

## PCPN# FY04-42 - Purchase Card Program - SemiAnnual Review

**Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.**

The DON EBUSOPSOFFINST 4200.1A requires all major claimant Level 3 APCs to submit a major claimant semi-annual report to the DON EBUSOPSOFF. The reporting period for this semi-annual is 22 MAR 2004 - 21 SEP 2004.

The three documents required below are posted on our website:

1) Updated Chapter 4 of the DON EBUSOPSOFFINST 4200.1A. There are significant changes in this chapter. **READ IT THOROUGHLY.**

2) Submittal form (excel spreadsheet) - template for Level III APC submittal to the DON eBusiness Operations Office. This spreadsheet has multiple tabs. Ensure you understand the format and complete the form correctly prior to submission to the DON eBusiness Operations Office.

3) Word document that gives step by step details on how to answer the questions in the submittal form

All submittals to the DON eBusiness Operations Office must be in the excel spreadsheet. FINAL submittals are **DUE NLT 31 OCTOBER 2004.** Each claimancy should submit 2 files, 1) Submittal form with the claimancy detail summarized and 2) Signed statement from the CO/SES. Again **BOTH** forms are due to the DON eBusiness Operations Office NLT 31 October 2004.

Please send any questions/comments to [purchase\\_card@navsup.navy.mil](mailto:purchase_card@navsup.navy.mil)