



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
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CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 4200.1A  
CONT  
17 JUL 2015

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 4200.1A

From: Commanding General  
To: Distribution List

Subj: INTERNAL OPERATING PROCEDURES FOR THE GOVERNMENT-WIDE COMMERCIAL  
PURCHASE CARD PROGRAM (GCPC)

Ref: (a) NAVSUPINST 4200.99B  
(b) USMC GCPC SOP of Jan 09  
(c) MCO 4400.150  
(d) MCO 7042.6C  
(e) MCO 7040.11A  
(f) NAVSUPINST 4200.85D

Encl: (1) Government-Wide Commercial Purchase Card Internal Operating  
Procedures

1. Situation. The Government-Wide Commercial Purchase Card (GCPC) provides a streamlined and simplified acquisition method in a decentralized manner. Management of this program by all involved is central to its success. Participants at all levels shall ensure the appropriate and responsible use of this critical capability.

2. Cancellation. MCIEAST-MCB CAMLEJO 4200.1.

3. Mission. To promulgate local GCPC Internal Operating Procedures (IOP) contained in the enclosure (1), for all participants to supplement guidance contained in the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maintain the integrity of the local GCPC program by providing operational support and oversight using internal management controls.

(2) Concept of Operations

(a) The Director of Contracts (DOC) has staff cognizance over the GCPC program and is guided by references (a), (b), and (c) in the performance of his/her duties.

(b) Under the provisions of reference (a), Commanders are reminded the GCPC shall be used to purchase items that are a bona fide need to meet a minimum Government requirement in terms of quality and quantity. All purchases shall have a logical relationship to the appropriation charged, shall not be prohibited by law, and shall not be spilt to circumvent the micro-purchase threshold or other single purchase limits.

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b. Tasks

(1) The DOC shall:

(a) Be responsible for the operation of the program, pursuant to the contractual authority vested in the office.

(b) Appoint a Level IV Agency Program Coordinator (APC), in an official letter of delegation, to be responsible for day-to-day oversight and audit management of the program.

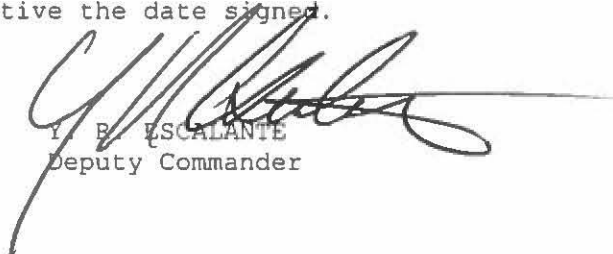
(2) Affected Commands and Staff shall: Be responsible for performing oversight of their local program and program participants following the guidance provided in this Order and its associated references.

5. Administration and Logistics. The Level IV APC shall provide administrative and program management controls for Level V APCs who manage base or tenant command Approving Official and Cardholder accounts.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) subordinate commands, tenant commands, and any command, unit or activity supported by the GCPC program.

b. Signal. This Order is effective the date signed.



Y. B. ESCALANTE  
Deputy Commander

DISTRIBUTION: A/B/C

**MARINE CORPS INSTALLATIONS EAST-MARINE  
CORPS BASE, CAMP LEJEUNE  
CONTRACTING DEPARTMENT**



**GOVERNMENT-WIDE  
COMMERCIAL PURCHASE CARD**

**INTERNAL OPERATING PROCEDURES**

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Chapter 1

Introduction

1. Introduction. The GCPC program is a procurement method for authorized personnel to purchase supplies and services below the micro-purchase threshold for official Government use.

a. Micro-purchase threshold means \$3,000 for supplies or:

(1) \$2,500 for a service(s);

(2) \$2,000 for construction; or

(3) \$15,000 Continental United States and \$30,000 Overseas Continental United States for Contingency/Humanitarian Operations.

b. The GCPC may also be used for the following:

(1) \$25,000 as a miscellaneous payment for Commercial-Off-The-Shelf (COTS) training;

(2) \$25,000 as a stand-alone method of procurement OCONUS

(3) \$50,000 for Defense Logistics Agency Document Service (DLADS); and

(4) A method of payment for contracting methods above the micro-purchase threshold.

2. Guidance. The Consolidated Card Program Management Division (CCPMD) provides centralized operational control and management for Department of the Navy (DON) Card programs.

a. Naval Supply Systems Command provides GCPC policy. Instruction manuals and procedural guidance are available at the CCPMD website (<https://www.navsup.navy.mil/ccpmd>) which includes the following:

(1) NAVSUPINST 4200.99b, DON Policy for Operation and Management of the GCPC;

(2) Desk Guides for Agency Program Coordinators (APC), Approving Official (AO) and Card Holders (CH) contain information on day-to-day operations;

(3) Purchase Card Policy Notices (PCPN) provide new policy guidance;

(4) Purchase Card Administrative Notices (PCAN) are administrative announcements;

(5) NAVSUPINST 4200.85, Simplified Acquisition Procedures Manual; and

(6) CCPMD notices and training updates.

b. USMC, GCPC Standing Operating Procedure (SOP). This SOP provides specific GCPC policy and guidance for all USMC commands and activities using appropriated funds.

c. MCIEAST-MCB CAMLEJ GCPC Internal Operating Procedure (IOP) Guidance. This IOP is published in accordance with references (a) and (b). Instructions in this IOP provide policy for personnel participating in the MCIEAST-MCB CAMLEJ GCPC program.

(1) Purchase Card Office Notices are supplements to the GCPC IOP that provide new policy or procedural guidance.

(2) The APC may publish periodic newsletters to provide reminders, policy updates, or procedural guidance.



Chapter 2

Program Management

1. Authority and Responsibility. The GCPC has seven-levels of authority and hierarchy within Department of Defense (DoD), DON, and the United States Marine Corps (USMC).

- a. DoD. Level I Manager GCPC
- b. DON/CCPMD. Level II Manages Navy and Marine Corp GCPC
- c. USMC APC Level III. Manages Marine Corps GCPC.
- d. USMC APC Level IV. Manages Marine Corps Regional GCPC.
- e. USMC APC Level V. Manages Marine Corps Local GCPC
- f. USMC AO. Manages Marine Corps Unit level
- g. USMC CH. USMC Purchasing Agent limited to the GCPC

2. Key Program Personnel. Key personnel are the Head of the Activity (HA), Director of Contracts (DOC), Commanding Officer/Department Head (CO/DH), Comptrollers/Financial Managers (FM), AO, and CH. Their roles and responsibilities are detailed in the USMC GCPC SOP with additional direction in this IOP.

a. HA is responsible for support and sponsorship of all participants in the GCPC. The Commanding General is the HA for the MCIEAST-MCB CAMLEJ program.

b. DOC is responsible for the coordination and execution of the GCPC. The DOC has delegated the GCPC duties to the Level IV APC.

c. CO/DH must include the GCPC in their management control checklists, and ensure suspected GCPC misuse, abuse, and fraud are appropriately investigated.

3. Accountable Officials. APCs, AOs/Certifying Officials, CH, Convenience Check Custodians/Check writer (CCC) and FMs are key personnel that provide information for certification of a voucher for payment. They are pecuniarily liable for erroneous payments caused by their negligent actions.

a. Level IV APC (Regional) and Level V APCs (Activity) are responsible for day-to-day oversight, program management, and duties to include:

(1) Set up and maintenance of accounts and records for program participants.

(2) Maintaining training records for three years and appointments for six years and three months after the appointment termination date.

(3) Reviewing Program Audit Tool (PAT) submissions five days after statement closes.

(4) Resolving delinquencies within ten days of statement closure.

(5) Level IV APC and Level V APC will conduct a 100 percent monthly review of all transactions within MCIEAST-MCB CAMLEJ.

(6) Additional duties are included in page 12 of reference (b).

b. AO and Certifying Official are synonymous for the GCPC. AOs are the first line of defense against misuse, abuse, and fraud.

(1) AO is nominated on the Purchase Card Setup Form by the CO/DH.  
(See Appendix A)

(2) APC prepares a letter of appointment and Appointment/Termination Record (DD Form 577) for AOs. The AO acknowledges appointment by signing their appointment letter and DD Form 577.

(3) Alternate Approving Officials (AAO) have the same authority and responsibilities as AOs and are appointed in the same manner.

c. CHs are the legal agents, with primary responsibility for proper use of the card, to purchase supplies and services per their delegated authority.

(1) CHs are nominated on a Purchase Card Setup Form by the AO. (See Appendix A)

(2) The APC issues the CH a letter of delegation (LOD) granting limited contracting authority as directed by the DOC.

(3) The CH acknowledges the delegated authority by signature on LOD and signature on the DD Form 577.

d. The CCC is responsible for security and proper/authorized use of convenience checks.

(1) The CCC is nominated on a Purchase Card Setup Form by the AO.  
(See Appendix A)

(2) The APC issues the CCC a LOD granting limited contracting authority as directed by the DOC.

(3) The CCC acknowledges the delegated authority by signature on LOD and signature on the DD Form 577.

e. The FMs are responsible for the allotment of Unit/Agency funds, assigning Reporting Unit Codes, assigning default Lines of Accounting (LOA), and adding or changing default LOAs in Citibank. FMs will provide the default LOA and sign Section III of Appendix A.

### Chapter 3

#### Program Requirements

1. Personnel Requirements. Civilian Government employees and members of the Armed Forces are eligible for the GCPC. Contractors may not be assigned AO or CH duties.
2. Separation of Duties. AOs shall not be assigned CH or APC duties in the same hierarchy. Under no circumstances shall any CH be their own AO. The AO should be the CH's supervisor, or of equal grade, or in the direct line of authority. To ensure proper supervision, the AO and CH must be co-located. The funds approver cannot be the AO or CH. Neither the AO nor CH can be the receiver of item(s) procured with the purchase card. The requestor cannot be the AO.
3. Training is outlined as follows:
  - a. Five online tutorials and local policy training are required for all APCs, AOs, and CHs. Contact your APC for training information/instruction.
    - (1) Defense Acquisition University (DAU) Training.  
<https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>
    - (2) OCONUS Shipment Training.  
[https://www.navsup.navy.mil/ccpmd/purchase card/nuggets](https://www.navsup.navy.mil/ccpmd/purchase%20card/nuggets)
    - (3) Certifying Officer Legislation Training. For AOs, AAOs and APCs.  
<https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.htm>
    - (4) DoD Standards of Conduct Office, Annual Ethics Training, is a fiscal year requirement. <https://twms.navy.mil/login.asp>
    - (5) DON Purchase Card AO/CH Certification provided by CCPMD, is required every two years. <https://www.navsup.navy.mil/ccpmd/>
  - b. Local Policy Training is provided by the APC and is required every two years.
  - c. Pre/Post Deployment Training will Expedite Account Reactivation and Reissue of Cards Upon Return. AOs and CHs should update online training that will expire while deployed and must attend a Local Policy refresher training upon return.
4. PAT Training. PAT training is provided during local policy training. There is also a tutorial on the DON CCPMD site.
5. Local Policy Examination. Local policy examinations supplement training, reinforce AO/CH knowledge, and gauge the effectiveness of the material presented.
  - a. The exam is given with initial and refresher local policy training.

b. A score of less than 80 percent will require remedial training.

c. An OGE Form 450 is required for CHs that purchased more than \$100,000 and AOs that certified payment documents for more than \$100,000 in the previous fiscal year (FY).

Chapter 4

Account Information and Procedures

1. Safeguarding the GCPC Cards. It is the CH's responsibility to ensure the card is safeguarded.

a. Only the CH is authorized to make purchases with the card. Under no circumstance will a CH loan or let anyone make purchases with their card.

b. CHs must maintain physical security of their card and secure documents with card information to prevent unauthorized use.

c. Any attempt of coercion or request for fraudulent use of the card must immediately be reported up the chain of command and to the APC.

d. APCs can reissue cards or cancel cards at any time a compromise is suspected.

2. Reporting Lost or Stolen Card. To report a lost or stolen card, the CH shall call Citibank (1-800-790-7206) immediately. Citibank will mail a new card to the APC immediately upon notification. The CH shall provide written notification to the AO and APC stating:

a. The last six digits of the card account number;

b. Date, time, and location when loss became evident;

c. Date and time the bank was notified;

d. If the card is stolen, provide date and time theft was reported to police; and

e. List of purchases made after the card was lost or stolen.

3. Procedures for Unit Deployment. AOs must notify the APC by email 30 days before departure for unit deployment.

a. AO accounts are suspended and CH accounts are terminated when units deploy.

(1) AO accounts are suspended when the AO notifies the APC that all outstanding charges have processed.

(2) If the AO deploys without certifying the final statement or completing the PAT review and submission, the account is suspended for failure to meet these requirements. When the AO returns from deployment, the account will remain suspended until that final statement is reconciled with the APC.

(3) CHs must sign their DD Form 577 (termination of appointment) and surrender their card to the APC prior to deployment.

b. The unit AO is responsible for storing all purchase card records in a secure location during deployments. If the unit is not able to provide secure storage during deployment, the AO shall make arrangements with the APC for storage.

4. Procedures to Check-out of the Program. AOs and CHs shall notify the APC 30 days before they conclude their duties with the program. If necessary, the notification shall be accompanied by Appendix A to appoint the new AO or CH.

a. The outgoing AO must have their account audited by the APC. Upon completion of the audit, the outgoing AO and new AO will be briefed on the finding(s). It is the outgoing AO's responsibility to correct discrepant findings and make required corrections before initialing the DD Form 577 to terminate their appointment.

b. The AO must verify all outstanding charges are reconciled before the CH gives the card to the APC, and sign his/her DD Form 577 to terminate the appointment.

c. Accounts/cards not used more than three times within a six month period may be administratively closed for inactivity.

5. Maintenance and Retention of Records. The DD Form 577 and accounts payable documents (statements, invoices, dispute documentation, receipts, etc.) shall be retained for a period of six years and three months.

Chapter 5

Purchase Card Procedures

1. Purchase Card Limits and Authority. The AO and CH delegation letter will specify their authorized spending limits. The cycle spending limit (CL) is based on usage data and may be changed by request of the AO or FM.

a. The single purchase limit (SPL) for the CH is \$3,000 except for the following:

(1) \$2,000 for acquisitions of construction subject to the Davis-Bacon Act. Construction means erection, expansion, extension, alteration of an existing facility (e.g., repair to central heating/air conditioning system, plumbing, windows or panes, doors, roof, etc.).

(2) \$2,500 for acquisitions of services subject to the Service Contract Act. Services are firm-fixed priced, non-personal, commercially available requirements for repairs, maintenance, annual maintenance agreements (e.g., cable, cellular phones, etc.).

(3) \$15,000 CONUS and \$30,000 OCONUS for acquisitions of supplies or services to support a humanitarian or contingency operation.

(4) \$25,000 as a method of payment in conjunction with the SF-182 for COTS training.

(5) \$50,000 for DLADS printing requirements.

b. Since the Davis-Bacon Act and Service Contract Act apply only to CONUS, the micro-purchase threshold for OCONUS is \$3,000 for supplies, services, and construction.

c. Warranted Contracting Officers may use the GCPC as a method of payment in conjunction with other contracting methods for actions above the micro-purchase threshold.

d. Convenience Checks may be used as last resort method of procurement below the micro-purchase threshold. When the CH is unable to find a vendor to accept the purchase card to fill a bona fide need, the AO will request a convenience check by forwarding the approved Purchase Card Request Form (PCRF) to the CCC.

e. Splitting a requirement/purchase by time, vendors, items, or CHs to circumvent the micro-purchase threshold or any CH authorized threshold, regardless whether the requirements come from different departments or use different funding, is prohibited. Splitting requirements may be intentional or unintentional. Neither are excusable. AOs and CHs must be aware of unit requirements.

f. Utilization of Small Businesses. CHs and AOs are reminded of the importance of considering small businesses when buying goods and services at or below the micro-purchase threshold. CHs should consider small businesses, to the maximum extent practical, when making micro-purchases.

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g. The GCPC will not be used to pay unauthorized commitments (UAC), without the approval of the DOC.

2. Purchase Card Request Form (PCRF). CHs will ensure a PCRF is prepared before each purchase. It is the CH's responsibility to fill out the form to reflect required research was conducted and approvals were granted before the purchase. CHs will check each box and complete their area of responsibility on each request. The PCRF is an official document; the use of pencils, blackout, correction tape or whiteout is unauthorized. A single line may be drawn through errors and initialed. (See Appendix B)

a. Requestor Information

(1) The requestor's name, section, and the date requested must be present. All changes to items requested (e.g., nomenclature or quantity) will be verified by email from the requestor or initials of the requestor on the PCRF.

(2) CO/DH signature is required for non-system property items (e.g., watches, televisions, Global Positioning System (GPS), etc.). A necessary expense letter is required when there is a question regarding appropriated intent.

(3) When applying the necessary expense rule, expenditures can be justified after meeting a three-part test: There is logical relationship to the appropriation use, the purchase is not prohibited by law, and the purchase is not funded by other appropriation of statutory schemes.

(4) Provide a layman's description of the item. If there is an attachment, a brief description of the item/s requested is required. "See attachment" is not a description.

(5) The justification shall clearly state why this purchase is necessary. In the absence of the requestor and CH, the justification must be able to stand on its own.

b. Pre-Purchase Checklist. These questions must be answered before each purchase. Do not pre-check the boxes.

(1) Prohibited items and required waivers. For a list of prohibited items and waivers, refer to Appendix C of this Order. Details for prohibited items are contained in references (a) and (b).

(2) For Hazardous Material (HazMat), there must be an Authorized User List number annotated on the PCRF or authorization (email) from the Unit/Agency HazMat Officer.

(3) Pilferable items with a ready resale value or applicable to personal use must have a property control number assigned or an accountability document attached to the PCRF (e.g., watches, televisions, GPS, etc.)



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c. Screening Required Sources of Supply. It is the CH's responsibility to screen required sources in the order listed regardless of where the request form originated. Perceived exceptions must be discussed with the Purchase Card Office before the purchase is made.

(1) The first source of supply for office supplies and janitorial shall be from Base Supply Stores/ServMarts followed by USMC Virtual ServMart and DoD EMALL. Office supplies are defined by General Service Administration (GSA) Federal Supply Schedule 75.

(2) Buy Green, "environmentally preferable" products and services. Environmental Protection Agency (EPA) and GSA websites have guides to assist personnel responsible for procuring activity requirements.

(3) CHs are encouraged to use small businesses whenever possible.

d. Vendor Notification. These items must be verified with the vendor before requesting the supply or service. CHs must advise merchants, "The GCPC is for official U.S. Government business and is not subject to state, local, or Federal taxes." GSA state tax exemption letters may be obtained at: [www.gsa.gov](http://www.gsa.gov)

e. Vendor Information. The vendor's name, address, and telephone number shall be typed or written on the PCRF. A point of contact information may be added if available.

(1) When using ServMart, DoD EMALL, or other Internet sources, write DoD EMALL or GSA before the vendor's name and complete the vendor information as required.

(2) CHs will have a PCRF for each vendor. The vendor name on the PCRF and Purchase Card Log must match the bank statement.

(3) Print and attach the DoD EMALL order confirmation to the PCRF.

f. Order Information. Assign a call number to each purchase. The date of the order must be on or after the CH, FA, and AO signature date.

g. Required Signatures. Three original or digital signatures are required before each purchase (FA, CH, and AO). Two original signatures are required after each purchase (Receiver of Goods (ROG) and AO verification). Original signatures must be dated by the signee. First and last names must be printed or typed below the signatures. Use of signature stamps on the PCRF is prohibited.

(1) It is the CH's responsibility to obtain the FA signature. Neither CH nor AO may sign as funds approver.

(2) The Funds Approver is an agency/unit representative that verifies, by signature on the PCRF, that funds are available before the purchase.

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(3) The CH will sign the PCRf certifying the pre-purchase checklist is accurate and the required sources have been checked.

(4) The AO will verify the FA and CH signatures, and certify the purchase is necessary for official Government use by signing the PCRf.

(5) ROG is a Government official from the section that originated the request; this person verifies receipt and acceptance of the supply/service by physically signing the PCRf and the vendor receipt/invoice or the GSA/DoD EMALL confirmation page. AOs, CHs, and contractors may not sign as ROG. The ROGs on the PCRf must match the call log.

(6) After receipt of a supply or service, the AO will verify the existence of a receipt/invoice and acceptance by signature on the PCRf.

3. Placing the Order. The GCPC may be used for telephone, Internet, or in-store purchases. Use of PayPal or similar third party payment processors must be avoided whenever possible. The only exception is when no other source for the item/service is available.

a. Contact Citibank if the card is declined.

b. If the decline is for a blocked Merchant Category Codes, contact the Level V APC for force authorization instructions.

4. Purchase Card Log. CHs will make a log entry in call number sequence immediately following the purchase of supplies or services. Each CH must prepare and maintain a log with one sheet/book per cardholder. (See Appendix D)

a. The APC assigns each CH a six digit call number that identifies the unit and the cardholder e.g., BCOM01=Base Comptroller, Cardholder 01). Call numbers are recorded in sequence on the Purchase Card log (e.g., BCOM01-001, BCOM01-002 etc.). Start a new call number sequence at the beginning of each FY.

b. A Purchase Card Log will be attached to the CH's statement for each billing cycle.

c. The CitiDirect online purchase card log is mandatory for reporting transactions made by units deployed or stationed OCONUS and transactions made in support of a declared humanitarian or contingency operation CONUS and OCONUS.

## Chapter 6

### Commercial-Off-The-Shelf (COTS) Training

1. COTS Training. The GCPC may be used for COTS training at or below \$25,000. AOs will verify SF-182 training requests are for job-related training, regularly scheduled, and open to the general public (e.g., an event, conference, or instructional service available to the public), and priced the same for everyone in the same category (e.g., price per student, course, program, service, or training space). A DoD installation is not open to the public.

a. Job-related means training directly related to the employee's job and designed to enable employees to handle their job more effectively. When a training course is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his/her present job, the training is not considered directly related to the employee's job even though the course incidentally improves his/her skill in doing regular work. (29 CFR Ch.V (7-1-12 Edition), 785.29)

b. The Comptroller General of the United States interprets "regularly scheduled" as being applicable to situations such as courses offered at a fixed price at an announced date, time and location by colleges, universities, professional associations, or groups which are open to the general public. (GAO Decision B-210334)

c. Open to the general public means the training can be accessed by non-employees of the Federal government. This includes the venue at which the training is being held. This means anyone can pay and attend the same training event offered by the vendor. A DoD installation is not open to the public.

2. For academic degree completion and leadership development programs, contact your local Human Resource Office (HRO) for guidance. Without prior approval from the DOC, the GCPC is not an authorized mechanism to pay for academic degrees.

3. Training Request. All requests for training shall have a SF-182 and purchase card request form, regardless of the dollar value.

a. Section B. Block 19 shall contain the statement "To my knowledge, this training is not available through a local, state, or Federal agency."

b. Section C. Block 6 shall have detailed CH information including name, last four digits of the card number, expiration data (MM/YY), billing address and telephone number. (See Appendix E)

4. Purchase Card Request Form. CHs shall prepare a purchase card request form for each SF-182.

a. Training requests ranging from \$3,000 to \$25,000, must have APC authorization to exceed the SPL before entering into an agreement with the vendor to perform the training. (See paragraph 4a below)

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b. To request authorization to exceed the SPL, the AO/CH must submit an approved PCRf and an approved SF-182 (with all required signatures) to the agency APC no later than 30 days before the event start date.

c. The APC will provide a SPL increase authorization or direct the AO/CH to send the request to contracting via PRBUILDER.

5. On Base/Station Training. On occasion, it may be more effective to request an instructor provide training at the base/station, rather than to pay travel to the instructor's location.

a. When the requirement is above \$3,000, the unit shall send the request to contracting via PRBUILDER. Use of the GCPC is not authorized in these cases (see paragraph 1 of this Chapter). The Contracting Office will negotiate total price and any related terms and conditions such as providing Government facilities and include them in the contractual agreement.

b. When the requirement is below \$3,000, the GCPC card may be used as a payment method in conjunction with an approved PCRf and SF-182.

6. Split Purchase. Known requirements for commercial training shall not be split into multiple increments to avoid the \$3,000 micro-purchase threshold or \$25,000 miscellaneous payment threshold.

Chapter 7

Stand-alone Method of Procurement up to \$25,000

1. OCONUS Use

a. The GCPC may be used OCONUS as a stand-alone method of procurement for commercial supplies and services without a contract up to \$25,000 with the proper delegation of authority.

b. CONUS, for the purpose of this policy, means the 50 states and the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of Northern Mariana Islands, Guam, American Samoa, Wake Island, Johnston Island, Canton Island, the outer Continental Shelf and any other place subject to the jurisdiction of the United States (not including lease bases).

2. Authorization

a. Only the DOC may authorize the \$25,000 SPL. The intent of this chapter is to provide direction and guidance for use of the GCPC overseas up to the \$25,000.

b. Authority is decentralized to the maximum extent practical. Therefore, approval levels vary to best manage the associated risk inherent to increased spending authority.

(1) DOC shall:

(a) Manage and provide oversight.

(b) Maintains SF-1402 signature authority for non-warranted CHs. This is not to be sub-delegated.

(c) Approve acquisitions when a warranted Contracting Officer is not available at the using unit.

(2) APC shall:

(a) Provide supplemental local policy training.

(b) Prepare and submit SF-1402 (CH delegation warrant) to the DOC for signature (not required for contract specialist).

(c) Amend delegation letter and DD Forms 577 for OCONUS spending.

(d) Increase CH SPL for purchases above \$3,000.

(3) AO shall:

(a) Complete CON237 and OCONUS local policy training.

(b) Acknowledge appointment by letter and DD Form 577.

(c) Approve GCPC use above \$3,000 by signing Appendices B and F.

(4) Cardholder (CH) shall:

(a) Complete CON237 and OCONUS local policy training.

(b) Acknowledge SF-1402 appointment on delegation letter and DD Form 577.

(c) Make purchases in accordance with reference (a).

(d) Prepare Appendices B and F for OCONUS purchases.

(e) Forward Appendices B and F to APC for SPL increase.

(f) Record all transaction on Citibank online purchase card log.

(5) Warranted Contracting Officer shall:

(a) Use Appendices B and F for OCONUS purchases.

(b) Record all transactions on Citibank online purchase card log.

3. Purchase Instructions. All processes in OCONUS spending shall be in support of deployed Marines overseas.

a. The purchase shall be competed or a sole justification provided.

b. CHs prepare a PCRF and OCONUS GCPC Acquisition Documentation Record (OGADR). (See Appendix F)

c. Forward to AO for approval.

d. A using unit warranted Contracting Officer must review and approve the purchase to have the CH SPL increased. If there is no using unit Contracting Officer, review and approval shall be obtained by a MCIEAST-MCB CAMLEJ warranted Contracting Officer.

e. CHs forward approved PCRF, OGADR and sole source justification (if applicable) to the APC to have their SPL increased.

4. Sole Source Justification. Requests for sole source procurement shall be approved by a Contracting Officer.

a. A sole source justification should explain the uniqueness of the product or service required and why the requested supply or service is the only one that will meet the Government need.

b. Statements such as only known source, only source that can meet required delivery date, etc., are not adequate justification for soliciting a requirement on a non-competitive basis.

5. Reviews. The AO shall submit a copy of the PCRF, OGADR, invoice, and other related documents (e.g., sole source approval) to the APC for PAT.

Chapter 8

Citibank Access, Reconciliation, Verification, and Certification

1. Citibank Access. To access Citibank, go to the home page URL:  
<https://home.cards.citidirect.com/CommercialCard/Cards.html>.

a. CHs select "Self registration for card holders" and follow the registration instructions.

b. AOs receive two emails from Citibank. One contains a pass code, and the other contains a registration identification (ID). Select "Self registration for non card holders," copy and paste the pass code and ID, and follow the instructions.

c. The GCPC billing address for MCIEAST-MCB CAMLEJ, concerning all AOs and CHs is PO Box 8478, Marine Corps Base, Camp Lejeune NC 28547.

d. To maneuver in Citibank, select "Web Tools," "Citidirect Card Management System," " SP-2," then "Inbox."

2. Certification. The billing cycle begins on the 20th of each month and ends on the 19th of the following month. During the cycle, the statement status is "interim." At the end of the cycle, the status changes to "new." CHs and AOs have five working days to certify their statement for payment. When the CH completes their certification, the status changes to "pending approval." The status changes to "reviewed," then "closed" as the AO reviews CH's statements and certifies the account for payment.

3. Cardholder Reconciliation. Before certifying the statement for payment, CHs will review all transactions on the statement, annotate call numbers (from the call log) beside each transaction, and verify charges, credits, outstanding disputes, or refunds.

a. Use the "Pay and Confirm Procedures" when the CH has been billed and has not received the items ordered.

(1) The CH shall confirm with the vendor that the supply ordered is in transit.

(2) Reconcile the monthly statement in full anticipation the supply will be received.

(3) Track the transactions; if the supply is not received within the next billing cycle, the CH will then dispute the item (see paragraph 3b below).

(4) Pay and confirm procedures are used when damaged items are received, are under warranty, or when the vendor confirms replacement or modify/repair within the next billing cycle.

b. Disputes must be submitted when pay and confirm procedures have failed and when erroneous charges appear on the CH's statement.

(1) The CH must contact the vendor to attempt to resolve the charges; if they cannot be resolved with the vendor, the APC will be notified (PAT reportable).

(2) Complete and fax a dispute form to Citibank. Disputes will not be processed if a form is not submitted. Citibank does not process sales tax disputes. CHs may dispute sales tax with the vendor.

(3) Call Citibank (1-800-790-7206) for additional guidance.

(4) Disputes must be submitted to Citibank within 60 days of the transaction post date.

c. Online Certification. To certify, login to Citibank, select "Web Tools," "Citidirect Card Management System," and then "SP2."

(1) Select "Inbox," "Current Status," and find the Current Month;

(2) Check the indicator to verify each transaction;

(3) Select "Submit," add comments if needed and proceed;

(4) A certification statement appears; right click the mouse and print the statement. If you pass the certification statement, use Appendix G;

(5) Proceed, and the status changes to "Pending Approval;"

(6) Print, sign, and date the statement;

(7) Annotate the call number from the call log next to the transaction on the statement; and

(8) The AO must reconcile the CH statement, then sign and date the CH certification statement.

4. AO Reconciliation. AOs will reconcile their statement with the CH documents and verify sales receipts or invoices are present. They will also verify receipt and acceptance has occurred by signing the verification on the PCRF.

a. If the CH is unavailable or unable to reconcile the statement, the AO will certify the statement (and reconcile when the CH is available).

b. AOs certifying electronically are required to print, sign, and maintain their monthly statement for each billing cycle.

Note: To print the statement, on the Home Landing Page, select "Card Number Equals;" use drop down select "contains;" enter the last six digits of the AO account number. Select the following: "Search," "View Statements," (to the right in small red letters) "Download," select PDF and Download.

c. AO Certification. To certify, login to Citibank, select "Web Tools," "Citidirect Card Management System," and then "SP2."



- (1) Go to "Inbox," "Current Status," and find the current month;
- (2) Select CH statement, and reconcile each transaction;
- (3) You can dispute any incorrect transaction;
- (4) Select "Approve," a note box appears, and proceed;
- (5) When the statement appears, print the statement and "Certify;"
- (6) For more than one CH, repeat steps 2, 3, and 4; and
- (7) If there are no charges, no action is required.

5. Delinquency. Failure to certify the statement for payment five working days after the cycle ends will cause the account to be suspended. See chapter 10, paragraph 3 of this Order.

Chapter 9

Program Oversight and Review

1. Program Oversight. APC audits and PAT are file reviews designed to teach, prevent, identify, and provide corrective action in instances of misuse, abuse, fraud, or mismanagement. It is the AO's responsibility to ensure files requested for audits are sent to the APC.

a. A complete Purchase Card transaction file has a completed PCRF, invoice/receipt, waiver (if required), accountability document for pilferable items (if required), SF-182 (for training), and any other supporting documents, (e.g., proof of non-availability and/or emails).

b. A complete CH file is kept in chronological sequence by Citibank statement with a monthly purchase card log, certification statement, and a complete purchase request file. A monthly folder is the preferred method of storage. Files kept in binders may be perforated and will be separated by billing cycle using dividers. Documents delivered to the APC for audits or other purposes shall not be in plastic document protectors.

c. A complete AO file has a signed monthly statement and a signed monthly certification statement.

2. Reviews and Audits. Emails are sent to the AO and CH when an audit is due.

a. The APC will review CH files approximately 60 days after receiving the GCPC. The AO will accompany the CH to the APC Office for the review.

(1) The CH will bring their original completed files, delegation letter, DD 577, training certificates, a copy of references (a) and (b), and this Order to the file review.

(2) Significant discrepancies may require the AO and CH to repeat the local training class.

b. APC audits are 100 percent transaction reviews scheduled and performed at the discretion of the APC. Completed originals of the AO and CH purchase file, delegation letter, and DD 577 will be delivered to the APC upon request. The APC will schedule an audit for all accounts within an 18 month period unless there is a change of AO.

c. CH files will be audited prior to relief.

d. Audit findings may result in any of the following administrative actions:

(1) The APC will counsel AOs and CHs for minor discrepancies.

(2) CHs and AOs will take remedial training for repeat violations. Suspension of the account is at the discretion of the DOC.

(3) The APC will suspend the account for (Reportable) serious violations and report the offense to unit/agency CO/DH for disciplinary action.

e. Change of AO Audits are conducted by the APC in conjunction with the account turn-over to a new AO. All transaction files since the last audit will be reviewed.

(1) During the audit, the CH account(s) are set to one dollar. If there is an alternate AO on the account, new requests/PCRFs may be sent to the APC to have the SPL increased.

(2) If the AO departs without notifying the APC, the account may be suspended until an audit is completed.

(3) Supported units at remote locations from CAMLEJ will send records via certified delivery at unit's expense.

f. Audit results are sent to AO for review and corrective action. After corrections are made, the audit results with corrective action/s taken are forwarded to unit/agency CO (Battalion level or above)/DH and the Comptroller.

3. Fraud and Abuse Indicators. During audits/reviews APCs will look for indicators of fraud and abuse.

- a. Multiple bills or invoices for same item(s) purchased.
- b. Missing invoices, for companies with different names, with the same address and with the same owner.
- c. CH has a preference for a vendor(s) (minimal rotation among qualified vendors).
- d. Indicators of a split purchase:
  - (1) Identical amounts and descriptions;
  - (2) Receipts exceeding \$3,000 for supplies;
  - (3) Receipts exceeding \$2,500 for services;
  - (4) All items purchased on the same day or days apart;
  - (5) Sequential invoice numbers;
  - (6) No receipt provided;
  - (7) Same vendor invoice and job order numbers;
  - (8) Copies of original documents/missing documents; and
  - (9) PCRF predated or dated the same as the invoice.

4. Property Management Procedures

a. Items with a ready resale value and applicable to personal use shall be recorded in the unit/agency property accounting system. The property control numbers will be annotated on the PCRF.

b. Accounts without an established property accounting system will maintain a file with the property number, item name, manufacturer, serial number and location of accountable items. The prepared 1348-1 property form in Appendix H may be used or a local property document with the required information.

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## Chapter 10

Disciplinary Guidelines

1. Discipline Guidelines. The GCPC shall only be used for authorized U.S. Government purchases to satisfy a bona fide need. Intentional use of the GCPC for other than official Government business will be considered an attempt to commit fraud against the U.S. Government. If fraud is suspected, documentation will be provided to the command for investigation and disciplinary action as required.

2. APC Actions. There is not a single response appropriate for all audit findings because the merits of each review may vary. Timeliness, proportionality, and the exercise of judgment and common sense are important in determining the appropriate response. Occasionally, the CH/AO may be required to reimburse the Government for unintentional use of the card where no fraudulent intent is suspected or found.

3. Account Suspension. There are three reportable misuse categories that will result in the immediate suspension and U.S. Treasury reimbursement when appropriate:

a. Unauthorized Use. The card account will be suspended for use of the GCPC for a requirement not approved by the AO, attempts to defraud the Government or use of a CH's card by someone other than the CH. A CO's (O-5 or above)/DH's letter describing disciplinary action taken and instruction to retain or remove personnel involved from the program is required to reinstate the account. An example letter is provided in Appendix I.

b. Splitting Requirements. Splitting a requirement will cause the account to be suspended. The AO, AAO, and all CHs listed on the account will be required to attend remedial training before the account is reinstated. The AO shall submit a letter from their CO (O-5 or above)/DH to the DOC explaining the circumstances and procedures implemented to avoid recurrence. An example letter is provided in Appendix I. For a second occurrence within a 12-month period, the reinstatement letter must be routed through the chain of command and signed by the first General Officer requesting reinstatement. This letter cannot be signed "By direction."

c. Purchase of Prohibited Items. If a CH purchases a prohibited or unauthorized item (e.g., a gift, alcohol, etc.), the account will be suspended until the AO provides the APC a letter or administrative resolution. Options for resolution of prohibited items purchased are as follows:

(1) CO (O-5 or above)/DH provides a necessary expense determination or disciplinary action letter to the DOC;

(2) CH or benefactor reimburses the Government; and

(3) The purchase is obligated under an allowable appropriation (i.e., switched from Operations and Maintenance funding to Marine Corps Community Services).

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4. PAT and Account Certification. Failure to certify the statement for payment and submit PAT documents five days after the cycle ends will result in the account being suspended.

a. First Offense. Suspend AO account until paid and PAT requirements are approved by the APC.

b. Second Offense. Suspend account until the next billing cycle, account is paid, and PAT requirements are approved by the APC.

c. Third Offense. Suspend account and request command assistance.

5. Unauthorized Commitments. An unauthorized commitment is an agreement that is not binding solely because the Government representative who made the obligation lacked the authority to enter into that agreement on behalf of the Government (FAR 1.602). Only CHs are authorized to place orders against a GCPC account. Ordering and acceptance of supplies and services without benefit of a legal contract may incur a personal liability to the individual who made the commitment. CHs shall not use the GCPC to pay unauthorized commitments unless directed by the DOC after ratification. The ratification checklist can be found at the following website:

<http://www.mcieast.marines.mil/Portals/33/Documents/Contracting/Ratification%20Checklist.doc>

Chapter 11

Program Audit Tool

1. PAT. PAT is a web-based program that contains a set of rules called Summary Filters and Transaction Filters. Summary Filters monitor program management activities. Transaction filters monitor purchase card actions. These filters flag certain transactions (e.g., split purchases, PayPal, similar vendors, suspicious activity, etc.). Questionable transactions are sent to the AO's Card Management System account for review and explanation. PAT makes the AO accountable for transactions of interest.

a. PAT will filter transactions up to three business days after the billing cycle ends.

b. AOs have five working days after the cycle ends to review filtered transactions and forward supporting documents to their APC.

c. Supporting documents are copies of the following: PAT transaction summary page, PCRf, Vendor's Invoice, Purchase Card Log Book, Waivers (if required), a 1348 or accountable document for pilferable items, and a SF-182 for training.

d. AOs shall answer questions for each filtered transaction. Submitting false PAT information or documents is cause for removal from the GCPC.

2. Access. To access PAT, login to Citibank, select "Citidirect Card Management System," and then "SP2."

a. Go to "Reporting," select "Program Audit Tool," and then "OK";

b. Ensure the correct cycle that ended on the 19th of the prior month is chosen;

c. Select the "Not Reviewed" transactions, and answer the program questions;

d. Review questions, select "Review Complete" so the status changes to "Pending Approval"; and

e. For rejected/returned transactions, read the notes, make the corrections, and resubmit.

3. Level III APC (CMC) Review. All PAT transactions are forwarded to the Level III for review. The Level III APC may reject and return transactions.

APPENDIX A

Report Control Symbol: DD-7500-11 RFR REXEMPT

MARINE CORPS INSTALLATIONS EAST  
PURCHASE CARD SETUP FORM- INSTRUCTIONS

SECTION I

To nominate an Approving Official or Cardholder, the Unit/Activity must complete Section II & III below then submit to the Agency Program Coordinator.

1. APPROVING OFFICIAL/ALTERNATE APPROVING OFFICIAL-Requires the unit Commanding Officer/Director's signature.
2. CARDHOLDER-Requires Approving Official signature and Section III Financial & Accounting Information must be completed by the Comptroller.

SECTION II\*\* APPROVING OFFICIAL /CARDHOLDER INFORMATION

Name of nominated Approving Official/Cardholder			
*Last Name	*First Name	*Middle Initial	*Rank/Grade
*Complete Name of Agency/Organization		*Verification Information, Pay Entry/Benefits Start Date (MMYY)	
*Mailing Address		*Activation Information (4 digit PIN of your choice)	
*Building Number and Street Address		*Business Phone	*Fax Number
*Nominated Approving Official/ Cardholder Signature			*E-Mail Address
*Approving Official Printed Name	*Approving Official Signature	<input type="checkbox"/> ALTERNATE OR	<input type="checkbox"/> REPLACEMENT
*Rank/Name of Commanding Officer/Director	*Signature of Commanding Officer/Director	*Phone Number	

\*\* CARDHOLDERS MUST TAKE THIS FORM TO THEIR COMPTROLLER\*\*

\_\_\_\_\_  
COMPTROLLER NAME/RANK      COMPTROLLER SIGNATURE      PHONE      DATE

SECTION III\*\* FINANCIAL & ACCOUNTING INFORMATION

Unit Identification Code (UIC) e.g. N12345		* Obligation Indicator: <input type="checkbox"/> (B) Bulk, (T) Transactional, (O) CONUS	
*Master Accounting Code (LOA)		* Number next to field description is required length of field.	
GA: 2	BFYEFY: 8	APPN: 4	SBHD: 4
OBJCLS: 4	BCN: 5	SA: 1	AAA: 6
TT: 2	PAA: 6	CC: 12	
STARS HCM ONLY	MCC: 2	USMC only	FA: 2
BESA: 2	CAC: 4	BRC: 2	RON: 3
RBC: 1	FC: 2		

SECTION IV REPORTING PARAMETERS

Reporting Hierarchy:	1	00701	2	00017	3	00027	4	00073	5	*	6		7	
----------------------	---	-------	---	-------	---	-------	---	-------	---	---	---	--	---	--

SECTION V AUTHORIZATION PARAMETERS

* Monthly Cycle Limit: \$	* Single Dollar Transaction Limit \$	CALL#
---------------------------	--------------------------------------	-------

Note: Fields marked with an \*\* asterisk must be completed or the form will be returned.

Date received: \_\_\_\_\_



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APPENDIX B

MCEAST-MCB CAMLEJ PURCHASE CARD REQUEST FORM						Reporting Requirement: DD-7500-11 (RFR EXEMPT)
Requestor's Name			Phone Number		Date	
Department and Section			<input type="checkbox"/> PRIORITY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> ROUTINE			
IAW NAVSUPINST 4200 99b. This request is for a Bona-fide need for which appropriation is available to meet the minimum government requirement						
CO/DIR Print Name			CO/DIR Signature		Date	
Description/Nomenclature (attach list if needed)			(make / model / pn / nsn)	QTY	U/I	Unit Price    Total Price
Justification (attach additional sheets as needed)			Total Cost			
<b>Pre-Purchase Checklist: (Cardholder USE ONLY)</b>			<b>FIPS AND DOCUMENT NUMBERS</b>			
1. Is this item/s on the prohibited list?			<input type="checkbox"/> Yes <input type="checkbox"/> No	DOC Number: _____		
2. Is this a "split buy"?			<input type="checkbox"/> Yes <input type="checkbox"/> No	FIP: _____ RUC: _____		
3. Related vendors for like item?			<input type="checkbox"/> Yes <input type="checkbox"/> No	LOA: _____		
4. G/6NMCI Waiver for IT/Wireless Radio Equipment required?			<input type="checkbox"/> Yes <input type="checkbox"/> No	HAZMAT AUL# _____		
5. Commercial Video/Audio/Media waiver required?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Property Control# _____		
6. Hazardous Material waiver required?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
7. Is this accountable property?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Commercial off the Shelf Training SF-182 Required?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
9. OCONUS Worksheet required?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Screened Required Sources below: (Cardholder USE ONLY)</b>						
Local Supply/Agency Inventory/ServMart (ECVC)			Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Office/IT Janitorial supplies USMCSEVMART <a href="https://www.usmcsevmart.gsa.gov">https://www.usmcsevmart.gsa.gov</a>			Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Office/IT Janitorial supplies DODEMALL <a href="https://dod.emall.dla.mil/">https://dod.emall.dla.mil/</a>			Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Furniture NAVSUP FLC, Norfolk <a href="http://acquisition.navy.mil/">http://acquisition.navy.mil/</a>			Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wireless Services NAVSUP FLC, San Diego <a href="http://www.navsup.navy.mil/navsup">http://www.navsup.navy.mil/navsup</a>			Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
GSA wholesale GSA <a href="http://www.gsadvantage.gov">http://www.gsadvantage.gov</a>			Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Printing DLADS <a href="http://www.documentalservices.dla.mil">http://www.documentalservices.dla.mil</a>			Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of order <input type="checkbox"/> Phone <input type="checkbox"/> Over the Counter <input type="checkbox"/> Internet <input type="checkbox"/> Other						
<b>Ensure vendor is screened for the following: (Cardholder USE ONLY)</b>			<b>Required signatures prior to the purchase:</b>			
Does Vendor Accept Government Purchase Card?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Funds Approved by Signature: _____		
Does the Vendor Charge sales tax or credit card fees?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Title (Print)    Name (First, MI, Last)    DATE		
Does Vendor use Third Party Card processor (ie Pay Pal)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Card Holder Signature: _____		
Does the total price quoted include all shipping charges?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Title (Print)    Name (First, MI, Last)    DATE		
Is this Fill or Kill (NO BACK ORDERS)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	AO Approval Signature: _____		
Informed charges cannot be processed prior to delivery			<input type="checkbox"/> Yes <input type="checkbox"/> No	Title (Print)    Name (First, MI, Last)    DATE		
<b>Vendor Information (CARD HOLDER USE ONLY)</b>			AO Approval Signature: _____			
Name: _____			Title (Print)    Name (First, MI, Last)    DATE			
Address: _____			Title (Print)    Name (First, MI, Last)    DATE			
Phone Number: _____ POC: _____			Title (Print)    Name (First, MI, Last)    DATE			
<b>Order Information</b>			<b>Receiver must sign Sales Receipt/Invoice to verify quantity</b>			
Call Number: _____ Date Ordered: _____			Received By Signature: _____			
Est. Delivery: _____ Actual Cost: _____			Title (Print)    Name (First, MI, Last)    DATE			
Date Received: _____			Title (Print)    Name (First, MI, Last)    DATE			
<b>MISC UNIT INFORMATION</b>			<b>Verification of Sales Receipt/Invoice and Receipt/Acceptance</b>			
			AO Signature: _____			
			Title (Print)    Name (First, MI, Last)    DATE			
Digital Signature CAC card users can digitally sign this form. After signing the form, save the form to a folder or to the desktop, then attach the form in an E-Mail to send to the next person/department in the routing of the form.						
MCEAST-MCB CAMLEJ/CONT/4200 1/1 (REV 2-15)    PREVIOUS EDITIONS ARE OBSOLETE    ADOBE 9.0						

Note: PCRf cannot be modified without approval of the APC.

APPENDIX C

LIST OF PROHIBITED, PERSONAL USE ITEMS, AND WAIVERS

1. **Prohibited Items.** For additional guidance see chapter 4 of reference (a) and Attachment D of reference (b).

Services above \$2,500 (within a calendar year or event)

Ammunition (Marine Corps Systems Command responsibility)

Conference Room rentals (with refreshment)

Command Coins - without an established unit awards program signed by the CG, in accordance with reference (d), coins for senior enlisted personnel are prohibited.

Cash Advance

Eye exams for prescription safety eyewear

Fees for guest speakers, lecturers, and panelists

Gymnasium or health club membership

Lodging and meals or other travel related expenses

Marine Corps Ball funding (see reference (e))

Repair or towing of USMC owned, GSA leased, or rented vehicles

Petroleum, oil, and lubricants for fleet assets

Toner cartridges from other than required sources

Overnight delivery service (e.g., Federal Express, United Parcel Service)

Untested, unapproved equipment and like substitutes (refer to CG II MEF 311725Z Jan 11)

Parts for weapon system items that are critical application items, critical safety items, and essential to end item or weapon system performance

2. **Personal Use Items.** The U.S. Treasury must be reimbursed for all items purchased for personal use or personal benefit of an individual(s).

Coffee, creamers, Gatorade, or any other refreshments

Clothing

Food other than those exceptions listed in reference (f)

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Condiments, paper plates, cups, utensils, etc.

End of tour awards, plaques, gifts, etc.

3. **Required Waivers.** Waivers (e.g., Command, Control, Communications, Computers and Intelligence (C4I); Supply Management Division; ServMart; etc.) do not authorize CHs to purchase from a commercial source. Required sources must be checked first.

Base/Local Property Office for office items/furniture (e.g., televisions, desks, fans, air conditioning units, fax machines, monitors, printers, etc.)

MARADMIN 375/11 stipulates Information Technology (IT) procurement requests for all paraphernalia, hardware, and software shall be approved through the IT Procurement Request/Review and Approval System located at <https://itprocurement.hqi.usmc.mil>.

National Stock Number items, without a local acquisition advice code, shall have a local procurement authorization from the Integrated Material Manager. To contact the specific manager, call Defense Logistics Information Service's customer service office at 1-877-352-2255 or email [DLIS-Support@dla.mil](mailto:DLIS-Support@dla.mil).

Hazardous materials are approved by Environmental Management Division or the Assistant Chief of Staff (AC/S), G-F Authorized User List.

Bottled water for buildings must be approved by the AC/Ss of G-F/Base Installations/Corps of Engineers. The DOC must approve bottled water for exercises or events.

Guidon waivers are provided by the item manager at Marine Corps Logistics Base Albany at DSN: 567-5837.

Special Order Personal Protective Equipment and ergonomic orders require written approval from the Director of Safety.

II MEF. See CG II MEF G4 311725Z Jan 11. Items listed in Equipment Manuals and SL-3s will not be substituted without approval from the program managers' office in the form of a Supply Instruction, or published change to the equipment manual or SL-3.

COMMARCORSYSCOM 131317Z DEC 10 notes no substitution is authorized for standard Marine Corps issue personal protective equipment, individual combat clothing equipment, 782 gear, or other combat equipment without a specific waiver through the chain of command.

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APPENDIX D

CARDHOLDER PURCHASE CARD LOG

MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT-APPENDIX H

Attachment E

PURCHASE CARD LOG							
Cardholder Name Unit USC(F)JMB	Item Description/Comments	Merchant	Total Price	Document Number	Date Received (MM/DD/YY)	Name of Person Receiving	Additional Comments Disputed Problem Purchases Awaiting Credit Incorrect Billing Duplicate Billing Item Returned

Headquarters, United States Marine Corps  
GPN Standard Operating Procedures

APPENDIX E

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
<b>Section A - TRAINEE INFORMATION</b> Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial) MARINE IAM A.			2. Social Security Number/Federal Employee Number XXX XX 1775 (PAI)		3. Date of Birth (yyyy-mm-dd) 1775/11/10	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional) TUN TAVERN FRONT STREET PHILADELPHIA PA 23600			5. Home Telephone (Optional) (Include Area Code) 1-800-FOR-USMC		6. Position Level (Mark (X) one) <input checked="" type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) HALLS OF MONTEZUMA FIRST TO FIGHT			8. Office Telephone (Include Area Code and Extension) 1-800-4RI-GHTS		9. Work Email Address FREEDOM@USMC.MIL	
10. Position Title US MARINE		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		12. If yes, please describe below		
12. Type of Appointment PERMANENT		13. Education Level (click link to view codes or go to page 7)		14. Pay Plan OK	15. Series 03	16. Grade 11
17. Step RT						
<b>Section B - TRAINING COURSE DATA</b>						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code) COMPLETE NAME AND ADDRESS OF VENDOR			1b. Location of Training Site (if same, mark box) <input type="checkbox"/> WHERE THE TRAINING WILL OCCUR			
			1c. Vendor Telephone Number REQUIRED		1d. Vendor Email Address IF APPLICABLE (I/A)	
2a. Course Title REQUIRED		2b. Course Number Code I/A	3. Training Start Date (Enter Date as yyyy-mm-dd) MANDATORY		4. Training End Date (Enter Date as yyyy-mm-dd) MANDATORY	
5. Training Duty Hours I/A		6. Training Non-Duty Hours I/A	7. Training Purpose Type (Click link to view codes or go to page 8) REQUIRED		8. Training Type Code (Click link to view codes or go to page 8) REQUIRED	
9. Training Sub Type Code (Click link to view codes or go to page 9) REQUIRED		10. Training Delivery Type Code (Click link to view codes or go to page 12) REQUIRED	11. Training Designation Type Code (Click link to view codes or go to page 13) REQUIRED	12. Training Credit I/A	13. Training Credit Type Code (Click link to view codes or go to page 13) REQUIRED	
14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13) REQUIRED
16. Training Objective				19. AGENCY USE ONLY TO MY KNOWLEDGE THE TRNG IS NOT AVAIL ABLE AT A STATE LOCAL OR FEDERAL AGENCY		
<b>Section C - COSTS AND BILLING INFORMATION</b>						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$	MANDATORY	a. Travel	\$		
b. Books & Material Costs	\$	I/A	b. Per Diem	\$		
c. TOTAL	\$	MANDATORY	c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish Invoice to)			
4. Document / Purchasing Order / Requisition Number			CARDHOLDER NAME LAST FOUR OF CARD P.O. BOX 8478 MCB CAMP LEJEUNE NC 28547 CARDHOLDER SIGN:			
5. 8 - Digit Station Symbol (Example - 12-34-5678)						

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APPENDIX F

MARINE CORPS INSTALLATIONS EAST - MARINE CORPS BASE CAMP LEJUNE CONTRACTING DEPARTMENT OCONUS GCPC ACQUISITION DOCUMENTATION RECORD (For acquisitions greater than the micro-purchase threshold up to \$25K)		CALL NUMBER _____ Date _____
		Total Cost _____
1. Item requested _____	2. Requestor: _____	3. Section: _____
Note: Enter an "X" in the box to the left of all applicable items and complete any additional information.		
<b>4. Market Research:</b> Market Research was conducted with the following results (e.g., number of companies contacted and when, resources used): A _____ B _____ C _____		
<b>5. Commercial Determination:</b> The supplies/services have been determined to be commercial per the definition in FAR 2.101 and in accordance with FAR Part 12 and NAVSUPINST 4200.8D, Enclosure 1. <input type="checkbox"/> YES <input type="checkbox"/> NO Briefly Describe basis: _____	<b>6. Basis for Award:</b> <input type="checkbox"/> Sole/proprietary source. <input type="checkbox"/> Sole Source Justification signed by the Contracting Officer in the file.	
<b>7. Basis for Determining Price Reasonableness:</b> <input type="checkbox"/> Adequate price competition (See the record/abstract of price quotes received on page 2 of this document) <input type="checkbox"/> Vendor Solicited (enter number) _____ Quotes received (enter number) _____ <input type="checkbox"/> Other Price Analysis or _____ Comments: _____		
<b>8. The Purchase is</b> A. Written requirement above \$10,000 are posted in a public place for 10 days. <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span> B. is not for work to be performed by employees recruited within the United States. <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span> C. is not for supplies or services originating from or transported from or through sources identified in FAR Subpart 25.7. <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span> D. is not for all ball bearing or roller bearing as end items. <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span> E. does not require access to Classified or Privacy Act information. <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
9. Additional Remarks for Block No(s) _____		
10. I have determined the price fair and reasonable based on the documentation provided here in. Cardholder: (Signature) _____		Date: _____
11. I have determined this request meets the minimum Government bona-fide need. Approving Official: (Signature) _____		Date: _____
<b>12. Contracting Officer</b> I am approving the purchase from _____ at \$ _____ Print Name: _____ Sign: _____ Date: _____		
<b>13. Reporting Contract Actions:</b> <input type="checkbox"/> A Contract Action Report (CAR) for this action has been completed. Print Name: _____ Sign: _____ Date: _____		

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CALL NUMBER:			Total Cost			Date		
<b>RECORD/ABSTRACT OF PRICE QUOTES</b>								
Firm's Name								
Address/Tel No /Fax No								
Person Contacted								
Delivery Time								
F O B Point								
Payment Terms								
Type of Business								
GSA Contract No /FSS								
DOL Wage Determination No								
ITEM	QTY	UNIT	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
Proposed Price								
Discount (Trade or Quantity)								
Estimated Shipping Cost								
Total Price								

APPENDIX G

AO/CH CERTIFICATION STATEMENTS

**Approving Official Certification**

I certify that the items listed herein are correct and proper for payment from the appropriation(s) or other funds designated thereon or on supporting vouchers, and that the payment is legal, proper and correct, except as may be noted herein or on supporting documents.

X

\_\_\_\_\_  
Authorized AO Signature and Date

-----  
**Cardholder Certification**

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement:

- (1) Are correct and required to fulfill mission requirements of my organization.
- (2) Do not exceed spending limits approved by the Resource Manager.
- (3) Are not for my personal use or the personal use of the receiving individual.
- (4) Are not items that have been specifically prohibited by statute, by regulation, by contract or by my organization.
- (5) Have not been split into smaller segments to avoid dollar limitation.

X

\_\_\_\_\_  
Authorized Cardholder Signature and Date



APPENDIX H

PROPERTY RECORD INFORMATION FORM

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0												
PROPERTY NUMBER																				PROPERTY ITEM		MANUFACTURER		MODEL NUMBER		SERIAL NUMBER		PRICE		LOCATION OF PROPERTY		OTHER INFO									
PROPERTY NUMBER _____																				PROPERTY ITEM _____		MANUFACTURER _____		MODEL NUMBER _____		SERIAL NUMBER _____		PRICE _____		LOCATION OF PROPERTY _____		RANK: _____ PRINT NAME: _____ UNIT/SECT: _____ PHONE: _____									
LOCATION OF PROPERTY _____																				SIGNATURE: _____																					

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

**PROPERTY RECORDS INSTRUCTIONS**

To help Cardholders stay in compliance with the NAVSUPINST 4200.99, This office is aware that not all property purchased will be added to the Units CMR. As per the instructions all pilferable items that have ready resale value or application to personal possession and that are subject to theft must be entered in to an appropriate property control system. Above is a simple way for all Units to be in compliance with the regulations. Property control number is cardholder's initials and the Julian date. Property Item purchased (digital camera, fax, etc...). Manufacturer (Sony, Fellows, etc...). Model Number, Serial Number, Price, and Location (where the property item will be kept), Printed Name of Receiver, Signature of Receiver, Date Property was signed for, The Property Control number must be annotated on the front of the Purchase Request in the space provided. This form must be attached to the back of the purchase request.

APPENDIX I

SAMPLE CO REINSTATEMENT LETTER

Command Letterhead

4200  
Office Code  
Date

From: Commanding Officer (O-5 or above)/Commanding General (whichever is appropriate)  
To: Director of Contracts, Regional Contracting Office, Marine Corps Installations East-Marine Corps Base, Camp Lejeune  
Subj: REQUEST FOR REINSTATEMENT OF GCPC ACCOUNT  
Ref: (a) MCIEAST-MCB CAMLEJO 4200.1A

1. After review of the details pertaining to the suspension of the GCPC account for (state the battalion or the GCPC account name), I request the account be reinstated with the same credit limitations in place before the suspension date, per the reference. I understand that the APC will conduct an audit of the account on or around 60 days after reinstatement.
2. The violation occurred as a result of (explain incident details).
3. The command has taken the following corrective actions to ensure compliance with program regulations and guard against future violations: (explain corrective actions).
4. (In the case of a prohibited purchase, a necessary expense certification may be required by the Commanding Officer (CO) if it is not allowable under the appropriation used. COs should consult with the Staff Judge Advocate or Eastern Area Counsel Office for guidance).
5. Command point of contact is (fill as appropriate).

Commanding Officer

Note:  
"By direction" not permissible.