

GPC REVIEW RATINGS STANDARDS

(EFFECTIVE 1 MARCH 2003)

SATISFACTORY

- Cardholder(s) consistently purchase the mandatory items from the mandatory sources.
- Cardholder(s) obtain BO approval/signature prior to each purchase.
- Local Purchase Authority (LPA) is annotated on each purchase.
- Cardholder(s) have made NO split purchases.
- Cardholder(s) consistently and accurately maintains the transaction register in CARE per Army SOP dated 31 Jul 02.
- Cardholder(s) consistently and accurately maintain the paper transaction log required per Fort Bragg Reg 715-3.
- Cardholder(s) paper statement of accounts (SOAs) are reconciled and forwarded to the BO within 3 days after receipt or in a timely manner (if paying via paper statement). If certifying electronically via CARE, Cardholder must verify their transactions and approve their entire statement within 3 business days of cycle closing date.
- There are NO instances of someone other than the BO/ABO instructing cardholder(s) to make purchases.
- All property book items have been accounted for.
- BO is certifying monthly GPC statements on-line via CARE if EDI enabled by the GPC Team within 5 business days of cycle closing date.
- BO is date stamping the paper BAS and maintaining on file. BO is verifying the certified amount matches the current billing activity on the paper BAS.
- GPC records are being maintained for 6 years and 3 months after final payment per Army SOP dated 31 Jul 02.
- No evidence of unauthorized purchases, e.g. telephones, camelbaks, etc. or split purchases made by cardholder(s).

AS OF: MARCH 2003

NEEDS IMPROVEMENT IF ANY THREE (3) OF THE BELOW APPLY:

- Cardholder(s) normally purchase the mandatory items from the mandatory sources with few instances of not doing so.
- Cardholder(s) generally have BO/ABO approval/signature to purchase with no more than three (3) instances of either having no approval/signature or obtaining it post-purchase.
- Local Purchase Authority (LPA) is generally annotated on purchase requests with no more than three (3) instances of having no LPA annotated.
- Cardholder(s) are not verifying their purchases/transactions and approving their statements on-line in CARE within 3 business days of the billing cycle closing date -or- there is evidence that the BO/ABO acts on their behalf more than three (3) times within the rating period.
- BO/ABO has not certified the BAS on-line in CARE within the 5 business days after the billing cycle closing date more than three (3) times during the rating period.
- No more than one split purchase during the period being reviewed. Not considered a split purchase if files are documented that cardholder was unaware of second need at the time of the original purchase.
- The account has been on the delinquent list TWO times during the period being reviewed. However, if the BO has submitted the paper BAS to the GPC Team and the BAS is delinquent or has not been paid through NO FAULT OF THE BO, then this should not be a rating factor and the BO is not rated "NEEDS IMPROVEMENT." If the BO has certified on-line via CARE and the payments haven't posted and the problem has been reported, then this should be indicated as NOT A RATING FACTOR FOR "NEEDS IMPROVEMENT."
- Any THREE items of the items under "SATISFACTORY" are not being accomplished.
- BO is NOT certifying monthly GPC statements on-line via CARE and has been EDI enabled.

UNSATISFACTORY IF ANY TWO (2) OF THE BELOW APPLY:

- The cardholder(s) has/have consistently made unauthorized purchases without obtaining the BO/ABO's approval/signature authorizing such purchases.
- Evidence indicates the cardholder(s) permitted others to use his/her card for purchases.
- Evidence indicates that someone other than the BO/ABO instructed cardholder to make purchases.
- There is more than one incident of split purchases (not considered a split purchase if files are documented that cardholder was unaware of second need at the time of the original purchase).
- Cardholder consistently does not verify transactions/purchases and approves statement on-line in CARE in a timely manner.
- Billing Official consistently does not certify the BAS on-line in CARE in a timely manner.
- The account has been on the delinquent list MORE THAN TWO TIMES during the period being reviewed and this is DUE TO NEGLIGENCE ON THE BO'S PART. However, if the BO has submitted the paper BAS to the GPC Team and the BAS is delinquent or has not been paid through NO FAULT OF THE BO, then this should not be a rating factor and the BO is not rated "UNSATISFACTORY."
- BO is sending in paper statements rather than paying on-line via CARE and they have been EDI enabled.
- There is evidence that BO/ABO has shared their ID/Password and allowed CARE access to someone not enrolled in the Fort Bragg Government Purchase Card (GPC) and CARE Program. (This is in violation of regulatory and statutory guidance).