ever quarter and newly appointed cardholder accounts during the first three months. This surveillance is required to ensure documentation and reconciliation is being performed properly.
4. Maintain all original supporting documentation (receipts, approvals, etc.) for accounts when the cardholder or check writer has transferred, been reassigned, or retired and the account(s) is closed.
5. Next, the BO must verify, at least semi-annually, that cardholders are in possession of their purchase cards.

It is imperative that BO accounts are kept current because the program is periodically purged of accounts belonging to personnel known to have departed the base. Should a BO account be terminated for any reason, any cardholder account under that BO will have its spending level decreased to \$0.00.

Lastly, prior to his/her departure, the cardholder must surrender the GPC to the BO who will complete a destruction notice (or write a letter) and forward it to the IPCPM. (4.3.5.8.)

Bottom Line: The BO is an integral element of the GPC program and must perform several critical tasks to insure the program operates efficiently. He/She must keep the IPCPM apprised of all changes in his/her cardholder accounts. Early identification of program participant departures and their replacements will prevent lapses in the organization's ability to procure its supplies and services. Failure to do so could render cardholder accounts useless!!

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.

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 (size, classification, etc.) from vendors for any purchase transaction awards greater than \$2,500, but less than or 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 BO's responsibility to ensure the cardholder submits this form. Failure to do so in a timely manner will result in suspension of the BO 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.

CANCELLATION OF GPC ACCOUNT

Upon reassignment, separation, retirement, etc., the cardholder shall surrender the GPC to their BO at least 30 days prior to departure. In addition, the cardholder will provide to the BO a record of all outstanding purchases that have yet to be received or billed to their GPC account or credits due and their forwarding address and phone number. If there are no pending charges, the cardholder shall provide a memo stating there are no outstanding purchases chargeable to the account or credits due. The BO will promptly forward a written request (e-mail acceptable) to 61 CONS/LGCP Attn: Kelly Britton, 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. At the discretion of the IPCPM, closeout surveillance may be required prior to cancellation of accounts. (Reference AFI 64-117, 4.3.5.8.)

Additionally, the BO must notify the IPCPM upon his/her reassignment, separation, retirement, etc., and turn in his/her funding document to the Financial Services Office.

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.).

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.

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 (do not click "Save Log" button), 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 Agcaoili at 3-0623.

APPOINTMENT OF ALTERNATE BILLING OFFICIALS

Effective 06 Dec 02, each organization participating in the GPC program must now have an alternate BO appointed for each BO 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 BO has not yet been appointed.

Each BO 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 BO.

PURCHASE CARD TRAINING (INITIAL / REFRESHER)

GPC Initial Training is REQUIRED for those BOs, Alternate BOs, Cardholders and Convenience Check Writers who have not previously completed formal training in small purchases/contracts. Prior to attending the GPC Initial Training class, each person MUST complete the DoD Government Purchase Card Tutorial at http://clc.dau.mil/kc/no_login/portal.asp. Remember attendees must bring a copy of their online training

certificate to get credit for the class. Please contact the GPC Team for instructions for accessing the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, BOs (and alternates) and cardholders. 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 BO account is suspended, all cards managed there under will be rendered useless.

The next GPC Initial training session is scheduled for 01 Oct 03 from 0800 to 1200 in Bldg 219, Room 1080.

The next GPC Refresher training session is scheduled for 08 Oct 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!! Attending either the Initial or Refresher training will satisfy the annual refresher-training requirement.

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
01 Oct 03	08 Oct 03
05 Nov 03 (<i>1440 C&D</i>)	12 Nov 03
03 Dec 03	10 Dec 03
07 Jan 04	14 Jan 04
04 Feb 04	11 Feb 04
03 Mar 04	10 Mar 04
07 Apr 04	14 Apr 04
05 May 04	12 May 04
02 Jun 04	09 Jun 04

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!!

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