



# GPC NEWSLETTER

## MARCH 2004



**This informational newsletter is prepared and distributed by the 61<sup>st</sup> 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 your 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 use of the GPC above \$2,500, transaction management log entries, AFWay, personal expense, determining best value, 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.

### **USE OF THE GPC ABOVE 2,500, UP TO \$25,000**

If you would like to use your GPC above the \$2.5K limit, you must have a letter authorizing you to do so, AND the item(s) or service must be available on a prepriced contracting instrument (e.g., Federal Supply Schedule (FSS), Blanket Purchase Agreements (BPA), Indefinite Delivery/Indefinite Quantity ID/IQ contracts etc.). Additionally, you must review prices on at least three contracts/agreements and select the best value item/service. A record of this review will be kept with the cardholder's GPC documentation. As a reminder, all purchases made on the GPC between \$2,500.01 and \$25,000 must be reported via "GPC Transaction Data Collection Form." This form must be submitted NLT THREE business days after the transaction(s) are made.

I'm sure everyone knows this by now. What I want to stress is to ensure the item/service you purchase is actually on the contract. The vendor will tell you they do indeed have a contract and will even give you the contract number, but if the item you purchased is NOT on the contract, you have violated the rule against using the card above that \$2.5K on the open market (definitely an offense resulting in suspension). Please ensure the item you purchase is on the GSA or other type of contract. Before you make the purchase, you should specifically ask the vendor, "Is this item on your GSA contract?" To be safe ask them to send you a copy of the page of the contract

schedule that lists the item. (Reference AFI 64-117, paragraph 2.1.2.3 and FAR Part 8-404(b)(2)).

### **AFWAY**

**F**or all IT purchases, the use of AFWay is mandatory at all dollar levels. This includes, but is not limited to, personal computers, servers, peripherals, laptops, and network devices. Additionally, based on recent guidance from SAF/AQC (10 Feb 2004), all AFWay orders exceeding the micro-purchase threshold of \$2,500, cardholders shall review the catalogs or pricelists of at least three schedule contractors. This may be accomplished by using the Request for Quote (RFQ) function on the AFWay website. If your requirement exceeds \$25,000 obtain three quotes via AFWay Request for Quote (RFQ) process and submit an AF Form 9, Request for Purchase to 61 CONS via ABSS/CCaR. Include the AFWay Tracking number in the description on your AF Form 9.

Waivers: The electronic waiver provided via the AFWay system does not constitute approval to purchase from sources other than AFWay sources. This electronic waiver provides an Air Force-wide-view of products and services, beyond HQ AFSPC standardization (Normal View) for Space Command field installations like LAAFB. If this type of waiver still fails to support the requirement, the customer may use AFWay's Request for Quote (RFQ) option directly to the chosen vendor.

- For purchases of desktops or notebooks, requests for waiver must be submitted to HQ AFSPC for approval. The local CSO no longer has authority to grant such waivers.
- For purchases of IT products other than desktops or notebooks, requests for waiver must be submitted to the CSO, 61 CS/SCXP (Bobby Jones) for approval.

Requirements Document: All customers are required to submit and have an approved PWRR Manager Requirement as source documentation for all items purchased via AFWay. Please contact 61 CS/SCXP, Bobby Jones at 3-2132.

(Reference SAF/AQC Memo 10 Feb 2004, AFI 33-103, AFWay Software User's Guide, dated May 2003)

## 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 Transaction Management (TM). As a result we are publishing a step-by-step process on how to do just that! Failure to complete both the Log Detail and Log Line Item Detail tabs may result in a 7, 14, or 30 day suspension of the cardholders account.

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.
- You must ensure that the following fields are completed in the **Log Detail** tab:
  - Transaction Date
  - Date Received
  - Merchant (Vendor name)
  - Transaction Amount
  - Requestor Name
  - Trans Method
  - Comments
    - IT Equipment = Approved CSRD on file, purchased on AFWay, BPA # xxxx, expires xx/xx/xx
    - HazMat Items = Approved MSDS on file
    - Training/Edu = Approved DD 1556 on file
    - GSA purchases = GS-14F-0040K, expires 09/20/2005
- DO NOT select the **Save Log** button yet!
- Once you have filled in all the appropriate fields, select the **Log Line Item Detail** tab.
- You must ensure that the following fields are completed in the **Log Line Item Detail** tab:
  - Quantity field - how much of the product was bought
  - Unit of Measure - boxes, each, etc.
  - Item Description - paper, pens, field jackets, etc.
  - Unit Price - price paid for one
  - Part # - part number or model number of item
- 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.

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

- The user id is “**usbank**”.
- The current password is “**bright**” until Apr 2
- The new password will be “**grasp**” effective Apr 2
- Click on “**Training**”.
- Choose the “**CCP**” training link (second option).

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

### C.A.R.E PASSWORD LOCKED

All program participants, if you get locked out of the C.A.R.E system and receive the message “USER STATUS INACTIVE, PLEASE CONTACT US BANK ADMIN” please call US Bank at 1-888-994-6722 and request your password be reset. Please do not contact the GPC Team, as we cannot reset passwords.

### DETERMINING BEST VALUE

LAW FAR Part 8-404(b)(2) when selecting the supply or service representing the best value, the cardholder should consider --

- (i) Special features of the supply or service required for effective program performance;
- (ii) Trade-in considerations;
- (iii) Probable life of the item selected as compared with that of a comparable item;

- (iv) Warranty considerations;
- (v) Maintenance availability;
- (vi) Past performance; and
- (vii) Environmental and energy efficiency considerations

#### **NON-EXPENDABLE EQUIPMENT**

**N**on-expendable (Budget Code 9) equipment assets valued over the micro-purchase threshold (\$2500). If these are purchased on existing contracts with the GPC, they must have accountability records established through Base Supply. Equipment custodians must contact Base Supply Equipment Management Element (3-0334 or 3-1507) immediately upon receipt of the asset. Sensitive, classified and highly pilferable items should be added to the Organizational Equipment Accounts (R14) CA/CRL or to the Organizational Visibility List (R15), regardless of cost (i.e., VCRs, fax machines, audio and video equipment, etc.). Medical activities must also coordinate purchases through the Base Medial Equipment Management Office. For items under \$2500, no formal Base Supply accountability is required (except items that are classified or sensitive). Accountability for items equal to or less than the micro-purchase threshold is the responsibility of unit commanders. Unit Commanders must establish a locally devised program for managing and controlling items issued to his/her organization that provide visibility and audit trail capability. This may include use of hand receipts and spreadsheets.

Failure to obtain the required coordination is a violation of AFI 64-117, paragraph 2.3.1. and may result in the suspension of the cardholder's account.

#### **MINIMUM ESSENTIAL REQUIREMENTS**

**W**hen purchasing items/services using the GPC, the purchaser is required to purchase the item or service that meets the minimal requirements of the organization. For example, if you have a basic need to rent a vehicle to transport 4 passengers, you should rent something closer to a compact versus a full-sized convertible with leather interior and 10-disc CD changer. I know this may be an extreme example, but hopefully you see my point.

This philosophy should be used regardless of the item or service contemplated. If you want to purchase personal planning systems (i.e., Franklin, Day Runner), purchase only the generic (green) refills or the cheapest binders instead of the myriad selection of premium products. As a keeper of taxpayer funds, you have an obligation to spend prudently. Purchase only those features absolutely necessary for the contemplated use. Remember, gold plating can be deemed waste and abuse.

#### **QUESTIONED PURCHASE PROGRAM**

**E**ach month, we receive a listing of all purchases made during the previous cycle. We survey each account

monthly and utilize this listing to provide the required level of oversight. 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.

#### **GIFTS ARE STILL UNAUTHORIZED**

**T**he prohibition against the purchase of gifts (e.g. retirements, farewells) is still in effect. This also includes food/beverages for organizational functions (commander's call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. Although U.S. flags may be purchased with unit funds for gift presentation to military personnel upon their retirement only, the rental of banquet halls or similar facilities for these functions is NOT authorized.

Unless specifically authorized by law, the purchase of those items considered entertainment (i.e. party supplies, serving materials, food, drink, etc), continues to be prohibited. The exceptions to this policy are listed in AFI 65-601 V1, Para 4.28.1 and 4.42.2.

**Note:** Light snacks may be purchased with the GPC by a hosting unit in conjunction with a conference. (See AFI 65-601 for a complete discussion on this subject and for more detailed guidance on unauthorized uses of appropriated funds.)

#### **PERSONAL EXPENSES**

**W**ithout exception, the use of the card constitutes expenditure of appropriated funds and is limited to official, authorized transactions only. Some organizations have both appropriated and non-appropriated funds available for use. Separate cardholder accounts must be established to segregate these fund types. All cardholders and/or approving officials must contact their local comptroller and/or legal office if any doubt exists regarding the proper use of appropriated funds.

Items and/or services purchased for the personal use of the people in your office are prohibited. We have received numerous inquiries regarding the purchase of facial tissues or otherwise "kleenex." Facial tissue is considered a personal expense; thus, cannot be procured using the GPC. The only exception is for hospitals and such. Any purchase of facial tissue will be in violation of GPC

regulations, resulting in suspension of the cardholder account for 30 days.

However, if your organization requires facial tissue, please submit a written justification signed by your squadron commander/director to our office. We will review and approve on a case by case basis. Unless you have written authorization from our office, facial tissues may not be purchased using the GPC.

Bottom Line: Please buy your own "kleenex" for your personal use; purchases of "kleenex" for employees are unauthorized using appropriated funds.

### ADDITIONAL GUIDANCE

#### AFI 65-601 V1

- Appliances and Furnishings for Work Break Areas (Para.4.40)
- Approving Honoraria and Speaking Fees (Para.4.9)
- Awards and Gifts (Para.4.29)
- Bottled Drinking Water (Para.4.45)
- Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
- Change of Command Ceremonies (Para.4.27.2)
- Entertainment (food, drink, music, etc) (Para.4.28)
- Ethnic and Holiday Observances (Para.4.26)
- Graduations (Para.4.27.3)
- Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
- Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
- Microwaves/Refrigerators (Para.4.40)
- Plaques (Para.4.29.2)
- Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
- Refreshments at Award Ceremonies (Para.4.31)
- Registration Fees for Meetings and Conferences (Para.4.42)
- Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
- Squadron Coins (Para.4.29.2)
- Traditional Ceremonies (does not include retirement) (Para.4.27)
- US Flag for Military Retirees (Para.4.54)

#### AFI 64-117

- Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)

### PURCHASE CARD TRAINING INITIAL / REFRESHER

GPC Initial Training is REQUIRED for those Billing Officials, Alternate Billing Officials, 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>. Attendees MUST bring a copy of their Certificate of Completion (online training certificate) to the class. **If they do not have the Certificate of Completion, they will not be allowed to attend the GPC classroom training.** Please contact the GPC Team for instructions to access the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, billing officials (alternates included) and cardholders. Failure to attend this training within **30** days of your due date will result in temporary suspension until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC Initial training session is scheduled for 07 Apr 04 from 0800 to 1200 in Bldg 130, Room 2473.

The next GPC Refresher training session is scheduled for 14 Apr 04 from 0900 to 1200 in Bldg. 219, Room 1080.

There is no need to RSVP. Seating and attendance is on a first-come, first-serve basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

**In essence, 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. All training is held in Bldg 219, Rm 1080 unless otherwise stated below.

Initial	Refresher
Time: 0800-1200	Time: 0900-1200
07 Apr 04 Bldg 130, Rm 2473	14 Apr 04
05 May 04 Bldg 130, Rm 2473	12 May 04
02 Jun 04	09 Jun 04
07 Jul 04	14 Jul 04
04 Aug 04	11 Aug 04
01 Sep 04	08 Sep 04
06 Oct 04	13 Oct 04
03 Nov 04	10 Nov 04
01 Dec 04	08 Dec 04

### NOTES

**As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at [smepk.impact@losangeles.af.mil](mailto:smepk.impact@losangeles.af.mil). Take good care of yourselves!!**  
Dalice