

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
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Logistics
DEPARTMENT OF DEFENSE (DOD) PURCHASE CARD
AND PROCUREMENT PROCEDURES

FOR THE COMMANDER:

OFFICIAL:

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Deputy Commander/Chief of Staff

/SIGNED/

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DISTRIBUTION:

A (Electronic publication only)

Summary. The regulation prescribes policies and procedures for the DOD Purchase Card program, procurement, and contracting operations. This regulation also prescribes United States Military Entrance Processing Command (USMEPCOM) Form 715-5-1-R-E (Purchase Request).

Applicability. This regulation applies to USMEPCOM activities.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MRM-AD-C, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

Management control process. This regulation complies with USMEPCOM Regulation 11-4 (Internal Controls).

Suggested improvements. Users are encouraged to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum to HQ USMEPCOM, 2834 Green Bay Road, ATTN: MRM-AD-C, North Chicago, Illinois 60064-3094.

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Chapter 1

DOD Purchase Card Program and DOD Purchase Check Program

1-1. Purpose

This regulation provides management controls, and required bill/payment certification procedures for the DOD Purchase Card/check program. The DOD Purchase Card and check are to be used to pay for over-the-counter or telephone purchases when the supplies or services are immediately available and a single delivery and payment will be made. The card and check are intended to supplement and simplify established small-purchase procedures and designed to minimize cost/administrative burden and reduce procurement lead-time. However, the program does not replace procedures outlined in the Federal Acquisition Regulation (FAR) or standard accounting procedures and must not be viewed as a means of circumventing the FAR, funds certification, or federal government supply systems. These procedures supplement the card/check holder instructions distributed by the contracted banking activity providing the Purchase Card/check. In the event there is a conflict between this regulation and the instructions provided by the contracted banking activity, the procedures in this regulation take precedence. The terms and conditions of the contract between the General Services Administration (GSA) and the contracted banking activity take precedence over any other procedures. These procedures do not apply to purchases made by the Amusement Vending Machine Fund (AVMF). If a prospective vendor does not accept the DOD Purchase Card, the customer must contact at least three other vendors before sending the action to headquarters (HQ) for issuance of a DOD purchase check. The DOD purchase checking account holders are at (847) 688-3680, extensions 7368/7366. U.S. Bank assesses a program fee for the DOD purchase check. This fee is assessed on each check written and posted to the account holder's account. The fee is 1.7% of the check amount.

1-2. References

References are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Directorate of Contracting, Fort Knox, KY has overall responsibility for the program within USMEPCOM. Fort Knox, KY provides oversight and review of HQ USMEPCOM procurement. Fort Knox, KY also reviews how HQ USMEPCOM monitors activities' procurements.

b. USMEPCOM, MRM-AD-C will—

(1) Develop internal operating procedures to implement the Purchase Card and check program. This chapter serves that purpose. These procedures incorporate tight management controls to preclude abuse, outline courses of action if abuse occurs, and provide overall HQ USMEPCOM review and oversight of the program.

(2) Develop and administer a course to train card/check holders. Receive recommendations for individual card/check holder appointment from HQ and subordinate activities.

(3) Act as the Appointing Authority and delegate purchase authority by issuing a letter of delegation of authority (see fig. 1-1) to card/check holders.

(4) Review all card/check holders' monthly documentation to ensure that purchases are made in accordance with (IAW) the FAR and this regulation's requirement. Ensure the card/check holder received appropriate review and authorization before making a Purchase Card purchase.

(5) Return questionable purchases to subordinate activities for explanation and/or resolution and process inappropriate transactions as unauthorized commitments.

(6) Consolidate subordinate monthly statements to a Command summary, approve/disapprove transactions, and certify the consolidated summary for payment. Forward consolidated monthly summary statement to the Defense Finance and Accounting Service (DFAS) for payment to the contracted banking activity.

c. Commanders will—

(1) Recommend individuals as cardholders (maximum 2 per activity).

(2) Ensure the budget technician (BT) certifies funds availability.

NOTE: Cardholder cannot certify funds availability; that is, if the BT is also a cardholder, someone else must certify funds availability.

(3) Review and approve all card/check transactions prior to purchase or payment. This approval authorization must be documented by signing USMEPCOM Form 715-5-1-R-E before the transaction is accomplished. (See app. B for USMEPCOM Form 715-5-1-R-E instructions.)

(4) Review card/check holder banking activity monthly billing statements to ensure accuracy and that appropriate approval/authorization was obtained prior to purchase/payment. Ensures vendor receipts and or invoices support all transactions on the monthly billing statement. Report discrepancies to Approving Official (AO), USMEPCOM, (MRM-AD-CB) within 3 working days when errors are noted.

(5) Ensure monthly billing statements/invoices are promptly forwarded to this HQ USMEPCOM IAW this regulation.

d. Cardholder(s) will—

(1) Comply with requirement instructions and guidance of this regulation, the contracted banking activity, Directorate of Contracting, Fort Knox, KY and HQ USMEPCOM, Logistics Division.

(2) Make card purchases/payments (transactions) for authorized materiel and/or services IAW this regulation.

(3) Reconcile and sign all pages of the banking activity monthly billing statement(s) and forward the original copy to HQ USMEPCOM (MRM-AD-CB) within 3 working days of receipt of the banking activity.

(4) Maintain adequate audit trails IAW this regulation. Audit trails (monthly statements, USMEPCOM Form(s) 715-5-1-R-E, and invoices/receipts) of the cardholders will be consolidated and filed in one area of USMEPCOM activities.

NOTE: Up to two cardholders may be appointed at a Military Entrance Processing Station (MEPS) and Sector.

1-5. Use of the DOD Purchase Card/check within USMEPCOM

The DOD Purchase Card/check process should be used as the normal method of making local purchases of materiel or payment of services received by USMEPCOM activities whenever its use is approved and authorized IAW the FAR and this regulation. The Purchase Cards and checks are not to be used to circumvent mandatory supply channels or mandatory government contracting sources. Some examples of the entities that accept the Purchase Card as a means of payment are DOD Electronic Mall (EMALL),

Military Supply Support Activities, federal supply system, GSA Mandatory Use Requirements Contracts, GSA customer supply centers, and Federal Prison Industries, Inc. (UNICOR).

1-6. Coordination with supporting procurement office

a. Your local supporting contracting office is not involved with the issuance or use of the DOD Purchase Card/check issued to USMEPCOM activities. However, USMEPCOM activities should notify the local supporting contracting office that the DOD Purchase Card has been issued and, if required, provide the local contracting office with a copy of this regulation.

b. Commanders and cardholders are encouraged to use the resources of their supporting contracting procurement office to help locate sources for supplies and services, especially any mandatory sources that may apply. Local procurement activities must still be used for all procurement actions above \$2,500.

1-7. Authorized use of the DOD Purchase Card/check

a. Without exception, the DOD Purchase Card process shall only be used to obtain and pay for materiel or services authorized by this regulation or other DOD or Federal Government directive. Materiel or services received and paid for through the DOD Purchase Card/check process that were not authorized, will be processed as an unauthorized commitment.

b. The DOD Purchase Card/check process may be used to purchase supplies, equipment, and nonpersonal services up to the micro purchase level that is currently \$2,500.

c. The unique DOD Purchase Card is embossed with the cardholder's name. The individual cardholder is the only person authorized to conduct transactions with the card bearing their name. No other person is authorized to use the card to conduct transactions. Violations of use must be reported immediately to HQ USMEPCOM, ATTN: MRM-AD-CB. Cardholders are personally responsible for the security of Purchase Card(s) issued in their name.

d. The card(s) issued to a military or civilian employee contain authorization codes. Under normal circumstances, merchants are required to obtain authorization from the contracted banking activity for transactions exceeding \$50. However, many merchants now use electronic authorization methods allowing authorization for transactions regardless of the amount. When the merchant seeks authorization for a transaction, the bank authorization system will check each individual cardholder's single purchase limit and the type of merchant where the cardholder is making a transaction prior to approving the transaction. Just because the bank approves the transaction(s), does not make the transaction(s) correct (authorized). The bank approval of transactions is based on the purchaser being the valid cardholder, card dollar limits, and valid merchant parameters. Commanders and cardholders must review this regulation and authorization documents to ensure requirements of the program are fully complied with.

e. Use of the card/check must meet the following conditions:

(1) Mandatory sources must have been tested prior to transactions, or written waivers must be obtained.

(2) Card/check holders must ensure that they do not exceed the purchase limits established for their account. The total of a single transaction may be comprised of multiple items, but it cannot exceed the authorized single purchase limit. Purchases will be denied if the authorized single-purchase limit is exceeded. Payment for purchases must not be split in order to stay within the single-purchase limit. When in doubt, contact your AO.

(3) Purchases that would exceed the single-purchase limit must be forwarded through the proper channels to your Contracting Office for their action. The single-purchase limit for all cardholders not assigned to contracting HQ USMEPCOM is \$2,500.00.

Monthly limits can be increased at any time. A memorandum to request an increase must be sent to the AO, HQ USMEPCOM, ATTN: MRM-AD-CB. This request can be sent by e-mail, fax, or mail.

(4) All materiel purchased over-the-counter must be available within one billing cycle. All services must be received within the billing period. The materiel must be received or the service completed before the item appears on a statement of account (SOA) (exception: newspaper/magazine subscriptions and cable TV service). Orders will not be made using the DOD Purchase Card/check process when vendors are unable to ship the total quantity of the purchase in the same shipment unless:

(a) All items purchased will be shipped within the same billing cycle in which they were ordered.

(b) All items purchased will not be shipped within the same billing cycle, but the vendor is willing to not bill the bank until all items are shipped.

(c) All items purchased by telephone and paid for using the DOD Purchase Card/check process must be delivered by the merchant within the 30-day billing cycle. The order shall not be placed without this assurance. If an item is not available immediately, back ordering is allowed only if procedures stated in paragraph (b) above are followed. The only exception is DOD Purchase Card transactions to pay for delivery of subscriptions such as magazines, periodicals, etc.

1-8. Purchases requiring authorization

Requests for the following commodities of materiel or services require the Purchase Card/check holder to contact the specified contact/vendor prior to making the purchase or receiving the service:

a. Hazardous and potentially hazardous materials (e.g., acetone, alcohol, benzol, ether, gasoline, naphtha, pesticides, refrigerants, poisons, radio-active materials, corrosive materials, equipment cleaning solvents, color toner for printers, medical waste removal, etc.).

b. Information technology equipment (ITE), ITE software, telephones, 2-way radios/communications equipment and all components (such as expansion cards, memory upgrades). The controlling activity is HQ USMEPCOM (MIT-IT).

c. Paid advertisements. The controlling activities are through Sectors to HQ USMEPCOM, MRM-AD-CB (contracting team).

d. Satellite TV receiver and cable TV service. The controlling activity is HQ USMEPCOM, MRM-AD-PB (Logistics).

e. Audio/Visual information equipment, electronic digital imaging, video equipment and services, and recorded videocassettes. The controlling activity is the Public Affairs Office, HQ USMEPCOM (MPA).

f. Center of influence functions. The controlling activity is HQ USMEPCOM, Operations Directorate (MOP).

g. Rental or lease of land or buildings and minor repair(s) of existing facility. The controlling activity is HQ USMEPCOM, Facilities Directorate.

h. Before acquiring repair services, the cardholder will verify that the repair or maintenance is not already covered by an existing preventive maintenance agreement, contract, or is the building owner responsibility. The controlling responsibility is the cardholder.

NOTE: The cardholder will annotate the USMEPCOM Form 715-5-1-R-E (block 4) with the statement, "There is no existing agreement, contract, or the building lease contract indicates the repair or maintenance is not a GSA or owner responsibility."

1-9. Authorized purchases with the DOD Card/check

To purchase anything with the card/check it must first be authorized through the tables of distribution and allowances, the Information Mission Elements Need Statement (IMENS), USMEPCOM Equipment Authorization Document (MEAD), or other directive, and not be available from the federal supply system, mandatory contract sources, or GSA. Following are some examples of what type(s) of materiel or services may be obtained through the DOD Purchase Card process:

NOTE: Vendor must not be card-capable in order to use the check system. (If the vendor is not card-capable, you may contact HQ for check payment.)

- a. Authorized medical books, magazines, and reference manuals.
- b. Film and film developing (for mission accomplishment, not AVMF functions).
- c. Expendable and durable common office supplies (those item(s) that are similar to materiel contained in CTA 50-900 (Common Table of Allowances, Clothing and Individual Equipment) not available from GSA, customer service centers, or government/military supply support activity (SSA). Common expendable and durable items available for order in the federal supply system, but cannot be delivered by a required delivery date, may be obtained through commercial vendors if prices are similar or less expensive for identical item(s) available in the government supply system.
NOTE: Expendable items are consumed during normal usage (i.e., paint/office supplies). Durable items are those not used up/consumed during normal usage such as hand tools. Nonexpendable items: items costing less than \$300 but do require property accountability.
- d. Expendable consumable and durable medical supplies as indicated on the Medical Material Allowance List (MMAL).
- e. One-time equipment maintenance/repairs, when controlled according to paragraph 1-6h above (excluding repair(s) to GSA vehicles).
- f. One-time equipment rental (excluding communications equipment and copy machines).
- g. Cable television service to applicant lounge areas (if authorized).
- h. Miscellaneous computer supplies (printer paper, printer ribbons, cables, printer cartridges, diskettes, mouse pads, etc.) if not available from GSA, or commercial prices are significantly less expensive for identical items.
- i. Conference registration fees.
- j. Package shipments including overnight shipments.
- k. Authorized membership fees (general memberships only; that is, the activities name, not in the name of an individual).

NOTE: Standard memberships must be in person's name.

l. ITE specifically authorized by the controlling activity according to paragraph 1-6b above. Normally, this will only be for replacement of unserviceable peripheral equipment (such as a replacement monitor, keyboard, or mouse) that is needed right away.

m. Rental of a motor vehicle for a one-time requirement that cannot be satisfied by GSA vehicle fleet management office or support agreements.

n. Purchase of telephone and telecommunications equipment, services, and repair after approval according to paragraph 1-6b above.

o. Purchase/payment of local transportation of applicants for any transportation that is supported by USMEPCOM funds; i.e., medical consults, Computer Adaptive Testing-Armed Forces Vocational Aptitude Battery (CAT-ASVAB).

p. Purchase of training. Training must first be documented and approved on a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement).

q. Rental of temporary storage space with the advance approval of USMEPCOM AO, MRM-AD-CB.

r. UNICOR, is the source for procurement of furniture. Furniture procured from commercial vendors requires a waiver from UNICOR prior to purchase. Waivers will be attached to the applicable purchase request. Furniture procurement within USMEPCOM is handled through BPA procedures controlled by MRM-AD-PB.

s. Pre-recorded videocassette tapes with the advance approval of MPA.

t. Monthly maintenance, cable service, satellite service, etc. (any recurring service charges that total less than \$2,500 per year). If your local supporting contracting office has a contract or blanket purchase agreement (BPA) in place, you may then charge against that at the not-to-exceed \$2,500 per month. Annotate the contract or BPA number on your USMEPCOM Form 715-5-1-R-E.

u. Miscellaneous equipment authorized by the MEAD, MMAL, or other directive(s).

v. Printing at a government printing facility Defense Automated Printing Service (DAPS).

1-10. Restrictions (unauthorized use of the DOD Purchase Card)

The Purchase Card cannot be used to pay for the items or services listed below; these items are in addition to those for which card use is prohibited (as indicated in the GSA schedule). Responsible officers and cardholders are encouraged to call the USMEPCOM AO whenever they question if a purchase/payment is authorized.

a. Cash Advances. Cash advances are prohibited under the commercial card program.

b. Travel-related expenses.

c. Rentals or leases of land or buildings exceeding 30 days (prior approval is required from the USMEPCOM AO for rental or lease of any buildings or land for any period of time).

d. Repair of GSA-leased vehicles.

e. Purchases of telecommunications services; i.e., major systems such as FTS 2000 or Defense Switch Network (DSN), unless approved for purchase by HQ USMEPCOM (MIT-NSD) according to paragraph 1-6b above.

f. Purchases of printing or copying services provided by commercial sources. Government activities are required to use the DAPS or any government printing/copying office. DAPS accepts the DOD Purchase Card; current changes make this an authorized use for purchases at DAPS.

g. Purchases of personal services.

h. Purchase of clothing or footwear (both military uniforms and civilian attire, excluding authorized medical protective clothing and safety shoes).

i. Purchase of nonexpendable supplies and equipment without proper prior authorization.

j. Meals, lodging, and transportation of applicants, except transportation that is supported by a USMEPCOM fund cite per paragraph 6-3b of Army Regulation (AR) 601-270 (Military Entrance Processing Station (MEPS)).

k. AVMF purchases.

1-11. Use of DOD Purchase Card/check for U.S. Environmental Protection Agency (EPA) guideline items

The Resource Conservation and Recovery Act and Solid Waste Disposal Act require agencies to use recovered materials for EPA-designated items to the maximum extent practicable without jeopardizing the intended use of the item.

a. Items include paper and paper products, vehicular products, construction and transportation products, park and recreation products, landscaping products, and nonpaper office products.

b. Acquisition of EPA-designated items that do not meet the EPA minimum recovered material standard must be approved by the cardholder's AO. The cardholder must maintain a written determination based upon one of the following reasons.

(1) Items containing EPA recommended recovered content standards are not available within a reasonable period of time.

(2) Items are only available at an unreasonable price.

(3) Items are not available from a sufficient number of sources to maintain a satisfactory level of competition.

(4) Items based upon technical verification fail to meet performance standards of specifications.

c. When repetitive purchases of the same item are necessary, an annual blanket determination may be approved and maintained by cardholders' AO.

1-12. Establishing an DOD Purchase Card account

a. The commander will prepare a request in memorandum format requesting appointment of prospective individuals (not to exceed two per activity) as DOD Purchase Card cardholder(s). The memorandum is forwarded to Commander, USMEPCOM ATTN: MRM-AD-CB, 2834 Green Bay Road, North Chicago, IL 60064-3094. A sample of a Request for DOD Purchase Card authority delegation is shown in figure 1-1.

b. The memorandum requesting appointment will identify the name, rank, duty title, address, and telephone number of the individual(s) to be appointed as cardholder(s).

c. The AO will review requests for appointment and forward the prospective cardholder(s) training materiel and small purchases/test as required by paragraph 1-11 below. Upon receipt of the training/test materiel, the prospective cardholder(s) must thoroughly review the materiel, take the test, and forward the completed test to the address indicated in paragraph 1-10a above for grading. After review of the small purchasing test results and qualifications of prospective cardholder(s), the AO prepares and forwards the necessary DOD Purchase Card account establishment documentation to contracted banking activity. The AO prepares and forwards a memorandum of delegation of authority to the respective commander and cardholder(s). The memorandum delegates the authority to the cardholder(s) to act as procurement officials, as defined under section 27 of the Office of Federal Procurement Policy. Copies of the request for appointment and delegation of authority will be under file 710-2m (disposition instructions in app. A, sect. VI) for review during audits and Command inspections.

d. The contracted banking activity, after review of the application, will establish the DOD. Purchase Card account in the cardholder's name and mail it to the cardholder or designated distribution point. Account establishment, documentation and additional procedural information will be sent from the AO.

e. The contracted servicing banking activity uses a voice response unit to ensure that the DOD Purchase Card(s) has been received by the cardholder(s). When the cardholder(s) receives the DOD Purchase Card, the individual must immediately access the Voice Response Unit. The voice response procedures are provided in the instructions that accompany the Purchase Card and must be followed to activate the card/account.

1-13. Required training

a. The AO is responsible for training all prospective cardholders in the use and requirement of the DOD Purchase Card program. The completion of the DOD Purchase Card program training is required prior to the issuance of a DOD Purchase Card.

b. Required training has been locally developed but is specifically designed to cover federal, defense, and Command policies and procedures pertaining to small purchases. The training program covers the following subject areas:

- (1) USMEPCOM policies contained in this regulation.
- (2) Cardholder and AO responsibilities.
- (3) Purchase/payment limits.
- (4) Cardholder guide/procedures provided by the contracted banking activity.
- (5) Specific guidance on use of mandatory sources and order of precedence of sources as prescribed in the FAR, part 8, such as National Industries for the Blind, National Industries for the Severely Disabled, EMALL, UNICOR, and mandatory SSAs, federal supply schedules, and GSA schedule/contract requirements.
- (6) Funding documents.
- (7) Use of recovered materials (purchase of EPA guideline items).
- (8) Hazardous materials.
- (9) Price reasonableness and sales tax.

- (10) Documentation requirements.
- (11) Prohibition against splitting purchase/payment limits.
- (12) Rotation of sources of supply.
- (13) Instructions on use of warranties.
- (14) Information on contracts and agreements that already provide services and should not be duplicated by cardholders.
- (15) DOD Purchase Card SOA, invoice/receipt and reconciliation procedures.

c. To obtain the Command DOD Purchase Card training packet and testing materiel contact HQ USMEPCOM (MRM-AD-CB).

d. Prospective cardholders who have previously completed one of the following formal procurement training courses do not have to take the USMEPCOM training course. Proof of completion of one of the following courses is a training certificate:

(1) Defense Small Purchase Course (or equivalent); or

(2) Management of Defense Acquisition Contracts (or equivalent). Upon separation, reassignment, retirement, etc., of the cardholder, he or she will destroy the card by cutting up the card and disposing of the pieces. A memorandum signed by the commander, with the cancellation date, should be sent to the AO who will complete the cancellation notice and forward the notice to the Administrative Office contact.

1-14. Card/check security

It is the cardholder's responsibility to safeguard the Purchase Card and account number at all times. The cardholder must not allow anyone to use his or her card or account number. A violation of this trust will result in withdrawal of the DOD Purchase Card/checks from the holder. When the DOD Purchase Card is not being used, it shall either be carried on the cardholder's person (in their wallet or purse) or secured in a locked metal cabinet/container. USMEPCOM activity commanders may require card/check holder(s) to store their card(s) in a sealed envelope in the activities safe or other security container.

1-15. Dollar limits for single transactions

A single purchase and or payment of services transaction may include multiple items, but the total amount of the single purchase/payment transaction (to include transportation/shipping cost) cannot exceed \$2,500. Exceeding the single-purchase limit will trigger a denial at the point of sale/payment. Purchases and/or payments of services shall not be split to stay within the single purchase/payment limit of \$2,500. The total dollar limit per billing period will be stated in the delegation of authority provided by the approving authority.

1-16. Acquisition of furniture

All furniture needs will be forwarded to MRM-AD-PB. All acquisition will be through the Command's blanket purchase agreement.

1-17. Acquisition procedures for DOD Purchase Card purchases/payments

When making purchases that will be paid for using the DOD Purchase Card, all applicable acquisition regulations apply. The cardholder must:

- a. Coordinate/obtain written authorization prior to purchase from the appropriate HQ staff directorate indicated in paragraph 1-6 above.
- b. Coordinate with the activities BT to ensure that funds are available to pay for the materiel or service.
- c. Ensure prices paid are fair and reasonable (compared to other vendors or the federal supply system).
- d. Ensure tax exemption is acknowledged by the commercial vendor.
- e. Ensure supplies or services are not available from a mandatory source of supply.
- f. Obtain either an expendable, durable, or nonexpendable document number from the activities property book officer (PBO) for each DOD Purchase Card transaction.
- g. If purchasing nonexpendable equipment, obtain written authority from HQ USMEPCOM (MRM-AD) for major items IAW paragraph 1-6 above.
- h. Ensure that equipment, supplies, and service purchases are supported by a valid requirement, authorization document, or directive to include an approved USMEPCOM Form 25-3-1-R-E (IMENS) number, if purchasing ITE, software, or components that require ITE equipment to operate. Ensure that a reasonable price is obtained by comparing with prices offered by other vendors for the same or similar item or services.
- i. The DOD Purchase Card program does not require written solicitations and/or orders by cardholders to vendors for materiel or services. Prices for materiel or services from vendors are solicited verbally in person or over the phone by the cardholder. If the requirement is so complex that a written solicitation is necessary, it will not be purchased using DOD Purchase Card procedures. Complex specifications or requirements, regardless of cost, must be forwarded to the local supporting contracting/procurement office for action.

1-18. Additional DOD Purchase Card purchase/payment rules

a. General. All acquisition, logistics, and finance regulations apply to DOD Purchase Card purchases/payments. Cardholders must comply with the following procedures when purchasing from commercial sources:

(1) Document all DOD Purchase Card purchases on USMEPCOM Form 715-5-1-R-E, which is held until the monthly billing statement is received. Attach receipt invoices to the billing statement when it is submitted to the AO.

(2) Ensure that funds are available to pay for materiel or services being purchased. Only firm fixed-price transactions are authorized. Ensure that the materiel or service is not one that must be purchased from a required source of supply according to the FAR part 8 (i.e., UNICOR, National Industries for the Blind, National Industries for the Severely Handicapped, existing requirements contracts, EMALL, etc.). If required sources provide these products or services, the cardholder must use these sources. Many of the required sources accept DOD Purchase Cards.

(3) Ensure that the price includes delivery at free on board destination. All transportation costs shall be included in the purchase price for DOD Purchase Card transactions.

(4) Rotate sources. Purchases under \$2,500 may be made without securing competition if the cardholder considers the prices to be reasonable. Whenever practical, solicit suppliers other than the previous vendor before placing repeat orders. If suppliers furnish standing-price quotations or catalog prices on a recurring basis, obtaining competition on individual purchases is not necessary, but the prices should be periodically confirmed as current. When determining the number of sources to solicit, consider the nature of the item or service to be purchased and whether it is highly competitive; information from recent purchases of the same or similar items or services; the urgency of the purchase; the dollar value of the purchase; and past experience concerning dealer prices. These purchases shall be distributed equitably among qualified vendors.

(5) Ensure that a reasonable price is obtained by comparing prices offered by other vendors for the same or similar item or service.

(6) Purchases under \$2,500 are exempt from the Buy American Act and Small Business Set-Aside Program.

(7) Certify that the quantity and quality of the items or services furnished are IAW the agreement (verbal or written) with the vendor. Annotate USMEPCOM Form 715-5-1-R-E receipt portion as materiel/services are received (ensure you receive all purchased items). Attach receipt documents to USMEPCOM Form 715-5-1-R-E.

b. Over-the-counter transactions:

(1) Advise the merchant that the purchase is not subject to state or local sales tax. (A notice of tax exemption appears on the DOD Purchase Card.) If a merchant questions the tax-exempt status, notify the AO who has the tax-exempt number.

(2) Verify that the dollar amount is correct and that no sales tax has been included.

(3) Sign the sales draft and retain a copy for record purposes and for verification of the monthly SOA furnished by the contracted banking activity.

c. Mail- or telephone-order. Mail- or telephone-order purchases using the DOD Purchase Card process require the cardholder to:

(1) Notify the vendor that the purchase is tax-exempt and that the total cost must also include transportation costs.

(2) Confirm the vendor agrees to charge the DOD Purchase Card when shipment is made so receipt of the supplies or services may be certified on the monthly SOA. Advise the vendor if materiel or services are not received by the negotiated delivery date, a stop payment action will be submitted (cardholder statement of questioned item CSQI).

(3) Instruct the vendor to include the following information on the shipping invoice document or packing slip to alert the receiving office and the requisitioner that the materiel or services have been accomplished through the DOD Purchase Card process:

(a) Cardholder name and correspondence symbol.

(b) Building number, room number, street address, city, state, and zip code.

(c) Cardholder telephone number.

- (d) The term "DOD Purchase Card."
- (e) The transaction document number.

1-19. Durable, expendable, and nonexpendable property

The definition of durable, expendable, and nonexpendable property is provided in par. 1-7c above.

a. Durable, expendable, and nonexpendable property may not be purchased using the DOD Purchase Card program unless equipment is properly authorized prior to the purchase. Refer to the MEAD or MMAL for the authorization. Questions regarding equipment authorizations and purchase through the DOD Purchase Card program should be addressed to MRM-AD-C, MRM-AD-PB or MRM-AD-S prior to the initiation of the transaction(s).

b. Property accounting procedures outlined in supply regulations apply to materiel obtained/purchased through the DOD Purchase Card system. A copy of the card voucher and vendors receipt/invoice will be maintained in the supporting document file under 710-2a (disposition instructions are in appendix A, section VI) for all nonexpendable property book transactions. This is in addition to the DOD Purchase Card monthly supporting document file 710-2a.

1-20. Documentation and reconciliation procedures

a. The following procedures will be used to document DOD Purchase Card/check transactions, reconcile monthly customer billing statements, and forward the reconciled monthly statement/bill for payment certification. It is very important that reconciliation of charges be accomplished and forwarded to HQ USMEPCOM within the required time frames indicated. Failure to meet the required reconciliation suspense dates delays Command consolidation of charges and causes interest penalties to be charged against the Command.

b. Prior to accomplishing a purchase of materiel or payment of services through the DOD Purchase Card process, whether it is done over the counter or by telephone, a USMEPCOM Form 715-5-1-R-E must be completed. This form is necessary to document items or services requested and verify authorization, funds availability, approval process, and receipt of materiel or services. USMEPCOM Form 715-5-1-R-E, the credit card receipt, and vendor invoice(s) are also used as supporting audit trail documents to verify the purchase/payment of materiel or services recorded on the cardholder's monthly billing statement. The audit trail is established by the activities PBO who assigns an activity document number to the transaction.

NOTE: USMEPCOM Form 715-5-1-R-E should be completed electronically in Form Flow with the built-in calculations.

c. When making a purchase or payment over the counter, the cardholder must obtain a copy of the charge slip and receipt/invoice of materiel or services received and attach these proofs of payment to the USMEPCOM Form 715-5-1-R-E. This is a very important part in the process as payment of materiel or services cannot be certified without proof of receipt. The FAR mandates proof of receipt prior to making payment of materiel or services.

d. When making purchases by telephone, the cardholder is to document the transaction on USMEPCOM Form 715-5-1-R-E and attach all corresponding documentation associated with the purchase/payment to that form. Vendor receipt/invoice is also required. The cardholder must inform the vendor that an invoice/receipt must be provided to affect final payment. If the vendor cannot provide the receipt/invoice prior to the monthly billing process, and the charge appears on the statement, take the following actions:

(1) Complete one of the preprinted CSQI letters and submit it to Commander, USMEPCOM, ATTN: MRM-AD-CB, 2834 Green Bay Road, North Chicago, IL 60064-3094, indicating on the letter that a receipt/invoice has been requested from the vendor. If the vendor fails to provide the required receipt/invoice documentation by the next billing period, prepare and forward a missing document statement according to paragraph 1-18d (2) below.

(2) If the receipt/invoice document is lost or missing, and the vendor will not furnish another copy, the cardholder must prepare and forward a missing document statement. The cardholder will include in the statement all materiel ordered or services actually received and total cost of the transaction(s). The cardholder will sign the statement.

(3) The contracted banking activity will provide the monthly customer statement within 5 working days after the end of a billing cycle. The monthly cardholder statement shows the cardholder's name, account number, and all purchases, credits, and other transactions made during the billing cycle. The cardholder must verify all entries on the statement through the reconciliation process by comparing USMEPCOM Form(s) 715-5-1-R-E and invoices/receipts against the billing statement.

e. Cardholders must take the following additional steps during the reconciliation process:

(1) Upon receipt of the monthly billing statement, the cardholder must promptly (within 3 working days) reconcile all information and charges on the statement. The cardholder must annotate the appropriate accounting classification code for each charge that appears on the statement in the accounting code block. The accounting classification will be obtained prior to making a Purchase Card transaction from the activities BT. The document number assigned by the PBO is part of the accounting classification code and must also be annotated as part of the accounting classification. A brief description of materiel or services received must be included in the description block for each transaction appearing on the statement. A copy of the completed monthly reconciliation of charges, less supporting documents (i.e., USMEPCOM Form 715-5-1-R-E and invoices), must be provided to the activities BT to facilitate posting credit card obligation into the Database Commitment and Accounting System (DCAS). It is important that the cardholder check each transaction on the statement to verify the accuracy. After verification of accuracy, the activities responsible officer reviews the reconciliation, and the cardholder signs each page of the statement. This must be accomplished within 3 working days of receipt of the statement. It is very important that the accounting classification, along with document numbers and receipt documents, be provided for each transaction on the monthly statement (no exceptions).

(2) If a cardholder is absent (i.e., on temporary duty or leave) when the monthly banking activity billing statement arrives, the cardholder's supervisor is responsible for ensuring the reconciliation process is accomplished. If the cardholder and supervisor are both absent, the activities responsible officer will ensure that the processing of the statement is accomplished within 3 working days. One missed or late statement holds up the review/payment certification process by the AO for all USMEPCOM activities transactions.

(3) If an item has been returned to a merchant/vendor, a credit should be reflected on the statement. If transactions or credits are not on the statement, the cardholder will retain the transaction document(s) until the transaction or credit appears on a subsequent monthly statement. If the transaction(s) or credit does not appear on the next monthly statement, the cardholder will notify the merchant/vendor in an attempt to resolve the problem. If the transaction is not resolved, the cardholder must process the transaction as a dispute IAW paragraph 1-20 below.

(4) When a transaction is disputed and cannot be resolved between the cardholder and merchant/vendor, one of the preprinted CSQI letters must be completed and submitted to the Dispute Office identified in paragraph 1-20a below. Also, make sure to include:

(a) USMEPCOM Form(s) 715-5-1-R-E for each transaction appearing on the statement. The form(s) will be attached in the transaction sequence as they appear on the statement.

(b) CSQI letter if applicable. Complete a CSQI letter for any noted fraudulent charge(s) due to lost or stolen card(s).

(c) The original copy(ies) of all sales receipts, delivery tickets, or invoices for each transaction on the statement. Attach the verification of receipt of materiel/services (receipts, invoices, or delivery tickets) to the back of the USMEPCOM Form 715-5-1-R-E required by paragraph 1-16a(1) above.

(d) Copy(ies) of required furniture waiver(s) and written transaction approval(s) from this HQ staff directorates when required by paragraph 1-6 above.

(e) Required supporting documents must be mailed to the address indicated in paragraph 1-20a below no later than 3 working days after receipt of the monthly statement. The reconciled monthly statement and all required supporting documents must be received by the AO no later than the 10th of each month. The bank sends out the statements to all cardholders on the same date. Statements do not require date stamping when received. Federal Express can be utilized to mail/ship the statements/documents only if the activity is currently sending air bills to this HQ USMEPCOM, ATTN: MRM-AD-CB, by Federal Express, and the statements/documents are sent in the same package as the air bills.

1-21. Approving official review and payment certification

a. The AO receives subordinate activities reconciled DOD Purchase Card/check monthly statements and supporting documents for review, consolidation to a Command summary, and payment certification.

b. The review process ensures compliance with the FAR and this regulation's requirements and includes the following major areas:

- (1) Was use of the card authorized?
- (2) Are dollar limitations being exceeded?
- (3) Are requirements being split to circumvent the \$2,500 per transaction limit?
- (4) Are mandatory sources being circumvented or not used?
- (5) Was the price that was paid fair and reasonable?
- (6) Are original receipt/delivery tickets (proof of receipt for materiel/services) being submitted?
- (7) Are orders rotated among vendors?

c. Noted discrepancies during the review process will cause the AO to contact the cardholder for resolution prior to the payment certification process (i.e., missing receipt, credit, and dispute documents).

d. The approving authority or representative will document all unresolved discrepancies by activity and prepare and forward the necessary correspondence to the activities commander to affect correction prior to the next billing cycle. Unauthorized commitments are reported for action IAW paragraph 1-24 below. Discrepancies must be resolved quickly in order to avoid late payment and penalties.

e. Payment to the contracted banking activity for the Command's consolidated monthly transactions is accomplished after the AO provides a signed certified summary data for each cardholder. The consolidated Command summary is forwarded to the DFAS that makes payment to the bank.

1-22. Dispute procedures

a. HQ USMEPCOM, MRM-AD-H (contracting) is designated as the dispute office for transaction resolution between cardholders, vendors/merchants, and the contracted banking activity. Forward all disputes in a timely manner to: Commander, USMEPCOM, ATTN: MRM-AD-CB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

b. If a monthly statement shows a transaction from a vendor/merchant that has not been received, the cardholder must first contact the merchant to see if shipment has been made; if not, then dispute the transaction through the customer automated reporting environment (CARE), or complete a CSQI letter, attach it to the reconciled monthly statement, and forward it to the address shown in 1-20a above. If items purchased or services rendered are defective or faulty, the cardholder will return the item(s) to the merchant for replacement/servicing or attempt to receive a credit for the transaction. When a merchant refuses to replace or correct the faulty item(s), the transaction will be considered in dispute. The cardholder will submit a completed CSQI letter to the Dispute Office indicated in 1-20a above or dispute through CARE. If a CSQI letter is used, a copy of the letter will be attached to the monthly statement when it is forwarded to the AO/Dispute Office during the monthly reconciliation process. The cardholder's account will be credited by the contracted banking activity while they investigate the dispute and determine if payment should be deferred or made. The U.S. Government has the right to refuse payment. Both the Dispute Office and cardholders will follow up disputes to ensure the best interests of the government are served. It is not appropriate to submit a CSQI letter when tax is charged against a transaction(s). The cardholder must obtain a credit from the vendor for tax charged against the applicable account. Do not contact the servicing banking activity regarding disputes; all questions and disputes should be directed to the AO. However, direct contact with the contracted servicing bank is acceptable when reporting lost or stolen card(s), as indicated in paragraph 1-21 below.

c. The date services were received will be the last day of the monthly billing cycle from the banking activity. The date services were accepted would be the date the AO signs the SOA. If the AO takes more than 7 calendar days to accept the service, acceptance will be deemed to have occurred (for determining a payment due date) 7 calendar days after receipt of the service. If any purchased items have not been received by the time the statement is received, the items should be disputed using the procedures in this paragraph 1-20 to prevent payment delays. It is critical that all disputes be submitted to the AO/dispute office with the same monthly statement on which the disputed charges appear. All disputed charges must arrive at the AO/dispute office no later than the 10th of each month in order to avoid late payments and penalties.

1-23. Reporting lost or stolen credit card or checks

In the event a card or check has been lost or stolen, or if the Purchase Card/check holder(s) suspects the account number has been compromised, the cardholder must immediately notify (by telephone) the servicing banking activity. The servicing banking activity provides points of contact and telephone number(s) to use to report a lost or stolen Purchase Card or check(s); the instructions are provided with each new card. The cardholder will first notify the banking activity, then the USMEPCOM activity commander, and a serious incident report must be prepared and forwarded to HQ USMEPCOM. It is essential that lost or stolen Purchase Card/check(s) be reported expeditiously (within 1 working day) after discovery; this precludes financial responsibility against both the Purchase Card/check holder and government. Refer to AR 735-5 (Policies and Procedures for Property Accountability), when the government incurs fraudulent charges due to lost or stolen credit cards. The cardholder must also submit a written report to the AO explaining, to the best of their knowledge, the facts surrounding the loss or

theft. The AO will submit the written report through the administrative office contact to the contracting officer's technical representative within 5 workdays.

a. The report will include:

- (1) The Purchase Card/check(s) account number.
- (2) The cardholder's complete name as it appears on the account.
- (3) The date and location of the loss or theft (if known).
- (4) If stolen, date reported to police.
- (5) Date, time, and point of contact (POC) at the contracted banking activity.
- (6) Any purchase(s) made on the day the card was lost or stolen.
- (7) Any other pertinent information.

b. When card(s) are lost or stolen, the cardholder must request a new card. A new replacement card will be mailed by the contracted banking activity within 2 business days of the reported loss or theft. A card that is subsequently found by the cardholder after being reported lost or stolen will be cut in half and forwarded to the AO. The AO will complete the destruction process and forward the notice to the Purchase Card program coordinator as required by the contract. The U.S. Government will not be liable for any unauthorized use of the card. "Unauthorized use" means the use of the card by a person having no authority to do so either by actual, apparent, or implied authority or any use of the card for a purchase or other purpose that does not result in goods or services being provided to the U.S. Government or does not otherwise produce a direct, obvious benefit to the U.S. Government.

1-24. Cancellation of DOD Purchase Card/check accounts

Commanders are responsible for ensuring the proper destruction of an individual DOD Purchase Card or check(s) prior to the cardholder's departure due to separation, reassignment, retirement, etc. Cutting up the card(s) and disposing of the pieces will accomplish the destruction of DOD Purchase Card (s). A certificate of destruction in memorandum format signed by the commander will be prepared and forwarded to the AO. Request(s) for new cardholder(s) should be forwarded at the same time. The AO will prepare the necessary account cancellation or establishment documentation and forward to the contracted banking activity.

1-25. Cardholder/activity files

a. USMEPCOM activities that have more than one delegated cardholder are not required to maintain duplicate files or filing areas. One consolidated monthly DOD Purchase Card Statement/Supporting Document, file number 710-2a, will be maintained for the activity in the PBO filing system. This method of consolidated filing is based on the requirement that DOD Purchase Card transactions are assigned the activities' DOD activity address code, document number, Julian date, and document serial number. The only individual authorized to assign transaction document numbers IAW policy is the activities PBO. The supply technician/PBO is normally the delegated primary cardholder of USMEPCOM activities, and the audit trail begins at the origin of the document register. It is required that the following audit trail documents be maintained:

b. DA Form 2064 (Document Register for Supply Actions) for both expendable/durable and nonexpendable DOD Purchase Card transactions. The DA Form 2064 document register is filed in the supply room utilizing file number 710-2b; disposition instructions are in appendix A, section VI.

c. DOD Purchase Card monthly statement/supporting document files for expendable, durable, and nonexpendable transactions. File 710-2a will contain:

(1) Copy(ies) of the contracted banking activities reconciled monthly statement. The statement(s) are filed in front of the supporting documents indicated below.

(2) Copy(ies) of USMEPCOM Form(s) 715-5-1-R-E for the monthly billing cycle. USMEPCOM Form 715-5-1-R-E and attachments (receipts, invoices, and disputes) must be filed in transaction sequence (document number) as they appear on the monthly billing statement. It is necessary to do this in order to allow for any open transaction(s), which occur when a vendor does not forward transaction information to the bank in time to appear on the monthly statement. Filing in transaction sequence also facilitates easy reconciliation of required supporting documents against the monthly bank statement.

(3) Copy(ies) of vendor/merchant receipts, invoices, or delivery tickets for materiel or services received. This copy is required as the original is forwarded to the AO. The proof of receipt is attached to the reverse side of the USMEPCOM Form 715-5-1-R-E as indicated above.

d. Audit trail documents and files will be made available for review by the Inspector General, auditors, or staff accounting team members. An additional copy of the reconciled/signed banking activities monthly statement (less supporting documents) will be provided to the support group supervisor for the activities required financial files (37 series).

e. DOD Purchase Card files are 710-2a.

1-26. Unauthorized purchases or careless use by cardholder

a. A cardholder who makes negligent unauthorized purchases/payments or carelessly uses the card may be liable to the government for the total dollar amount of unauthorized commitment(s) made in connection with the misuse of the card. In addition to financial liability, the cardholder may also be subject to disciplinary action, including action under the Uniform Code of Military Justice for military service members, action under applicable personnel regulations, or other criminal statutes IAW applicable laws and regulations for unauthorized or negligent use of the Purchase Card. The government remains financially responsible and liable to the contracted banking activity for charges made by cardholder, even when purchases/payments were unauthorized.

b. The AO will initiate action to cancel the cardholder's account when unauthorized commitments or careless use is substantiated. The AO will also initiate action IAW AR 735-5 to determine financial liability. The appropriate commander or the Command Judge Advocate will be notified to take the appropriate administrative and/or legal actions.

1-27. Financial management of Purchase Card transactions at the using activity level

a. The cardholder will provide a copy of the USMEPCOM Form 715-5-1-R-E for each Purchase Card purchase/payment made to the activities BT. Upon receipt of the USMEPCOM Form 715-5-1-R-E, the BT will post all commitments into the DCAS.

b. Immediately after the cardholder reconciles the servicing banking activities monthly billing Statement, a signed copy will be provided to the activities BT. The BT will then prepare the commitment disk to upload into DCAS. A separate commitment is required for each DOD Purchase Card transaction assigned a document number (block 11). The copy of the signed monthly billing statement is used as backup for the obligation(s) posted to DCAS. It is extremely important not to obligate any Purchase Card charges into the Standard Army Financial System until the charges actually appear on the contracted banking activities monthly reconciled billing statement.

c. At year-end, the BT will prepare a miscellaneous obligation document for any anticipated or actual DOD Purchase Card charges for the months of August and September. HQ USMEPCOM Resource Management will provide cutoff dates and special procedures for DOD Purchase Card purchases/payments and issue the year-end closing procedures.

1-28. Listing of DOD Purchase Card/check key officials

a. Program coordinator: The program coordinator will serve as liaison between HQ USMEPCOM and the contracted banking activity. The program coordinator oversees the DOD Purchase Card program and provides technical guidance and assistance to the AO. This official will authorize all new cardholders and issue the Delegation of Authority memorandum to each cardholder. The Program Coordinator and alternate are:

(1) Program coordinator: The Acquisition Division Chief, HQ USMEPCOM, ATTN: MRM-AD, 2834 Green Bay Road, North Chicago, IL 60064-3094; telephone number (847) 688-3680, ext. 7373.

(2) Alternate program coordinator: DOD Purchase Card Procurement Analyst, HQ USMEPCOM, ATTN: MRM-AD-CB, 2834 Green Bay Road, North Chicago, IL 60064-3094; telephone number (847) 688-3680, ext. 7369.

b. Dispute office contact: This individual coordinates, processes, and monitors all disputed purchases/payments, credits, or billing errors. The Dispute Office contact is: The DOD Purchase Card Procurement Analyst, HQ USMEPCOM, ATTN: MRM-AD-CB, 2834 Green Bay Road, North Chicago, IL 60064-3094, Telephone number (847) 688-3680, ext. 7369.

c. Billing office contact: The Billing Office contact coordinates payment of the AOs certified monthly statement.

d. AO: The AO provides advice and guidance to cardholders and certifies that each cardholder's contracted banking activities reconcile with the monthly account statements. The AO forwards the certified monthly statements to the Finance Office contact. The AO directs questionable purchases/payments back to cardholder and activity commanders for resolution. The AO has the authority to direct the contracted banking activity to cancel a DOD Purchase Card account due to misuse.

1-29. Manufacturer/retailer rebates

Cardholders should take advantage of any rebates offered. Manufacturer/retailer rebates are made payable or endorsed to the U.S. Government Treasury. Rebates in the form of checks or cash are recorded on DD Form 362 (Statement of Charges/Cash Collection Voucher) and forwarded to the servicing DFAS office.

1-30. Resolving problems with the statement of account (SOA)

a. Problems with the monthly SOA usually fall into one of the categories listed on the CSQI letter. In most cases, a cardholder will be able to resolve problems by contacting the vendor. If problems cannot be resolved with the vendor, the cardholder must submit a CSQI letter to the contracted banking activity. The contracted banking activity allows up to 60 days to submit a CSQI letter. Submission of a CSQI letter is mandatory when materiel or services are not received. For certain problems, a cardholder must delay submission of a CSQI letter until the next month's SOA is received; however, other problems may dictate immediate submission of a CSQI letter. The following will determine the correct approach for resolving problems:

(1) Merchandise/services not received: Notify the vendor that shipment has not been made or service not rendered. Complete a written memorandum of nonreceipt using USMEPCOM Form 715-5-1-R-E.

Upon receipt of the next month's SOA, if the materiel or services still have not been received, submit the CSQI letter.

(2) Merchandise returned or credit not received: Attempt to resolve this problem by contacting the vendor. Record questioned amount on the USMEPCOM Form 715-5-1-R-E (block 12). If upon receipt of the next month's SOA, the account has still not been credited for the questioned amount, submit a CSQI letter. To resolve any other types of incorrect charges, including unauthorized mail- or telephone-orders, duplicate processing/billing, alteration of initial charge(s), or unrecognized charge(s), contact the vendor and annotate the USMEPCOM Form 715-5-1-R-E (block 12). If the cardholder cannot resolve the problem with the vendor, immediately submit a CSQI letter to the servicing banking activity and forward a copy to the AO with the reconciled monthly SOA.

b. If the disputed charge involves sales tax or transportation costs charged erroneously by the merchant, the amount of the tax or erroneous transportation costs cannot be disputed through the CSQI process. Cardholder must make every effort to obtain a credit for the amount of the tax or transportation costs from the merchant. If a credit is not obtained, ordering agencies (USMEPCOM activities) must pay the tax or transportation costs. Do not submit a CSQI letter for this.

c. Each month, the contracted banking activity distributes a "Status of Disputed Transactions Report" in addition to the SOA. The Status of Disputed Transaction Report lists all unresolved disputes as well as those resolved during the last billing cycle. The cardholder must review this report to ensure disputed transaction(s) are correct. Contact the contracted banking activities, DOD Purchase Card Customer Service Department or the USMEPCOM DOD Purchase Card program coordinator to resolve any outstanding discrepancies. If a dispute is denied by the contracted banking activity, the cardholder forwards a copy of the applicable CSQI denial to the AO who, in turn, forwards the dispute denial to the servicing Defense Finance and Accounting System office within 5 days.

d. If materiel or services purchased with the card are found to be defective, the cardholder obtains replacement of the materiel or correction of service from the merchant as soon as possible. If the merchant refuses to replace materiel or correct the faulty service, the cardholder will consider the item in dispute. Items in dispute are handled in the same manner as billing errors. Credited amounts may not be added back to the funding document or reused by the cardholder without coordination from the DFAS servicing office. Any disputed amounts denied by the contracted banking activity must be submitted to the DFAS servicing office.

1-31. Violation of DOD Purchase Card/check procedures and policies

a. If, as a result of findings from review of monthly account statements/supporting documents, surveillance visit, or any other means, it is discovered that a cardholder is in violation of the procedures and policies contained herein, a memorandum will be forwarded through command channels to the cardholder's commander indicating the violation(s). The AO will then take the appropriate action to have the contracted banking activity change the cardholder's monthly purchase limitation as described below or cancel the account. The memorandum will state the following:

b. A violation (describe) was discovered or is occurring.

c. The monthly purchase limitation for that particular cardholder is being reduced to: (dollar limit).

d. The revised limitation will remain in effect until (state date) or until the cardholder's commander takes appropriate action against the cardholder and the cardholder receives remedial training in regards to the small-purchase policy, DOD Purchase Card/check procedures, and requirements of this regulation.

e. After the above-described actions have been accomplished, the monthly purchase limitation will be changed to reflect the previous limitations if no reoccurring violation(s) are noted. Further violation(s) will be grounds to revoke or cancel the DOD Purchase Card/check privileges for that cardholder.

f. Any singular violation will cause the AO to cancel the account. All violation(s) that are unauthorized commitments require the AO to direct a report of survey IAW AR 735-5. The explanation that the cardholder was directed to accomplish unauthorized transaction(s) is not acceptable. The delegated authority to make small purchases IAW the FAR, DOD Purchase Card/check program procedures, and this regulation rests solely with the cardholder.

1-32. Periodic card reissue

The contracted banking activity will reissue the DOD Purchase Card every 24 months to each active cardholder. The banking activity will forward the reissued DOD Purchase Cards to the program coordinator at least 3 months prior to the expiration of each DOD Purchase Card in the possession of cardholder. The banking activity provides to the program coordinator, a Card Reissue Report which lists each active DOD Purchase Card scheduled for renewal. The AO must inform the contracted banking activity in writing, within 30 working days after receipt of the report, if any DOD Purchase Card should not be reissued.

1-33. Customer Automated Reporting Environment (CARE)

CARE is an Internet-based program designed to electronically receive and reconcile statements/invoices. CARE is available at <https://care.usbank.com>. Utilization of CARE is mandated by DA.

- a. When entering information in CARE, the cardholder must utilize the Government CARE menu.
- b. Transaction Management is the next screen. At this point, the cardholder selects one of the following areas: transaction management, reports, or communications.
- c. To perform transaction management, the cardholder selects the transaction management high level. This is always highlighted in the left frame. Once the transaction management module is loaded, a list of the cardholder's accounts will be presented. The cardholder then selects the desired account.
- d. When the statements are loaded, the statement tab becomes active, and a list of all statements associated with the cardholder's selected accounts are displayed. The status, cycle, cycle date, and total statement amount may then be viewed. Once a statement has been selected, the Account Process for that statement will be displayed (the transaction tab is now available). To view a transaction, the cardholder must select a transaction from the list.
- e. To append user-entered detail to a transaction, select the transaction and then select the Log Detail tab in the lower portion of the screen. After all updates have been completed, click the Save Log button. After saving, select the Approve button in order to confirm this transaction is valid. When the transaction is complete, the status column will read Approved. If a transaction is confirmed invalid, the transaction may be disputed through the CSQI letter. Depending on how the account is setup, a transaction reallocation may be performed by one of two methods: reallocate by alternate accounting codes or reallocate by rule set, but do not use rule set.
- f. To add a record that has not yet been posted, use the Transaction Log tab in the upper right portion of the screen. To create data to define a transaction that has not been posted, the small button beside the Transaction Date and Date Received fields will display a calendar for date selection (fields marked with an * are required). Once all required information is input, the Add button is available for use. Once a Managing Account and Cycle Date have been selected, progress can be view for the selected account.
- g. An invoice is available for certification when all statements within the cycle have been approved. Once all statements have been approved or disputed, the Certify Invoice button will be activated.

(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, USMEPCOM, ATTN: MRM-AD-CB (DOD PURCHASE CARD APPROVING_[jc1] OFFICIAL)

SUBJECT: Request for DOD Purchase Card, Small Purchase Authority

Request the individual(s) indicated below be appointed/delegated as DOD Purchase Card small purchase agent(s) for this activity:

- a. Cardholder Name: (Rank, First Name, Middle Initial, Last Name)
- b. Duty Title: (e.g., Supply Technician)
- c. Address: (Address of activity to include street number, city, state, and zip code)
- d. Telephone Number: (Area code, telephone number, and extension number)

The individual(s) indicated above has/have completed the required training and the completed test is enclosed. The individual(s) has/have read and fully understand Command procedures and policies governing the program.

Point of contact is the undersigned, DSN (Telephone Number), or commercial (Area code + Telephone Number).

Commander's signature block

Attachments:
As stated

Figure 1-1. Sample request for DOD Purchase Card authority delegation

Chapter 2

Contracting Support/Procurement Guidelines and Policy

2-1. Unauthorized commitments

a. Everyone in the Command must be certain they do not make any unauthorized commitments. Unauthorized commitments lead to vendors not receiving reimbursement for supplies or services provided in good faith, thus giving the Command an unfavorable image.

b. To ensure understanding of the meaning of an unauthorized commitment, it is defined as follows: an unauthorized commitment is created when a Government employee, without authority, obligates the Government to pay a commercial source for providing supplies or services. The only persons within USMEPCOM authorized to obligate appropriated funds for the Government have specific written delegated authority such as:

(1) DOD Purchase Card cardholder.

(2) Ordering officer authorized to use a government purchase order (according to your supply support activity requirements).

(3) Ordering officer authorized to use blanket purchase agreement DA Form 3953 (Purchase Request and Commitment).

c. Unauthorized commitments cannot simply be paid. A contracting office must ratify the action by issuing a purchase order to authorize payment. Before this can be done, numerous administrative actions must be completed. These actions are delineated in procedures provided by the cardholder's supporting procurement office. In many cases, the Commander, USMEPCOM, must approve the ratification action. Vendors are not entitled to interest on payments received.

d. Should a procurement office refuse to ratify an unauthorized commitment, the person who committed it may find himself or herself personally liable to pay the vendor. Cardholders must avoid this personal liability and subsequent ill will by making vendors wait months for payment on goods or services provided in good faith.

e. All unauthorized commitments within HQ must be reported to MRM-AD-CB for processing and coordination with the HQ supporting Procurement office. All sector and MEPS unauthorized commitments must go through MRM-AD-CB, when the cardholder's supporting procurement office requires approval of the Commander, USMEPCOM, prior to ratification.

2-2. Unsolicited proposals

a. Occasionally, USMEPCOM personnel receive unsolicited proposals from commercial vendors offering new and innovative solutions to the MEPS problems. These proposals need to be handled correctly in order to be properly safeguarded and evaluated.

b. In order to be considered an unsolicited proposal, they must :

(1) Be in writing.

(2) Be innovative and unique.

(3) Include sufficient detail to allow proper evaluation.

(4) Not be an advance proposal for a known requirement.

c. Normal advertising materials and commercial product offers are not considered unsolicited proposals. Letters from vendors offering to provide commercially available supplies and/or services and requests to bid on meals and lodging contracts are also not considered unsolicited proposals.

d. Unsolicited proposals will be forwarded, by memorandum, to the installation contracting office providing support. The memorandum will state that the proposal is being forwarded for processing as an unsolicited proposal IAW the FAR. The memorandum will contain one of the following statements as applicable:

(1) "This station/Command is interested in reviewing and evaluating subject proposal. Request proposal and associated documentation be returned after processing."

(2) "This station/Command is not interested in reviewing subject proposal."

e. Unsolicited proposals returned by the contracting office for review and evaluation will be processed as follows. The MEPS commander, or applicable staff element of sector HQ, will review the proposal and prepare a memorandum of comments and recommendations. The memorandum and proposal will be forwarded to one of the following as applicable:

(1) Forward proposals with favorable recommendations to HQ USMEPCOM (MRM-AD-CB).

(2) Return proposals with unfavorable recommendations to the contracting office. Correspondence will state why procurement of product or service being offered is not in the best interest of USMEPCOM.

f. Under no circumstances will USMEPCOM personnel contact the vendor to request information and/or discuss matters concerning the product or service being offered in the unsolicited proposal. In cases where additional information is needed in order to evaluate the proposal, the servicing contracting officer will be notified.

2-3. Monitoring contractors performance

a. Monitoring government contractor work performance or the provision of equipment must be everyone's responsibility. Any problems or discrepancies must be promptly brought to the attention of the proper persons in order to obtain an appropriate corrective action and/or document a pattern of poor performance.

b. Any individual officially appointed as a contracting officer's representative (COR) for a given contract should handle problems IAW the instructions provided by the appointing contracting officer. Problems not promptly resolved through this procedure must be brought to the attention of MRM-AD-CB for assistance in resolving the matter.

c. Many contracts do not have an appointed COR. In these cases, problems must be immediately documented, in as much detail as possible, and forwarded to one of the following:

(1) For the MEPS and sectors, forward the information to the contracting office issuing the contract.

(2) For HQ USMEPCOM, refer to MRM-AD-CB or MFM for construction, repair, renovation and custodial contracts within building 3400.

d. Within USMEPCOM, a contractor's performance cannot be directed. The only exemption to this is that CORs have some limited authority to direct and interpret a contract. A contractor should not follow directions from anyone other than the COR. A misinterpretation of a contractual requirement by an unauthorized USMEPCOM employee will generate claims that may be treated as an unauthorized commitment.

2-4. Small package shipments

a. Certain small package shipments can be made using designated carriers without obtaining a purchase order. Payments will be processed on SF Form 1034 (Public Voucher for Purchases and Services Other Than Personal).

b. A purchase order is not required if all of the following conditions are met:

(1) The package does not exceed 70 pounds and does not exceed 108 inches in length and girth combined.

(2) The total transportation charge for all packages does not exceed \$250.

(3) Materiel is not classified.

(4) Materiel is not of unusual value that it should be shipped via Government Bill of Lading.

c. When using this method to ship small packages:

(1) The least expensive method and vendor that meets your minimum needs must be selected, therefore, cost comparing is required.

(2) Reevaluate the method of shipping and the costs at least quarterly to ensure the least expensive method that meets minimum needs is still being utilized.

2-5. Demonstration of commercial equipment or software

a. Vendors often offer to demonstrate their equipment or software in order to make a sale. Unless there is a specific need for a demonstration, this must be discouraged. If a demonstration is believed to benefit USMEPCOM, the following procedures must be followed:

(1) If the equipment or software will be left with Government personnel, a requirement must be submitted to MRM-AD. The following information is needed to execute a bailment agreement with the vendor to release USMEPCOM of all liability:

(a) Vendors name, address, phone number, and a POC.

(b) Exact description of equipment to be demonstrated.

(c) Period of demonstration.

(d) Name and number of the USMEPCOM technical POC.

(2) MRM-AD-PB will have the vendor execute a bailment agreement establishing both our liability and the liability of those that arrange for the demonstration. Equipment arriving before the bailment agreement has been executed must be returned to the vendor.

b. In cases where the vendor will not leave the equipment or software with Government personnel (i.e., the vendor comes in, demonstrates the equipment, and then leaves), demonstrations can be arranged by the HQ Directorate requiring the demonstration. A vendor must be notified of the following before a demonstration:

- (1) There will be no cost to USMEPCOM.
- (2) USMEPCOM is in no way obligated to purchase any of the equipment.
- (3) The vendor will not advertise the fact that USMEPCOM permitted the demonstration.

c. Ensure that demonstration of equipment and/or software does not create the appearance of any favoritism toward a vendor. The vendor must never be told of plans for future purchase.

2-6. Paid advertisements

a. For HQ USMEPCOM, the authority to approve requests for publication of paid advertisements, notices, or proposals in the media, including but not limited to radio, television, newspapers, magazines, trade journals, internet, etc., has been delegated by the Secretary of the Army to the Commander, USMEPCOM. This authority cannot be redelegated.

b. To request approval for authority to advertise for a chief medical officer, fee basis physician, health technician, etc., the following items must be submitted through the appropriate sector commander to MRM-AD-CB:

- (1) Memorandum signed by the MEPS commander stating the purpose of the ad.
- (2) Properly completed DD Form 1535 (Request/Approval for authority to Advertise).
- (3) Sample of the proposed advertisement.
- (4) Time frame proposed advertisement will run.

c. The first portion of the DD Form 1535 (the Request) is to be signed by the MEPS commander. The second portion (the Recommendation) is to be signed by the sector commander. The third portion (the Approval) is to be signed by the Commander, USMEPCOM.

d. Upon receipt of requests for paid advertisements at HQ USMEPCOM, the request will be coordinated with the applicable staff elements and final action taken accordingly.

2-7. Requesting supplies, services and equipment within HQ USMEPCOM

a. The procurement of all supplies, services, and equipment in support of USMEPCOM mission, when not available from mandatory sources, must be requested IAW the following procedures:

(1) Prepare a memorandum requesting procurement action to include authorization/authority document information, description of the item or service, estimated price, suggested source, if any, and a paragraph for certification of funds.

(2) Obtain certification of fund availability from the MRM-PB. Directorates having a budget analyst with authority to certify funds do not need the Program and Budget Division to certify fund availability. Items submitted must be on the approved funded item list.

(3) Submit memorandum to the PBO. The PBO will review the request for proper authority, fund cite and source of supply, assign a document number to the request, and forward the request to the appropriate contracting activity.

b. Upon receipt of a memorandum, the contracting activity will either make the purchase through the DOD Purchase Card program, or prepare a DA Form 3953 (Purchase Request and Commitment) to initiate the procurement action through a contracting office. The receiving point for all procurement actions is the activities PBO. The ship to address must always be ATTN: PBO. This ensures the necessary receipt and accountable documentation is prepared.

c. The MRM-AD-CB will notify the requesting office, either by e-mail or written endorsement, of the action taken (i.e., purchase made by credit card, procurement package sent to a contracting office, etc.). If the situation warrants, the method of procurement and/or the selection of the contracting office (HQ's supporting contracting office, GSA) may be mutually agreed upon by the requesting office and MRM-AD-CB.

d. Receipt of all supplies and equipment will be acknowledged by the PBO by signing the USMEPCOM Form 715-5-1-R-E, DD Form 1155 (Order for Supplies or Services) or DD Form 250 (Materiel Inspection and Receiving Report). Receipt of services will be acknowledged by the requesting office by signing an USMEPCOM Form 715-5-1-R-E, Purchase Request, DD Form 1155, DD Form 250, or by certifying an invoice (when specifically authorized).

Appendix A References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.adp.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://www.e-publishing.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>)

GSA and Standard Forms

(<http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>)

Section I (The publications needed to comply with this regulation.)

Required Publications

AR 735-5

Policies and Procedures for Property Accountability. Cited in paragraph 1-21.

CTA 50-900

Common Table of Allowances, Clothing and Individual Equipment. Cited in paragraph 1-7c.

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

Related Publications

None

Section III (Publications prescribed by this regulation.)

Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)

Required Forms

DA Form 2064

Document Register for Supply Actions. Cited in paragraph 1-23b.

DA Form 3953

Purchase Request and Commitment. Cited in paragraph 2-1-b(3).

DD Form 250

Materiel Inspection and Receiving Report. Cited in paragraph 2-7d.

DD Form 362

Statement of Charges/Cash Collection Voucher. Cited in paragraph 1-27.

DD Form 1155

Order for Supplies or Services. Cited in paragraph 2-7d.

DD Form 1535

Request/Approval for Authority to Advertise. Cited in paragraph 2-6b(2).

DD Form 1556

Request, Authorization, Agreement, Certification of Training and Reimbursement. Cited in paragraph 1-7p.

SF 1034

Public Voucher for Purchases and Services Other Than Personal. Cited in paragraph 2-4a.

USMEPCOM Form 25-3-1-R-E

Information Mission Elements Need Statement (IMENS). Cited in paragraph 1-15h.

Section V (The forms prescribed by this regulation.)
Prescribed Forms

USMEPCOM Form 715-5-1-R-E

Purchase Request. Cited in paragraph 1-4c(3), 1-8h, 1-9t, 1-18a(1)(7), 1-20, 1-24c(2) and (3), 1-27a, and 1-30a(1).

Section VI (The file numbers this regulation prescribes for the user to file specific documents.)
Prescribed File Numbers

58-1a

Dispatcher organizational control records. Cited in paragraph 2-7d.
KE6. Event is when no longer needed for conducting business (business process requires a minimum 1 month retention). Keep in current files area until event occurs, then destroy.

710-2a

Property book and support documents. DOD Purchase Card Statement/Supporting Document. Cited in paragraphs 1-17b, 1-23a, 1-23c, and 1-23e.
TE2. Event is when property is turned in or destroyed. Keep in current files area until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 2 years after the event.

710-2b

Document Registers – Office conducting inspection.. Cited in paragraphs 1-23b.
T3. Keep in current files area until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 3 years old, except open document numbers will be extracted into current fiscal or calendar year document register (first entries of new register) in original document number sequence.

710-2m

Receipting authorities. Cited in paragraphs 1-2b(3) and 1-10c.
KE6. Event is preparation of new authorization. Keep in current files area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Appendix B
Instructions for USMEPCOM Form 715-5-1-R-E (Purchase Request)

This appendix provides the instructions for completing USMEPCOM Form 715-5-1-R-E. Entries are typed or printed unless otherwise stated (i.e., signatures). Prepare the form electronically in Form Flow; calculations are built into the Form Flow version. Users should submit the USMEPCOM Form 715-5-1-R-E to SGS/BA and PBO supply technicians by e-mail. Instructions, by block number are:

Section I Request

Block 1: (Initiating official's name) — should be PBO, supply technician, or other cardholder.

Block 2: (Office symbol/phone extension) — this is of the initiating official.

Block 3: (Date) — self-explanatory.

Block 4: (Nomenclature or detailed description of services) — for single, insure blocks 17, 18, and 19 are completed.

Block 5: (Suggested source - vendor name) — self-explanatory.

Block 6: (Estimated cost) — place estimated costs of the total purchase here. This includes page 2 if utilized.

NOTE: Initiating official STOP here until Section II is completed by BT/BTA and commander.

Section II Purchasing Approval

Block 7: (Funds availability and BT/BTA initials) — self-explanatory.

Block 8: Check appropriate block. Completed by commander or designated representative.

Block 9: Self-explanatory.

Section III Procurement

Block 10: (Cardholder name/signature) — self-explanatory, requires typed name and signature.

Block 11: (Requisition number) — PBO/supply technician assigns a requisition/document number from the appropriate DA Form 2064 document register and posts it here.

Block 12: (Processing/billing discrepancies) — refer to paragraph 1-28 for details on these block entries.

Block 13: (POC name and phone number) — point of contact at the store, firm, or company knowledgeable about this request.

Block 14: (Vendor name, address and type) — store, firm, or company name and address; check block that pertains.

Block 15: (Order date) — date the order was placed.

Block 16: (Delivery service date) — date the item(s)/service is to be completed.

Block 17: (Total quantity) – total of page 1 and 2.

Block 18 and 19: These blocks require entry if using page one only.

Block 20: Total costs of page 1 and 2.

Section IV Fund Cite Certification

Block 21: (Signature) – this is the signature of the BT/BTA, the person certifying funding.

Block 22: (Date) – self-explanatory.

Block 23: (Shipping charges) – charges over and above the costs of items the vendor/firm charges to transport/mail items.

Block 24: (Total cost of order) – self-explanatory. This block will reflect the costs of all items requested including shipping charges. If Form Flow is utilized, this block will be completed by the program.

Block 25: (Full fund citation) – self-explanatory.

Section V Receipt/Property Book

Block 26: (Receiving official's signature and date) – self-explanatory. Can be received by PBO, BT, BTA, or a designated person.

Block 27: Self-explanatory (PBO/Supply Technician).

Block 28: Self-explanatory (PBO/Supply Technician).

Block 29: Self-explanatory (PBO/Supply Technician).

Page 2 is self-explanatory.

Glossary

AO

approving official

AR

Army regulation

AVMF

amusement vending machine fund

BT

budget technician

CARE

customer automated reporting environment

COR

contracting officer's representative

CSQI

cardholder statement of questioned item

DA

Department of the Army

DAPS

Defense Automated Printing Service

DCAS

Database Commitment and Accounting System

DOD

Department of Defense

DFAS

Defense Finance and Accounting Service

DSN

Defense Switch Network

EMALL

DOD Electronic Mall

EPA

Environmental Protection Agency

FAR

federal acquisition regulation

GSA

General Services Administration

HQ

headquarters

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAW

in accordance with

IMENS

information mission elements need statement

ITE

information technology equipment

MEAD

USMEPCOM Equipment Authorization Document

MEPS

military entrance processing station

MMAL

medical material allowance list

PBO

property book officer

POC

point of contact

SF

standard form

SOA

statement of account

SSA

supply support activity

UNICOR

Federal Prison Industries, Inc.

USMEPCOM

United States Military Entrance Processing Command