



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 13TH SUSTAINMENT COMMAND (EXPEDITIONARY)
BUILDING 39009, SUPPORT AVENUE
FORT HOOD, TEXAS 76544

**COMMAND POLICY
NUMBER 11**

AFVG-CG

8 FEB 11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Purchase Card (GPC) Program

1. REFERENCES:

- a. Treasury Financial Manual, VOL 1. Part 4. Ch. 4500-Government Purchase Cards
- b. DoD FMR Volume 5, Disbursing Policy and Procedures, Ch. 33 (Accountable Officials and Certifying Officials)
- c. DOD 5500.7-R Joint Ethics Regulation, Standards of Conduct

2. PURPOSE: To establish the policy regarding the Government Purchase Card program operations.

3. APPLICABILITY: Headquarters, 13th Sustainment Command (Expeditionary) and all subordinate personnel and organizations assigned or attached to the 13th ESC.

4. BACKGROUND: This memorandum is published in an effort to provide guidance regarding the use of the GPC program.

5. PROPONENT: The proponent for this policy is the ACoFS, Comptroller.

6. POLICY:

a. The single purchase limit is \$3,000 for supplies, \$2,500 for services. Split-purchases are prohibited. Monthly limits depend upon approved spend plans. Companies are authorized one credit cardholder (CCH). The \$25,000 training card is authorized one per brigade. Billing officials (BO) will be senior in rank to CCH, limited to battalion-level commands. Span of control is four CCH per BO. Each BO will have an alternate BO (ABO). Procedures are as follow:

- (1) Check mandatory sources, then submit request to S4/G4 for validation.
- (2) CCH certifies account within three days, BO within five days following cycle end.
- (3) BO submits to the G8, NLT the 25th monthly: BO certified statements and copies of all receipts, any endorsements.
- (4) First violation of the above requirements will result in suspension of the BO account until properly certified. Second offense will result in a 30-day account suspension. Third offense will result in account termination(s).

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(5) Request exceptions to policy through G8 to the ESC Deputy Commander

b. Colonels and Lieutenant Colonels in command or serving as Assistant Chiefs of Staff will ensure Billing Officials (BO), Assistant Billing Officials (ABO), and Government Purchase Card holders maximize the use of all other Required Sources of Supply (RSS) prior to using the GPC. RSS in priority order are as follows:

- (1) Requisition supplies from DoD Supply System
- (2) Excess from other units/agencies
- (3) Federal Prison Industries, Inc. (FPI)
- (4) Committee for Purchase from the Blind and Other Severely Disabled
- (5) DoD EMall Army Blanket Purchase Agreements (BPA)
- (6) General Services Administration (GSA)
- (7) Commercial Sources/Local purchase

The GPC will serve as the last resort for the purchase of supplies and materiel.

c. Battalion Commanders and Assistant Chiefs of Staff that have GPC CCHs in their units/sections will appoint responsible persons to serve as BOs and ABOs. The BO must be senior to the CCH by at least one grade. **The BOs or ABOs will review and validate all transactions prior to the purchase.**

d. Both the BOs and CCHs will **ensure nonexpendable purchases are reflected on the property book and organizational hand receipt.** In cases where the CCH is not the Supply Sergeant and there exists doubt as to the expendable nature of goods, he must confer with the Supply Sergeant or Property Book Officer to determine the item's Accounting Requirement Code (ARC). The ARC will determine the expendable, non-expendable, or durable classification of an item.

e. Battalions will conduct quarterly internal inspections to supplement 13th ESC inspections. Include GPC credit card procedures as an integral part of the command supply discipline program (CSDP). The 13th ESC Comptroller will conduct periodic GPC Program inspections.

f. Deployed units are authorized use of the GPC card for purchase of expendable items to be consumed while supporting contingency operations. Deploying units will appoint a BO who is to be in the same AOR as the CCH. An ABO will be appointed from the Rear Detachment to act in place of the deployed BO should he/she be unable to access the Access Online program (AXOL) from the AOR.

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7. EXPIRATION: This policy supersedes Command Policy Memorandum 17, dated 1 May 2008 and remains in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read "Terence J. Hildner", is written over a horizontal line.

TERENCE J. HILDNER
BG, USA
Commanding

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