

DoDDS-Europe Procedures for Government Purchase Card Issuance and Maintenance

Cardholder Appointment Requirements:

For accounts with a Single Purchase Limit (SPL) not exceeding \$3,000:

1. DoDDS-E Supplement to GPC Form 8050: GPC Limits Worksheet
2. DoDEA GPC Form 8050: Application for Approving Official, Billing Official, or Cardholder Account
3. DoDEA GPC Form 8051: Pecuniary Statement
4. DoDDS-E Supplement to GPC Form 8051 (CH):Pecuniary Statement
5. Read Administrative Instruction 8000.1 and the GPC User's Manual.
6. DOD Government Purchase Card Tutorial certificate. <http://www.dau.mil/>.
7. Section 508 Micro-Purchase Training certificate. <http://www.section508.gov>.
8. DoDDS-E Online GPC Training certificate. <http://www.eu.dodea.edu/procuregpc.htm>

For accounts with a Single Purchase Limit (SPL) exceeding \$3,000 but not more than \$25,000 an additional requirement:

Attend the DoDDS-E GPC training provided by the Agency Program Coordinator (APC) prior to receiving a SPL over \$3,000.

ALL CARDHOLDERS - Annual maintenance requirements:

1. Attend DoDDS-E GPC refresher training provided by the APC.
2. Provide records for audit/surveillance at the request of the APC.

Approving Official (AO) and Billing Official (BO) Appointment Requirements:

1. DoDEA GPC Form 8050: Application for Approving Official, Billing Official, or Cardholder Account
2. DoDEA GPC Form 8051: Pecuniary Statement
3. DoDDS-E Supplement to GPC Form 8051 (AO):Pecuniary Statement
4. Read Administrative Instruction 8000.1 and the GPC User's Manual.
5. DOD Government Purchase Card Tutorial certificate. <http://www.dau.mil/>.
6. Section 508 Micro-Purchase Training Certificate. <http://www.section508.gov>.
7. Attend the DoDDS-E GPC AO training provided by the APC annually. This training may be provided online or in person. You can also meet this requirement by attending the annual Cardholder Training.
8. Billing Officials will also complete the DD577 Certifying Official Signature Card.

Approving & Billing Officials - Annual maintenance requirements:

1. Attend DoDDS-E GPC AO training provided by the APC.
2. Provide records for audit/surveillance at the request of the APC.

Note: Appointments expire when a Cardholder, Approving Official, or Billing Official moves from their functional position. A new appointment letter must be issued if you move to a different school or office.