

A Word on Local Purchase Authority

GOVERNMENT PURCHASE CARD

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Local purchase authority (LPA) may be defined as ***“justification for purchases made as consistent with Army mission requirements.”*** Local purchase authority must be cited on every government purchase card (GPC) request signed by a Billing Official (BO) or Alternate Billing Official (ABO). The purpose of a purchase request is to document how a BO/ABO determined what items a requesting unit is authorized to have. Government purchase cardholders cannot make purchases that have not been approved by a BO/ABO. All purchases made with the GPC must be legal for purchase with appropriated funds.

Local purchase authority can be cited as a reference to any of the following sources: Table of Organizational Equipment (TOE); Modified Table of Organizational Equipment (MTOE); Table of Distribution and Allowances (TDA); Modified Table of Distribution and Allowances (MTDA); Common Table of Allowances (CTA); Field Manual (FM); Technical Manual (TM); Army Regulation (AR); General Accounting Office Decision, or other governing laws and regulations.

Billing Officials and Cardholders are reminded to utilize mandatory supply sources to the maximum extent possible. Examples of mandatory supply sources include UNICOR, the Javits Wagner O’Day Priority Source Program (JWOD), the Document Automation and Production Service (DAPS), the federal supply system, and requirements contracts. Additionally, several installation business centers play key roles in providing acquisition support. Included are the Readiness Business Center (RBC), the Public Works Business Center (PWBC), the Information Technology Business Center (ITBC), and the installation contracting offices.

INSIGNIA ITEMS

Cardholders needing to purchase insignia items should first check with the mandatory sources listed at the Institute of Heraldry rather than making a local purchase. A listing of potential sources can be requested through the Industrial Specialist, at the Institute of Heraldry, DSN: 656.4985 or Commercial 703.806.4985. Remember, local purchase of an insignia is only authorized when the insignia is authorized by CTA or the insignia is required to be furnished at government expense indicated in **AR 670-1** and **AR 700-84**. The cardholder must maintain evidence in his/her file that the insignia was not available through the supply system. You can view insignias at

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<https://www.perscomonline.army.mil/tagd/tioh/tioh.htm>. You can also review the frequently asked questions listed at this site for additional authorized sources.

UNICOR/FEDERAL PRISONS INDUSTRIES

Recent change-----UNICOR is **NOT** a mandatory source any longer for purchases \$2,500 and below.

UNICOR/FEDERAL PRISONS INDUSTRIES--Effective May 2003, Cardholders do **NOT** have to obtain a UNICOR waiver authorization to purchase items up to \$2,500 from outside sources. Cardholders may purchase items on the open market and do **NOT** have to compare prices with UNICOR.

JAVITS-WAGNER-O'DAY PRIORITY SOURCE PROGRAM

The JWOD Program is the mandatory source for many office and paper supplies, to include cleaning products. Items produced by JWOD agencies automatically meet federal recycling standards. Many of these items are available at the installation LCI-SSSC store. Effective 1 October 2002, purchase Cardholders must utilize the LCI-SSSC store or the mandatory Army Blanket Purchase Agreements (BPA's) to purchase office supplies. These BPA's may be accessed at the DOD Electronic Mall at website

<https://email.prod.dodonline.net/scripts/EMStoresRelatedSites.asp>.

DOCUMENT AUTOMATION PRODUCTION SERVICE

The DAPS facility on Fort Bragg is the mandatory source for printing requirements. A waiver from DAPS is required prior to taking print jobs to local printers. Waivers are inspectable items and must be filed with GPC records.

FEDERAL SUPPLY SYSTEM

Prior to using the GPC to purchase repair parts, Billing Officials and Cardholders must have written approval from their supply support activities (SSA's) unless an item is not stocked in the Army supply system or stocked only for overseas use. For all other purchases, including deadlined or mission-critical maintenance, written approval is required from an O5 or higher in the chain of command of the Billing Official. All GPC purchase demands must be reported into the Standard Army Retail Supply System (SARSS). For further guidance on procurement of repair parts, refer to Fort Bragg Master Policy 67 dated 1 May 2002.

READINESS BUSINESS CENTER

The Readiness Business Center (RBC) is the mandatory first stop for repairs or maintenance to tactical vehicles and many Army owned items not provided by General Services Administration (GSA). This includes items under warranty. Additionally, the RBC provides transportation services to groups of ten or more.

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Buses may be requested for group movement provided selected drivers are licensed to drive a bus. The RBC also provides bus driver training.

The RBC provides fuel for all non-GSA Army owned vehicles. Keys may be requested to fuel tactical vehicles, non-tactical vehicles, lawn maintenance equipment, etc. Vehicles leased from General Services Administration are assigned GSA Fleet cards for fuel requirements. These cards are each assigned to a specific vehicle, and no card may be utilized to fuel additional GSA vehicles.

For fuel requirements away from Fort Bragg, units can request Voyager fuel cards from Voyager by calling 1-888-785-1732. **Important Note:** Soldiers and civilians on TDY orders should charge fuel expenses to the government travel card or claim reimbursement via a travel voucher.

INFORMATION TECHNOLOGY BUSINESS CENTER

Purchases of computers and most automation equipment require administrative approval from the ITBC. Memorandums of Instruction 10-99 and 03-01 describe which items need formal approval prior to purchase. These MOI's may be viewed at website <https://dragonnet.bragg.army.mil>. The ITBC point of contact for approval requests is Velma Montgomery, 396-8664. USASOC units must contact the USASOC contracting office for administrative approval prior to purchasing automation equipment.

PUBLIC WORKS BUSINESS CENTER

Alterations to real property must be cleared through PWBC. The point of contact is Steve Smith, 396-3951. Mr. Smith is also the POC for bottled water approval. No unit may pay for bottled water with the GPC without the written approval of the PWBC.

Billing Officials and Cardholders are encouraged to seek the assistance of the GPC office when in doubt regarding a potential purchase. A frequently asked questions link is featured at <http://www.bragg.army.mil/www-doc>.