

TMA Procedures, Guidance, and Information (PGI)

TMA PGI 213 – SIMPLIFIED ACQUISITION PROCEDURES

(Revised May 21, 2012)

213.2 – Actions at or Below the Micro-Purchase Threshold

213.270 - Use of the Governmentwide Commercial Purchase Card

- (1) TRICARE Acquisition Directive, TAD 13-01 Rev 001, establishes the policy for the TMA Governmentwide Commercial Purchase Card (GCPC) Program.
- (2) Overview - The TMA Acquisition Management & Support Directorate, Contract Operations Division – Falls Church, has been designated by the TMA Head of Contracting Activity, as the primary management office for the TMA GCPC Program for all TMA offices, except for the Uniform Services University of Health Sciences (USUHS). USUHS will operate according to its own standalone GCPC Program until further notice.

The GCPC is designed for commercial purchases of authorized supplies, equipment, or non-personal services. A commercial item is any item, other than real property, that is customarily used by the general public or by non-governmental entities for purposes other than governmental purposes.

The GCPC Program Directive provides administrative instructions, establishes responsibilities, and restrictions on GCPC use. The GCPC Program was established within TMA to streamline the procurement process, allowing for more prompt and efficient procurements. The TMA Agency Organization Program Coordinator (AOPC) for the TMA GCPC Program has developed [TMA Government Purchase Card Operating Procedures](#) which provide guidance, step-by-step instructions and templates on the process of establishing or making changes to a GCPC account.

- (3) The AOPC is involved in the designation of a Cardholder, a Billing Official and an Approving Official. These positions should be held by three different individuals to avoid potential conflicts of interest.
- (4) Prior to becoming a Cardholder (CH) or Billing/Approving Official, a TMA government employee must:
 - a. Complete mandatory training consisting of:
 - i. CLG 001 DoD Government Purchase Card Training,
 - ii. CLG 005 Purchase Card Online System Training,
 - iii. CLM 003 Ethics Training for the AT&L Workforce or Ethics Training provided by TMA; and

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- iv. GCPC Classroom Training provided by TMA, Contract Operations Division – Falls Church.
 - b. Forward the Defense Acquisition University training module completion certificates to the Director, COD-FC via the Agency/Organization Program Coordinator, requesting creation of an GCPC account; and
 - c. Receive a letter of appointment in accordance with TAD 13-01., E2.5.
- (5) CHs are required to receive annual refresher training to maintain purchasing authority.
- (6) CHs are required to use the GCPC to pay for purchases at or below the micro-purchase threshold (see [FAR 2.101](#)), except for certain purchases outlined in [DFARS 213.270](#) and prohibited purchases listed in Appendix C of the [TMA Government Purchase Card Operating Procedures](#), provided that the CHs comply with the general rules and purchasing guidelines in [FAR 13.201](#) and [FAR 13.202](#). . The authorization limit of \$3,000.00 is the maximum amount a cardholder can use for a single purchase (may include multiple items).