

## GOVERNMENT PURCHASE CARD (GPC) ON-LINE REVIEW RATINGS STANDARDS

(Effective: 1 MARCH 2003)

### SATISFACTORY

- Cardholder(s) purchase the mandatory items from the mandatory sources with few instances of not doing so.
- No appearance of split purchases or unauthorized purchases, e.g. telephones, camelbaks, etc.
- Cardholder is verifying purchases/transactions and approving statement on-line in CARE system.
- Cardholder is maintaining the on-line transaction register in CARE per Army SOP dated 31 Jul 02.
- BO is certifying on-line via CARE in a timely manner.
- BO verifies via e-mail that he/she is maintaining the original GPC records for a period of 6 years and 3 months per Army SOP dated 31 Jul 02. BO verifies via e-mail date of oldest billing account statement (BAS) maintained with original records. BO verifies name of 05/above within his/her chain of command.
- BO verifies via e-mail the current Alternate Billing Official (ABO) continues to function on the GPC Account. In the event the ABO has left the unit, BO must submit an ABO set-up request with the attached training certificate prior to conclusion of the on-line review.
- BO/ABO and Cardholder(s) have taken the on-line refresher training within the last 2 years per Army SOP dated 31 Jul 02. In the event have not, required to do so and submit a copy of the training certificate to the GPC Account Manager prior to conclusion of the on-line review.
- No more than three (3) instances of interest penalties paid during the past 12-months (review rating period) due to late certification.

### NEEDS FORMAL REVIEW IF THE FOLLOW EXISTS:

- Appearances of one (or more) split purchase(s) during the period being reviewed.
- Any **two** items under "SATISFACTORY" are not being accomplished.
- BO is NOT certifying monthly GPC statements on-line via CARE and has been EDI enabled.
- Account was assessed interest penalties more than 4 times during the past 12-months due to late certification.