

1 February 2004

## INFORMATION PAPER

Subject: Obtaining Government Purchase Card (GPC) and Monthly Requirements

- 1) Obtaining a GPC requires the following eight steps:
  - a) Commander/Supervisor, LTC or above, designates Billing Official (BO), Alternate Billing Official (ABO) and cardholders.
  - b) BO, ABO and Cardholders complete two on-line training courses at <http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC-OLT.htm>. One course is through the Defense Acquisition University and the other is through the Fort Bragg Directorate of Contracting. Print the certificates to verify training completion.
  - c) Complete the appropriate set-up forms for the BO, ABO and Cardholders. The forms are located at [http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC\\_forms.htm](http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC_forms.htm)
  - d) Comptroller and Commander/Supervisor must sign the forms in the appropriate space. The completed forms may be faxed to the GPC Team at 396-3058. Completed packages may also be hand carried to the GPC Team, BLDG 1-1333 Macomb Street.
  - e) The prospective BO/ABO will receive an e-mail from a GPC Account Manager with their Appointment Letter and DD Form 577 signature card. They will need to print the letter and DD Form 577. The Appointment Letter must be signed and the DD Form 577 completed (Blocks 6-17) and signed. Both of these original signed documents must be returned to the GPC Team via mail or hand carried
  - f) The prospective Cardholder will receive their Delegation Letter from their GPC Account Manager via e-mail. The Cardholder must print the Delegation Letter and sign. This document may be faxed to the GPC Team. We do NOT need the original signed letter for Cardholders.
  - g) Cardholders will receive card in seven to ten business days. Cardholder will then activate the card using the bank's process.
  - h) Cardholders must then self-register in CARE to obtain their CARE User ID and Password.
- 2) The following are the MAJOR requirements to keep the account current:
  - a) Cardholder uses a memorandum or purchase request to document approval for purchases. The documentation should be signed by the Billing Official prior to purchase. If purchasing a property book item or an item which requires a hand receipt, the memorandum or purchase request should also be signed by the unit PBO or hand receipt holder.
  - b) Cardholder maintains a manual document register for all purchases.
  - c) Cardholder documents purchases on document register on CARE.

- d) Cardholder certifies their billing account statement monthly within three business days of the cycle closing date. The cycle closing date is usually the 23d of each month. If the 23d falls on a Saturday or Sunday, the statement closes on the previous Friday.
- e) Cardholder passes all original documents with register to BO after certifying each month.
- f) Billing Official certifies their billing account statement NLT five business days after the cycle closing date.
- g) Billing Official maintains all original documents for six years and three months.