

APRIL - JUNE 2004
NUMBER 39

GOVERNMENT PURCHASE CARD NEWS

Special Interest Articles:

CERTIFY YOUR STATEMENTS ON TIME.

MEET YOUR SUSPENSE TO ENSURE TIMELY SET UPS.

CHECK OUR FREQUENTLY ASKED QUESTIONS OFTEN FOR UP TO DATE INFORMATION

ENSURE QUALITY SERVICES AND MERCHANDISE

OPERATION MATCH FORCE

FY 04 YTD

Rebate Earned:
\$151,554.00

Interest Penalties:
\$406.90



Tell us how we are doing: [DOC ICE COMMENT](#)

HOURS OF OPERATION

MONDAY - FRIDAY: 0730-1130, 1200-1600
WEDNESDAYS & TRAINING HOLIDAYS: 0730-1130
Phone: 910-396-4362
Fax: 910-396-3058

CERTIFY YOUR STATEMENTS ON TIME



Billing officials or Alternate Billing Officials must certify their GPC statements in a timely manner. IAW the ARMY SOP dated 31 Jul 02 and located at our DOC website, cardholders must approve their statements within 3 business days of the statement closing date and billing officials must certify within 5 business days of the statement closing date.

If your GPC account is **NOT** certified within 5 business days of the closing date, your accounts will be automatically temporarily suspended until you are in compliance with the ARMY SOP and your statement is certified.

account is certified and this office is notified by the billing official. Once our office is notified, it may take 3-5 days to reinstate your GPC accounts. If your accounts are suspended 3 times within a calendar year, your account will be in jeopardy of being terminated.

You will NOT receive advance notice from this office----your cards will **NOT** work until your



PROCESSING TIME FOR ACCOUNT SET-UP AND MAINTENANCE

Account Set-Up Forms (i.e. Billing Official, Alternate Billing Official, and Cardholder Set-Up Forms) are processed within 6 working days after receipt of completed forms and BOTH Training Certificates.

All Account Maintenance Forms that involve monetary increases are processed within 24 hours of receipt of a completed form.

To help expedite the process be sure you meet the return suspense for your appointment letters and 577s.

TRADE FAIR



Mark your Calendar for the next trade fair. Wednesday, 25 August 2004.

More information on upcoming GPC Trade Fairs may be viewed at website

[Government Purchase Card Website](#)

CHECK OUT OUR WEBSITE FOR THE LATEST UPDATED INFORMATION REGARDING FREQUENTLY ASKED QUESTIONS, REGULATIONS, AND FORMS

COMING SOON--NEW BPAs

The Army has awarded replacement Blanket Purchase Agreements (BPAs) for the purchase of office supplies. New BPAs will become effective and appear on DoD E-Mall on or about 1 June 2004.

[DOD EMALL Logon Page](#)

ENSURE QUALITY MERCHANDISE AND SERVICES

As a billing official you have an obligation to ensure quality merchandise and services are received by the Government. When obtaining services from a vendor, ensure all the terms of the service(s) are in writing. Terms of service include timeliness of performance or delivery as well as performance itself. Example: If you order portolets, ensure

they are serviced, cleaned, placed, etc., as requested. Merchandise that does not meet the quality standards specified by the cardholder should be returned or reperformed for a higher quality of good(s). Vendors are not to debit charge cards until services are completed or supply has been received. Example: If you order wallpaper or blinds,

ensure they are delivered/installed, etc. within the billing cycle in which you are charged. If the quality of a service fails to meet the standards at any time, make arrangements to cancel the agreement for failure to comply with the standard. If you have any questions, please contact your account manger for further information.

FORT BRAGG CIVILIAN RECEIVES US FLAG AWARD



It was a prestigious honor for Ms. Diane Smith, a member of the Fort Bragg Directorate of Contracting's Government Purchase Card Team, to be presented with a signed American Flag on 1 April 2004, from CPT Deborah E. Hayes of the 3-229th Aviation Regiment (ATTACK) unit for her outstanding customer service as account manager. What makes this flag so unique? The flag was flown on a combat mission in an AH-64A Apache attack helicopter from Bagram Airfield Afghanistan. Co-Pilot, CPT Leo C. Lesch, signed the flag and CW4 Franklin Diaz-Martinez piloted the attack helicopter.

Need to find a source for supplies and services? Need a Job?

Then **OPERATION MATCH FORCE** may be for you. Match Force is a Cumberland County Business Council and Greater Fayetteville Futures initiative to enhance the relationship between the military and civilian communities and to promote economic development and quality of life for all in Fayetteville and Cumberland County. One key component of OPERATION MATCH FORCE is the military business and employment web portal. Although not quite ready, it soon will be and will be located at www.matchforce.org. Check it out--



TAXES

Having a problem with taxes---Government credit cards fall under the tax-exempt status. Your first four digits of your card serve as the tax-exempt number. Merchants who have questions should go to the North Carolina Department of Revenue web site for assistance

<http://www.dor.state.nc.us/index.html>

A WARM WELCOME FOR...

Ms. Rebecca Scott joined our team from the 43d Contracting Squadron at Pope AFB. Ms Scott will serve as the account manager for USASOC, SOSCOM, and JFK accounts. You can contact Ms. Scott at 910-396-4362 ext 279, or via Email, scottrb@bragg.army.mil. We are excited to have her on our team and know she'll be a great asset to Fort Bragg's GPC Program! Welcome Rebecca!

Mr. Richard Egger joined our team as a Procurement Clerk performing a variety of tasks to include customer reception. We are excited to have him on our team and know he'll be a great asset to Fort Bragg's GPC Program! Welcome Richard!

THIS BULLETIN IS AUTHORIZED BY:


Sandra L. Aman
Director of Contracting