



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AirStaO 4282.1C
SUR2
24 Mar 03

AIR STATION ORDER 4282.1C

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR RECEIPT AND USE OF
GOVERNMENT PURCHASE CARD BY NON-PURCHASING PERSONNEL

Ref: (a) EBUSOPSOFFINST 4200.1 (NOTAL)
(b) DoN Purchase Card Program Training Desk Guides
(c) Financial Management Regulation, Volume 5, Chapter 33
(d) Financial Management Regulation, Volume 13

Encl: (1) Guidelines for the Purchase of Hazardous Materials Using
a Purchase Card
(2) Sample Format to Request Purchase Card
(3) Instructions for Accessing Defense Acquisition
University Training
(4) Table of Recommended Actions for Findings of Abuse,
Misuse, or Fraud
(5) Sample Format to Request Appointment as Approving
Official/Certifying Officer

1. Situation. General Services Administration (GSA) has a contract in place that authorizes a commercial bank to issue commercial purchase cards (e.g., Master Card) to authorized government personnel for use in support of official government purchases. These cards are issued to both purchasing and non-purchasing personnel. Per references (a) through (d), this Order provides procedures to be utilized to obtain and use a government purchase card aboard MCAS Cherry Point.

2. Cancellation. AirStaO 4282.1B

3. Mission. Proper use of the government purchase card streamlines the administrative tasks associated with the procurement and payment cycle. The card will be used as a method of payment for purchases of most commercially available goods and services that do not exceed \$2,500 (the micro-purchase limit). Personnel requiring the government purchase card will follow the procedures outlined via this instruction to ensure proper acquisition and use.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maximize the proper use of the government purchase card program; however, the card will not be used to circumvent the supply system or rectify poor planning/forecasting techniques.

(2) Concept of Operations. Management of the installation's government purchase card program is divided between four key roles. The roles are the Agency Program Coordinator (APC) located in the Supply Directorate Contracting Department, the Approving Official (AO), the Reviewing Official (RO) located in the Comptroller Directorate, and the cardholder.

b. Tasks

(1) Agency Program Coordinator (APC)

(a) The APC has the overall responsibility for the management, administration, and day-to-day operations of the government purchase card program. The APC is the primary liaison between the Air Station and the bank. The APC performs regularly scheduled maintenance on all purchase card program accounts.

(b) Establish and ensure execution of the local program per DoD and DoN policies and procedures.

(c) Ensure program personnel, AO's and purchase cardholders, are properly appointed, trained, and are capable of performing their respective duties. Ensure that only personnel who require purchase cards for mission requirements are issued purchase cards.

(d) Guarantee AO and purchase cardholder profiles are appropriate for local mission. Perform regularly scheduled maintenance, no less than quarterly, on command AO and purchase card accounts. Ensure that the account profile information is current and accurate, examine frequency of use and ensure the AO/card account span of control remains within specified limits (no more than seven card accounts to one AO).

(2) Approving Official (AO)

(a) The AO is responsible for ensuring the proper use of the purchase card through the approval of purchases and certification of monthly invoices for payment for the cardholders within their purview. The AO is the direct supervisor of the cardholder. In the event the AO is not the direct supervisor of the cardholder, the AO must be in the cardholder's chain of command.

(b) Ensure that all purchases accomplished by the purchase cardholders within the AO's cognizance are appropriate and that all charges are accurate.

(c) Verify supporting transaction documentation on all card accounts prior to certifying the monthly invoice.

(d) Notify the supervisor and APC in the event of any suspected unauthorized purchases (purchases that would indicate non-compliance, fraud, misuse and/or abuse).

(e) Certify the monthly invoice within 5 days.

(f) Ensure proper receipt, acceptance, and inspection is accomplished on all items being certified for payment.

(g) The AO will have no more than five to seven cardholders under his/her cognizance. This ratio is subject to further reduction and modification if the volume of purchase card transactions creates a situation that inhibits the AO from performing an effective review of the statement/invoices of the purchase cardholders.

(3) Reviewing Official (RO)

(a) The RO provides one more level of oversight by ensuring that payments are legal, proper and correct. The RO is responsible for pre/post payment reviews of the payments certified by the AO.

(b) The RO will perform monthly pre/post certified payment reviews using stratified statistical random sampling as described in references (c) and (d).

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(c) Make an initial determination of questionable certification, maintain file of all inquiries, and ensure inquiries are resolved within 30 calendar days.

(d) Refer determinations of questionable legality, propriety or correctness to the APC and the CG.

(e) Forward copies of final reports and finding to the DoN eBusiness Operations Office and the Assistant Secretary of the Navy (Financial Management and Comptroller) per reference (c).

(4) Cardholder

(a) These individuals are issued a purchasing card by the APC. The card bears the individual's name and may be used by him/her to purchase authorized supplies. All cardholders are assigned single purchasing limits, monthly purchasing limits, and specific merchant type codes.

(b) Ensure proper and adequate funding is available prior to any purchase card action.

(c) Screen all requirements for availability from the mandatory government sources of supply.

(d) Purchase only mission essential requirements at fair and reasonable prices from responsible suppliers. Follow procedures outlined in enclosure (1) prior to purchasing any hazardous material.

(e) Maintain a micro-purchase worksheet that documents the individual transactions and screening for mandatory sources of supply. The micro-purchase worksheet and supporting documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained (a sample is included in reference (b)). A copy of reference (b) will be provided to the cardholder upon completion of training. Documentation should include:

1 Date the item or service was ordered.

2 Merchant name.

3 Dollar amount of the transaction.

4 Description of the item or service ordered.

5 Date of receipt.

6 Name of individual receiving item or service.

7 Paid but not received (pay and confirm).

8 Credit received.

9 Disputed.

(f) Review the monthly purchase card statement to ensure that all charges are proper and accurate.

(g) Forward the monthly purchase card statement to the AO with the appropriate supporting documentation, (i.e., sales slips, documentation of receipt and acceptance, purchase log, etc.) in a timely manner to maximize rebates and minimize prompt payment penalties.

(h) Follow the appropriate procedures for "pay and confirm" and/or disputes, as described in the Purchase Card Desk Guide.

(5) Director of Supply

(a) Appoint the APC who will manage the government commercial purchase card program for MCAS Cherry Point.

(b) Provide technical assistance to Directorates/Departments on the purchase card program.

(c) When appropriate, delegate contracting authority to individuals assigned to MCAS Cherry Point, to the designated cardholders. Prior to issuing a purchase card, receive a request signed by the head of the requesting Directorate/Department in the format shown in enclosure (2). The request for cardholder or AO must include evidence of satisfactory completion of the Purchase Card Training Module available from the Defense Acquisition University that can be found on-line at <http://www.dau.mil>. Guidance for accessing this training module is reflected in enclosure (3).

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(d) Provide DoN training and orientation on local operating procedures to all cardholders and AO's.

(e) Perform semi-annual audit of all purchase card transactions and report the findings to the AO's. The action to be taken on findings of abuse, misuse and/or fraud are reflected in enclosure (4).

(6) Office of the Comptroller. Provide an individual to serve as the RO. This individual shall not concurrently serve as an accountable, certifying, disbursing official or APC.

(7) All Directorates/Departments/Units Requiring Purchase Cards

(a) Submit a request in the format provided in enclosure (5) for the individual to be appointed as AO/Certifying Officer. The appointment will remain in effect until revoked in writing. All cardholders will be assigned under the individual AO for that Directorate/Department/Unit.

(b) Submit a request in the format provided in enclosure (2) for any individual that requires a purchase card. This request must include a copy of the training certificate indicating completion of the on-line Defense Acquisition University purchase card course. The request should also indicate proposed single and monthly purchase limits and the type of merchants that they will need to make purchases from.

(c) Submit a request to terminate the cardholder account no less than 30 days prior to their resignation, retirement, transfer and/or termination from their current position. In cases whereby the employee does not give the unit 30 days advance notice of the intent to resign, retire, transfer and or terminate, the unit will submit the request to terminate the cardholder account as soon as the notice is received. At the same time, the AO will destroy the card and review all charges made by the cardholder (within the last 30 days) using the on-line invoice certification system.

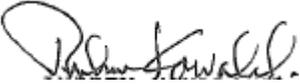
c. Coordinating Instructions. The purchase card shall only be used for authorized US Government purchases. Intentional use of the purchase card for other than official government business will be considered an attempt to commit fraud against the government and may result in immediate cancellation of the purchase card and further

disciplinary action. The cardholder will be held personally liable to the government for the amount of any non-government transactions. Under Title 18 U.S.C. 287, misuse of the purchase card could result in a fine of not more than \$20,000 or imprisonment for not more than 5 years or both. Military members that misuse the purchase card may be subject to court martial under Title 10 U.S.C. 932, UCMJ Article 132. The AO also assumes pecuniary liability for an illegal, improper, or incorrect payment processed by their Department, Division, or branch as a result of an incomplete or misleading certification.

5. Administration and Logistics. The CG, 2d MAW concurs with this Order insofar as it pertains to members of his command.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Reserve.


ANDREW KOWALSKI
Chief of Staff

Distribution: MCAS A
2d MAW A

GUIDELINES FOR THE PURCHASE OF HAZARDOUS
MATERIALS USING A PURCHASE CARD

1. Except for those materials defined as commonly used hazardous materials (HAZMAT), HAZMAT shall not be purchased. For the purpose of this instruction, commonly used HAZMAT means hazardous materials or products that are customarily sold to the general public to be used for non-governmental purposes (commercial products), which are in the same size and packaging found commercially. Examples of those materials or products include those items required on a routine basis to meet daily operational needs; such as, lubricants, batteries, toner cartridges, detergents, etc.

2. Purchases of commonly used HAZMAT shall comply with the following procedures:

a. Activity with an Authorized User List (AUL). The end user/ cardholder must comply with established local procedures for the procurement and use of HAZMAT. Such procedures shall, at a minimum require screening the requested material against the activity's AUL and the approval by the designated HAZMAT official. If the HAZMAT official approves the purchase, the cardholder should instruct the vendor that any change in the material approved under this purchase is not permitted and that the shipping container must be labeled per directions in the Hazard Communication Standard (29CFR 1910.1200).

b. Activity without an AUL. If no AUL is available, the activity will validate the need for the item and substitute non-hazardous material as feasible. After analysis, if HAZMAT is still required, the cardholder will accomplish the following:

(1) Provide a copy of the Material Safety Data Sheet (MSDS) and micro-purchase request to the Environmental Affairs Department (EAD), Code LN, telephone extension 466-4826 and the Joint Safety Office (JSO), telephone extension 466-3578.

(2) Ensure that the product user has access to the MSDS.

(3) Inform the HAZMAT vendor that the shipping container must be labeled per direction in the Hazard Communication Standard (29CFR 1910.1200).

SAMPLE FORMAT TO REQUEST PURCHASE CARD

From: Directorate/Department Head/Commanding Officer
To: Director of Supply

Subj: REQUEST FOR GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD

Ref: (a) AirStaO 4282.1C

Encl: (1) Copy of Training Certificate

1. It is requested that the individual identified below be issued a government-wide purchase card. Per the reference, the enclosure and the following information are provided.

- a. Cardholder Name/SSN/Benefit Start Date (MM/YY).
- b. Title/Series/Grade/Phone/MOS.
- c. Division/Department.
- d. List of Procurement Training Completed.
- e. Single Transaction Limit.
- f. Monthly Transaction Limit.
- g. Annual Purchase Limit.
- h. Merchant Type.
- i. Approving Official/Title/Phone.
- j. Valid Lines of Accounting.
- k. Mission Essential Requirements: Statement that describes why the issuance of the card is essential to meet mission requirements.
- l. Type/Use: Identify the type and kinds of items that will normally be purchased by the cardholder.

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m. Justification: Specifically state why current methods to procure goods and services cannot be used. Describe the type of purchases that will be made. State impact if request is not granted.

2. Include the statement "The prospective cardholder has the training, business acumen, and judgment to act on behalf of the Government".

3. This individual has completed the mandatory DoD purchase card training available through the Defense Acquisition University as evidenced by the training certificate provided via enclosure (1).

4. (Name) at telephone extension xxxxx is the point of contact for any questions/comments.

Signature Block

ENCLOSURE (2)

INSTRUCTIONS FOR ACCESSING DEFENSE
ACQUISITION UNIVERSITY TRAINING

1. Enter the web site <http://www.dau.mil>.
2. Click on "Register" on the upper left corner of the screen.
2. Follow the instructions for creating your login, password, and alternate password.
3. Click on "Select".
4. Follow the instructions for entering your name, address, etc. Program will return you to the Continuous Learning Center home page.
5. Click on the Learning Center Building.
6. Click on the monitor that reads "Course Information and Access".
7. Scroll down the self-paced modules until you find "DoD Purchase Card Tutorial" and click on it.
8. Read the course description, scroll down to the bottom of the page, click on "Take Course".
9. After you complete the course, print your certificate and attach it to the Request for Purchase Card or AO Appointment request.

***PRINT YOUR CERTIFICATE WHEN YOU COMPLETE THE COURSE

TABLE OF RECOMMENDED ACTIONS FOR FINDINGS OF ABUSE, MISUSE, OR FRAUD

TYPE OF OFFENSE	1 ST OCCURRENCE	2 ND OCCURRENCE (Within 1 Year Period)	3 RD OCCURRENCE (Within 1 Year Period)
Suspected Personal Use/Fraud	<ol style="list-style-type: none"> 1. Letter to cardholder, (CH),AO,& supervisor 2. Turn over to command for investigation 3. Suspend card pending investigation 	Same as 1 st Occurrence	Same as 1 st Occurrence
Items Prohibited By EBUSOPOFFINST 4200.1 (excluding personal use)	<ol style="list-style-type: none"> 1. Letter to CH, AO, and supervisor 2. APC provides on-the-spot training 	<ol style="list-style-type: none"> 1. Letter to CH, AO,& supervisor 2. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. Letter to CH, AO,& supervisor 2. Terminate AO account
Not For a Bonafide Need (e.g. gold plating)	<ol style="list-style-type: none"> 1. Letter to CH, AO, and supervisor 2. APC provides on-the-spot training 	<ol style="list-style-type: none"> 1. Letter to CH, AO,& supervisor 2. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. Letter to CH, AO, and supervisor 2. Terminate AO account
Split Purchase	<ol style="list-style-type: none"> 1. Letter to CH, AO, and supervisor 2. APC provides on-the-spot training 	<ol style="list-style-type: none"> 1. Letter to CH, AO,& supervisor 2. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. Letter to CH, AO, & supervisor 2. Terminate AO account
Exceeding Authorized Limits (excluding personal use)	<ol style="list-style-type: none"> 1. Letter to CH, AO, and supervisor 2. APC provides on-the-spot training 	<ol style="list-style-type: none"> 1. Letter to CH, AO,& supervisor 2. Suspend card for 30 days 	<ol style="list-style-type: none"> 1. Letter to CH, AO,& supervisor 2. Terminate AO account

ENCLOSURE (4)

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SAMPLE FORMAT TO REQUEST APPOINTMENT AS
APPROVING OFFICIAL/CERTIFYING OFFICER

From: Directorate/Department Head/Commanding Officer
To: Director of Supply

Subj: REQUEST APPOINTMENT AS APPROVING/CERTIFYING OFFICER

Ref: (a) AirstaO 4282.1C

Encl: (1) Copy of Training Certificate for on-line Defense
Acquisition University Purchase Card Training

1. It is requested that the individual identified below be appointed
the position of purchase card certifying officer.

- a. Name of officer/last four digits of SSN/Benefit Start date
(MMYY)
- b. Title/Series/Grade/Phone.
- c. Division/Department.
- d. List of Procurement Training Completed.
- e. Valid Lines Of Accounting.

2. The proposed appointee is the direct supervisor of (number)
official cardholder(s) and has completed the required DoD training as
evidenced by enclosure (1).

3. Questions in reference to this request should be directed to
(name) at telephone extension _____.

Signature block