

**GOVERNMENT PURCHASE CARD (GPC)  
USER'S MEETING AGENDA  
10 FEBRUARY 2004**

1. **WELCOME:** Introduction of GPC Team. Notice hours of operation listed on GPC POC information sheet.
2. **MILESTONES:** New accounts will be set up within six business days of receipt of required documents. Monetary changes will be completed within 24 hours of request.

**3. RETENTION OF RECORDS:**

Army SOP dated 31 Jul 02, paragraph 19, File Retention: In accordance with the DoD FMR, Volume 1, certified *billing statements and supporting documents will be retained for six years and three months after final payment.*

Billing Officials shall maintain these records until they are transferred to a records holding area. Cardholder statements can be disposed of three years after final payment in accordance with FAR 4.805. *However, since Billing Official and Cardholder statements are no longer received from US Bank, request you ensure records are maintained as noted above and are available for annual GPC Account Reviews. Supporting documents include purchase requests cited with the local purchase authority (LPA) and signed by both Cardholder and Billing Official or Alternate Billing Official, receipts/invoices, paper transaction register per Fort Bragg Reg 715-3 and copy of the certified statement screen via CARE on-line payment system.*

*When Billing Officials leave the unit or no longer serve as Billing Officials, they are required to turn over all original GPC records to their replacement, and complete the Billing Official clearing memorandum (naming replacement).* All records must be passed on to the incoming next Billing Official for records retention per Army SOP cited above.

*No one other than the current Billing Official or Alternate Billing Official (Appointment Letter & Signature Card on file with the GPC Team Office and DFAS) can authorize cardholder purchases.* When cardholders leave the unit or no longer serve as cardholders, all original records are turned over to the Billing Official, card is destroyed, cardholder clearing memorandum is signed by the Billing Official, cardholder and the RM/Comptroller and submitted to the GPC Team Office for closure of account.

**4. LATEST STATISTICS:** As of January 2004

Number of Billing Officials assigned to Fort Bragg: 677

Number of Cardholders assigned to Fort Bragg: 1,686

**5. ON-LINE CERTIFICATION OF BILLING ACCOUNT STATEMENTS:**

The Department of Defense Purchase Card Program entered a new phase on 23 April 01 which incorporated electronic commerce tools into the bill reconciliation and payment processes. The new program is called the Customer Automated Reporting Environment (CARE). This new era has enabled GPC Cardholders and Billing Officials to log, view, and reconcile transactions, as well as electronically certify account statements for payment on a worldwide, 24-hour, seven-day-a-week basis. US Bank had developed on-line CARE Training which is also available to potential Cardholders, Billing Officials, and Alternate Billing Officials 24-hours a day, seven-days-a week. The CARE Website is: <https://wbt.care.usbank.com> **Contact your GPC Account Manager for User ID and Password to this website.**

Billing Officials and Cardholders are encouraged to complete all CARE training on-line through the web-based training site provided by the bank.

This capability has provided the DoD with tools to accelerate the payment of U.S. Bank Purchase Card invoices, resulting in higher rebates. Presently, units earn approximately .93% rebate on all purchases paid within 30 days. Under the new payment system, units could earn as much as .93% rebate on all purchases paid within 8 days. **FY02 Rebates totaled \$429,368. FY03 rebates awarded to Fort Bragg were in the amount of \$608,828. This is an increase of \$179,460. IT PAYS TO BE ON TIME**

**6. Completing (\*) ASTERISKS ITEMS IN CARE:** Cardholders are required to complete the asterisks information in CARE for items as they make purchases and to verify the transaction date prior to certifying their statement. Instructions for completing these items are attached.

**7. DELINQUENT ACCOUNTS:** The Department of the Army Policy is to suspend any GPC Account that is 60 days delinquent. This suspension happens automatically at the bank. If any account goes over 180 days delinquent, our entire program at Fort Bragg would be suspended until that account was paid.

In FY01, Fort Bragg paid approximately \$29,931 in interest and late fee charges.

In FY02, Fort Bragg paid approximately \$27,837 in interest and late fee charges.

In FY03, Fort Bragg paid approximately \$1,470 in interest and late fee charges.

*The difference in FY02 and FY 03 reflects a decrease of \$26,367 in interest penalties associated with late certifications of accounts and CARE rejects. HOAH*

**8. PASSWORDS:** Cardholder passwords are valid for 100 days, Billing Official passwords are valid for 30 days.

**9. LIMITED NUMBER OF CARDHOLDERS:** Billing Officials requesting more than 5 Cardholders must submit a request for exception to policy to the DOC for approval.

**10. CLEARING:** Billing Officials are still responsible for their accounts until their name is removed. Billing Officials should process a clearing memo when PCSing. Billing Officials must destroy GPC Cards for departing Cardholders and submit a Cardholder Clearing Memo to their GPC account manager. *The Cardholder account is not closed until we receive the memo and the GPC Team calls the bank and closes the account.*

**11. MANDATORY TRAINING:** Current and new Billing Officials, Alternate Billing Officials, and Cardholders must complete Fort Bragg On-Line Training AND the DoD DAU GPC Training to maintain their account or establish a new account. This training must be completed every two years.

<http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC-OLT.htm>

**12. UNICOR:** Cardholders **DO NOT** have to obtain a waiver from UNICOR to purchase furniture for requirements up to \$2,500. Cardholder's **DO NOT** have to compare their requirements with UNICOR. They may purchase these items on the Open Market.

**13. FREQUENTLY ASKED GPC QUESTIONS" WEBSITE:** <http://bragg.army.mil/www-doc/GOVUser/GPC/FAQ.htm>. Updates occur are posted frequently. It is important that you check the web site often to ensure you are following regulations regarding the use of your GPC.

**14. HANDOUTS:**

☞☞GPC PURCHASE CARD TEAM INFORMATION

☞☞IMPORTANT PHONE NUMBERS AND ADDRESSES

☞☞INSTRUCTION FOR COMPLETING CARE TRANSACTION LOG

☞☞NEWSLETTER

☞☞HELPFUL GPC Websites

☞☞MERCHANT CATEGORY CODE (MCC) BLOCKING

☞☞BUYING RECYCLED

☞☞SPLIT PURCHASES

☞☞ARTICLE ON LOCAL PURCHASE AUTHORITY

☞☞INSTRUCTIONS FOR COMPLETING THE MANDATORY DAU DoD GOVERNMENT PURCHASE CARD TUTORIAL

☞☞PORTABLE LATRINE SERVICES

☞☞INFORMATION PAPER

☞☞CUSTOMER SURVEY