Department of the Navy

Government Purchase Card Program

Approving Official (AO)
CitiDirect

Desk Guide

Version 2.0

Department of the Navy

Government Purchase Card Program

Section I

Program Orientation

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Section I: Program Orientation

1. Send Us Your Comments

The Department of Navy eBusiness Operations Office welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most?

If you find any errors or have suggestions for improvement, please indicate the document title, chapter, section, and page number (if available). You can send comments to us in the following ways:

- Electronic mail: DONeBusTraining@navsup.navy.mil
- FAX: 717.605.9362 Attn: Purchase Card Training
- Postal service:
  Department of the Navy
  eBusiness Operations Office
  Card Management Group, Purchase Card Training
  5450 Carlisle Pike, P.O. Box 2050
  Mechanicsburg, PA 17055-0791

If you would like a reply, please give your name, address, telephone number and electronic mail address.

2. Overview

A. Purpose

The Department of Navy (DON) Purchase Card Program expedites the acquisition of mission essential materials and services through simplifying the purchases that are less than or equal to the $2,500 micro-purchase threshold.

The Department of Defense (DOD) and DON made the Purchase Card Program available because it is a fast and efficient way to purchase materials and services and it reduces administrative efforts associated with micro-purchases.

B. Benefits

Cardholders/Activity Benefits: Cardholders (CHs) and activities directly benefit from the program by receiving required materials and services in the most timely and efficient manner. Administrative overhead is reduced substantially due to a decreased volume of paperwork.

DON Benefits: The DON benefits financially because the program's invoice and certification process is automated creating the fastest payments to the bank creditor. This results in reduced interest payments and increased cash rebates.

Vendor and Supplier Benefits: Merchants and vendors benefit by receiving virtually immediate payment for goods and services while reducing their billing and accounting overhead. This makes doing business with the government easy and attractive and leads to synergistic partnerships..

C. Major Roles

The Commanding Officer or Head of Activity (CO/HA) decides if the activity needs a purchase card program and initiates the process to create one.

Working with the activity's Financial Manager (FM) and others, the CO/HA selects an Agency Program Coordinator (APC) and delegates to the APC the authority to run the activity's program.

Each CH is assigned to an Approving Official (AO) who often is the CHs supervisor. The AO can have no more than seven (7) CH accounts under his/her purview and is required to review and approve all CH purchases.

CHs are the individuals who have purchasing authority to make mission essential acquisitions for their activity.

3. How the DON Purchase Card Program Works

A. The Processes

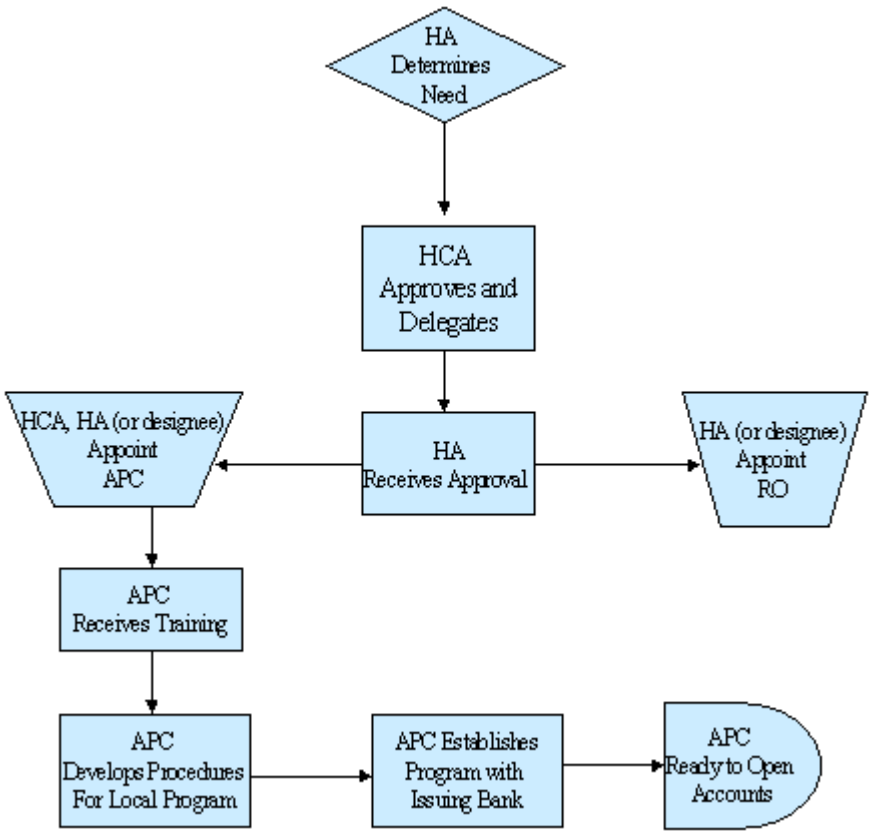
The DON Purchase Card Program can be viewed as several processes that combined allow DON activities to establish, maintain and execute a monthly program cycle. The following ten sections of this guide explain the major program processes in general terms with basic flowcharts.

The details for the execution of these processes are included in the appropriate role guide – APC, AO or CH. The ten major processes are:

- Establishing a Program
- Approving Official (AO) Account Set-Up
- Cardholder (CH) Account Set-Up
- Purchase Workflow
- Cardholder Account Reconciliation
- Pay & Confirm Process
- Disputes Process
- Approving Official (AO) Account Reconciliation and Certification
- EDI External Process
- EDI External Obligation Process
- EDI External Invoice Process
- EDI Internal Process

B. Establishing a Program

The establishment of a government purchase card program begins with the Head of the Activity (HA) making a determination that a program is needed to support the mission of the organization.



When it is decided that a purchase card program is needed, the HA must request authority from the Head of the Contracting Agency (HCA) to establish the program.

After approval is received from the HCA, the HA must assure that a Reviewing Official (RO) is appointed to perform pre and post certification reviews of certified invoices within the purchase card program.

The HA is also required to appoint an Agency Program Coordinator (APC) that will be responsible for the management of the activity's program.

The APC must complete the required training and become familiar with all guidance governing the organization's program. This may include, but is not limited to, Federal Acquisition Regulations (FAR), Defense Federal Acquisition

Regulations (DFAR) and the EBUSOPSOFFINST 4200.1. The APC is responsible for developing and promulgating any local policy and procedures (Internal Operating Procedure) that are mission specific to the activity.

The APC coordinates with Citibank under existing contracts and task orders to create a hierarchy level for their organization. Process details vary depending on the automated system used by the agency to communicate with the bank. The details of this process are explained in section 2.3 of the APC Desk Guide.

After Citibank has established a reporting hierarchy with all necessary information recorded in the bank's database, the APC is operational and can begin the Approving Official (AO) account set-up.

The activity will need enough AO accounts to ensure that the Cardholder-AO span of control ratio is held within the DoD prescribed upper limit of 7:1. It is the APC's responsibility to control this program parameter.

C. Training Requirements

All DON Government Commercial Purchase Card (GCPC) Program participants are required to complete two mandatory government purchase card courses. Some program participants are required to complete additional courses as explained below. The two mandatory courses are:

a. The *DON eBusiness Purchase Card Training* course appropriate to the individual's role assignment within the program. These are role specific courses available for Cardholders, Approving Officials, Agency Program Coordinators and Heads Of Activity. The courses are also organized by electronic certification system – CitiDirect or WinSALTS. Each purchase card program participant is required to take the course appropriate as defined by his or her role within the program. This training is DON mandated for all DON GCPC participants.

b. The Defense Acquisition University Continuous Learning Center (DAU CLC) *Government Purchase Card Tutorial* available at the DAU CLC website at http://clc.dau.mil. This course is DoD mandated training for all DoD GCPC participants.

These courses must be completed prior to appointment and must be repeated as refresher training every two years.

Additional training is required for DON GCPC cardholders delegated use of the purchase card via SF 1402 (Certificate of Appointment). These individuals must complete the following course:

c. The *Simplified Acquisition Procedures (SAP)* course, CON 237, available on-line through the DAU website at www.dau.mil.

DON GCPC cardholders who have completed CON 101, Contracting Fundamentals, or CON 202, Intermediate Contracting since 1997 are exempt from the requirement to take CON 237.

Annual ethics training is required for the following DON GCPC participants:

a. All individuals who have filled out Form OGE 450 (Office of Government Ethics) Confidential Financial Disclosure Report,

b. All Approving Officials (AO) (these individuals are required to complete the Form OGE 450),

c. All Cardholders (CH) who purchase in excess of $100,000 (these individuals are required to complete the Form OGE 450).

DON GCPC participants required to take annual ethics training should check with their local Office of General Counsel for training availability.

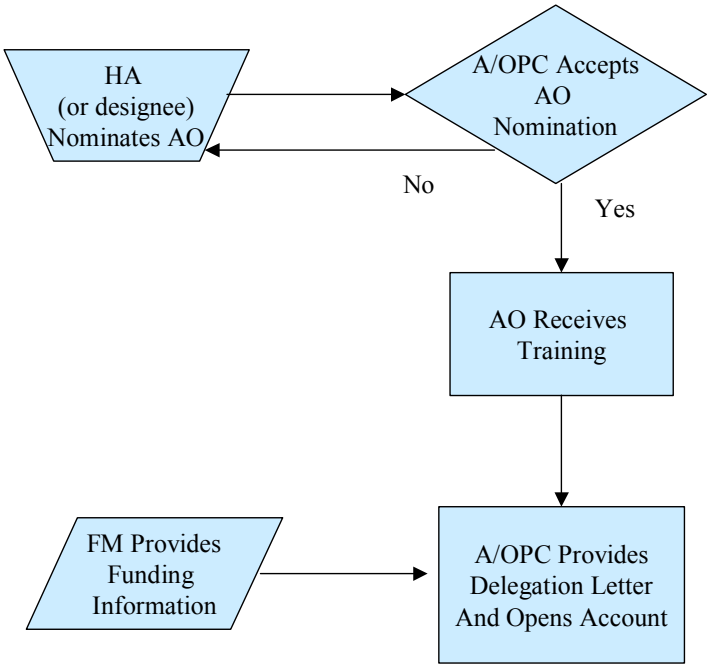
All documentation of successful completion of the training listed in a.1, a.2 and a.3 must be retained by the individuals taking the training and their immediate Agency Program Coordinators for the duration of their appointment as a DON GCPC participant.

Refer to Appendix L of this desk guide for contact and availability information about these courses.

D. Approving Official (AO) Account Set-Up

In order to issue a purchase card, an AO must be designated and an AO account opened before cardholders can be issued purchase cards.

The HA or his/her designee must nominate, in writing, an individual, either military or civilian, to perform the Approving Official role and functions and forwards it to the APC.



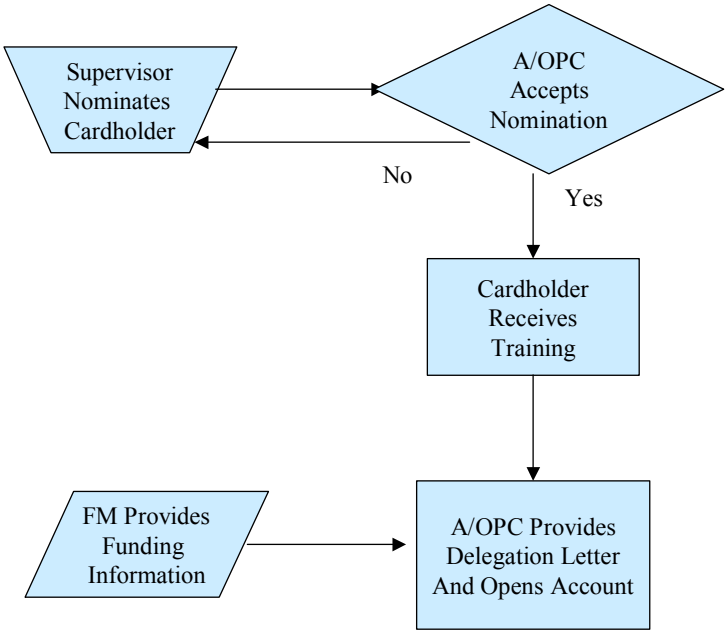
After the APC accepts the individual's nomination as an AO, the APC must schedule training for the AO. A list of training resources is included in Appendix L of this Desk Guide.

After the AO has received the required training, the APC obtains the necessary information to open an account with Citibank. Demographic and financial information for the individual is necessary to properly establish and affect payment of the account.

The APC then provides the AO with a written Letter of Delegation and opens the account with Citibank. The APC in conjunction with the HA, Financial Manager and Department Head establish the AO account's billing cycle limit and single purchase amount. These limits are the effective maximums for all cardholder accounts assigned to this AO account.

E. Cardholder (CH) Account Set-Up

To establish a purchase card account, first an individual must be designated as the responsible account holder.



A CH must be nominated, in writing by their supervisor, to the APC. A sample of the nomination letter is included in Appendix E of this Desk Guide.

After accepting the nomination, the APC will schedule training for the CH.

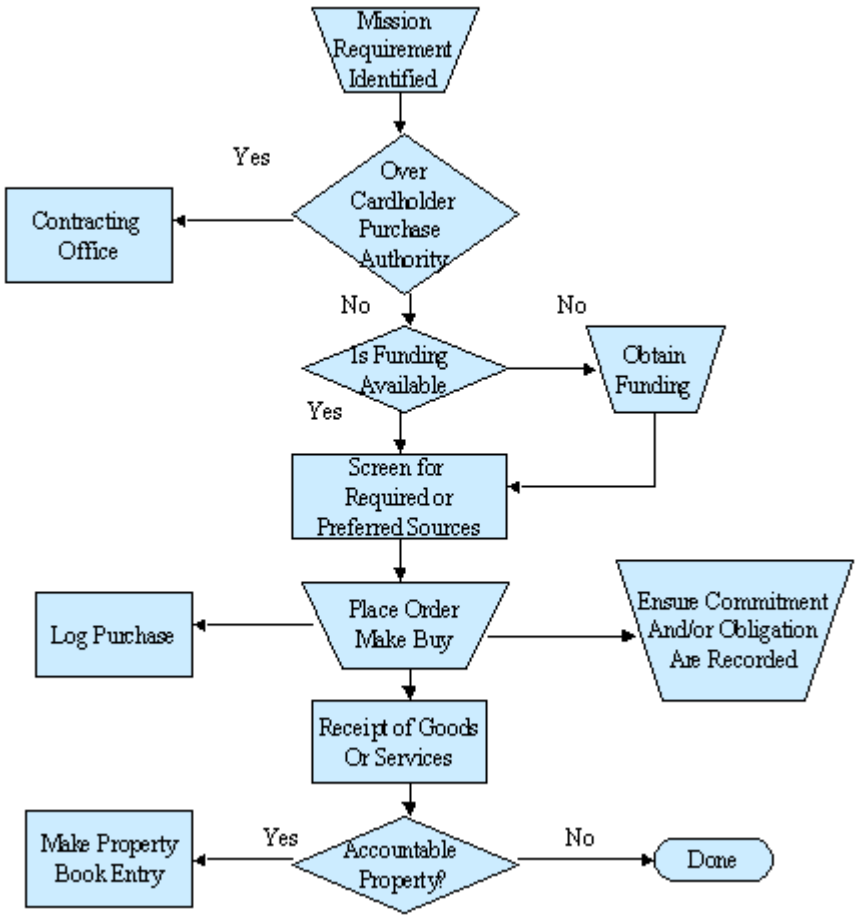
After the CH has completed training, the APC will obtain all necessary information to establish the account including demographics, funding information and the AO responsible for review and oversight. Additionally, an individual responsible for certification and payment of this account is also identified (usually, the AO and the Certifying Official are the same individual).

After all information is complete, the APC provides the CH with a Letter of Delegation and opens a purchase card account with Citibank. This same process is utilized when establishing a convenience check account. The APC in conjunction with the HA, Financial Manager, the AO and Department Head establish the CH billing cycle limit and single purchase amount.

F. Purchase Workflow

The following diagram demonstrates the workflow process when a requirement is made to an activity.

After it has been determined that a mission requirement exists and that the purchase card will be used, the following process should be followed:



After a specific need has been identified, the CH must determine if he/she is authorized to make the requested purchase. The determination is made based on the dollar value of the purchase, in total, compared to the authority granted to the CH in the delegation letter. If the total request exceeds the CHs authority, the CH must refer the requirement to the contracting office for processing.

If it is determined that the total purchase is within the CHs authority, the item(s) must then be reviewed in accordance with mandatory sources of supply, such as JWOD (Javits-Wagner-O'Day Act) and NIB/NISH (National Industries of the

Blind/National Institute of Severely Handicap) as specified in the FAR, DFAR and local governing instructions. Organizations may also designate preferred sources, such as Indefinite Delivery, Indefinite Quantity (IDIQ) type contracts, existing Blanket Purchase Agreements (BPAs), etc that are to be used in purchasing items for that organization. The requested item must not be prohibited by law or regulation or require special approvals. Funding must be available to cover the purchase.

If the item is prohibited or funding is not available, the CH should notify the requestor of the situation. Under no circumstances shall the CH proceed with purchases that are not funded or are unauthorized. If the requestor persists, matters should be reported to the AO, APC and FM.

If special approval is required, it must be obtained before placing an order or making a purchase.

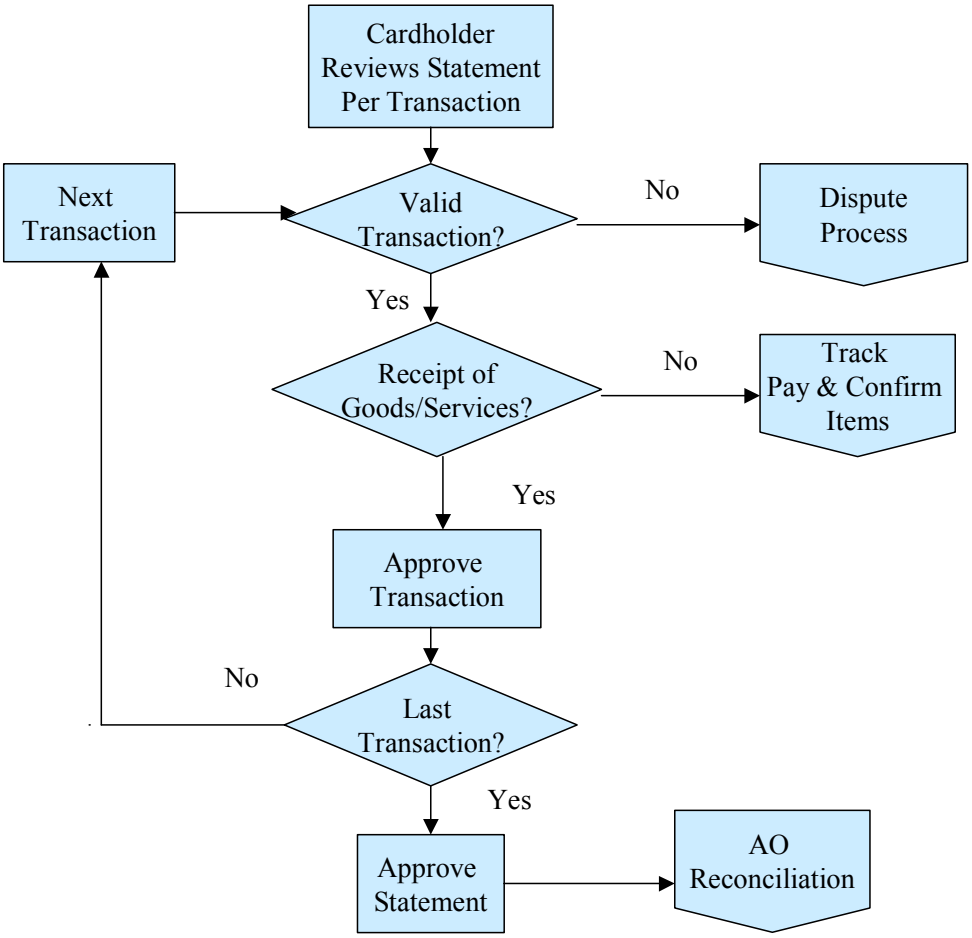
After the CH has placed the order or made the purchase, he/she must make an entry in the purchase log. A list of the data items required to be entered into the log for use in reconciliation of the cardholder statement is included in section 2.9 of the Cardholder Desk Guide.

Once the CH is in receipt of the goods, the CH will make a record of receipt in accordance with local procedures.

The CH must determine if any item purchased is classified as accountable property in accordance with the Accountable Property instructions for the organization. If the item is classified as Accountable Property it must be reported to the Property Book Officer, logged and processed accordingly.

G. Cardholder (CH) Account Reconciliation

CHs are responsible for reconciling their purchase card statement for accuracy.



The CH must review each transaction and match it to the previously made purchase log entry and documentation to determine validity. Cardholders should ensure that all transactions have receipts.

If the transaction is invalid, the CH must immediately initiate a dispute with Citibank except for taxes and transportation charges. The dispute must be filed in accordance with the procedures outlined by Citibank. The details of the dispute process are included in section 2.16 of the Cardholder Desk Guide.

If the transaction differs, the CH must contact the vendor to resolve the issue. If not resolved within 30 days, the CH must file a dispute. If the transaction is valid it must be approved.

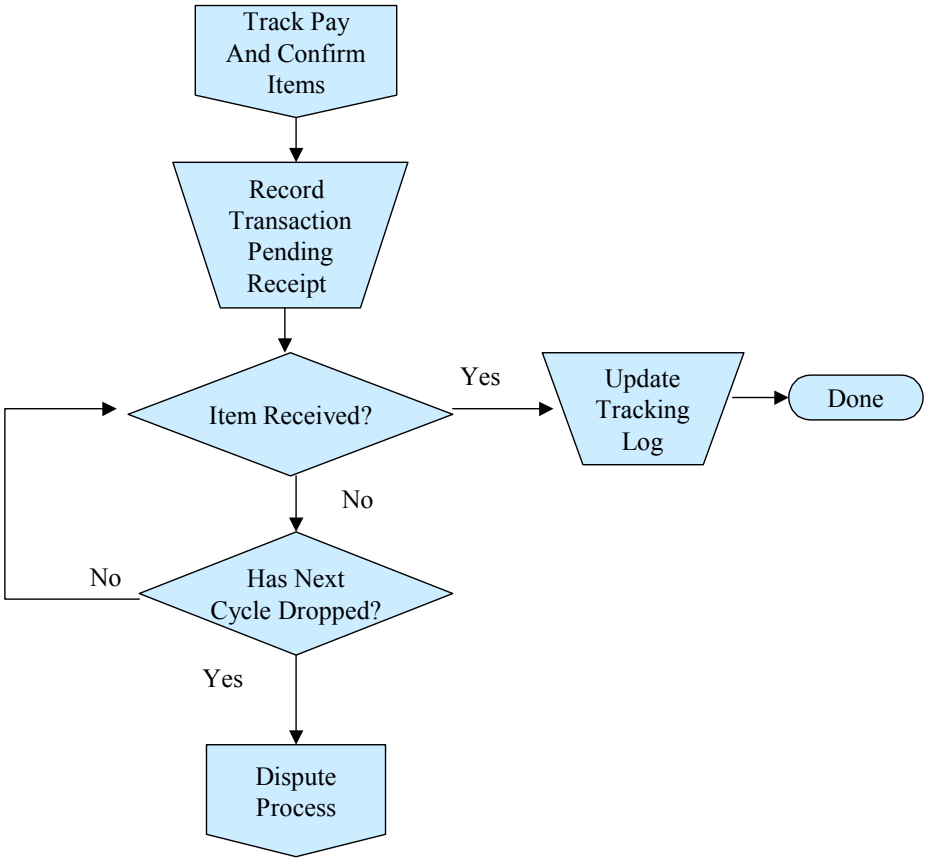
If the transaction is a valid purchase but goods and/or services have not been received, the CH will approve the transaction for payment. Receipt of the goods and/or services should then be closely tracked by the CH to assure receipt by the next billing statement.

After all transactions are reconciled, i.e. approved or disputed, the CH acknowledges transaction validity, as specified in current DOD guidance, with personal signature or electronic acceptance.

After acceptance, the CH must approve the statement. The AO is then responsible for second level review and approval in accordance with the process detailed in section 2.5 of the AO Desk Guide.

H. Pay & Confirm Process

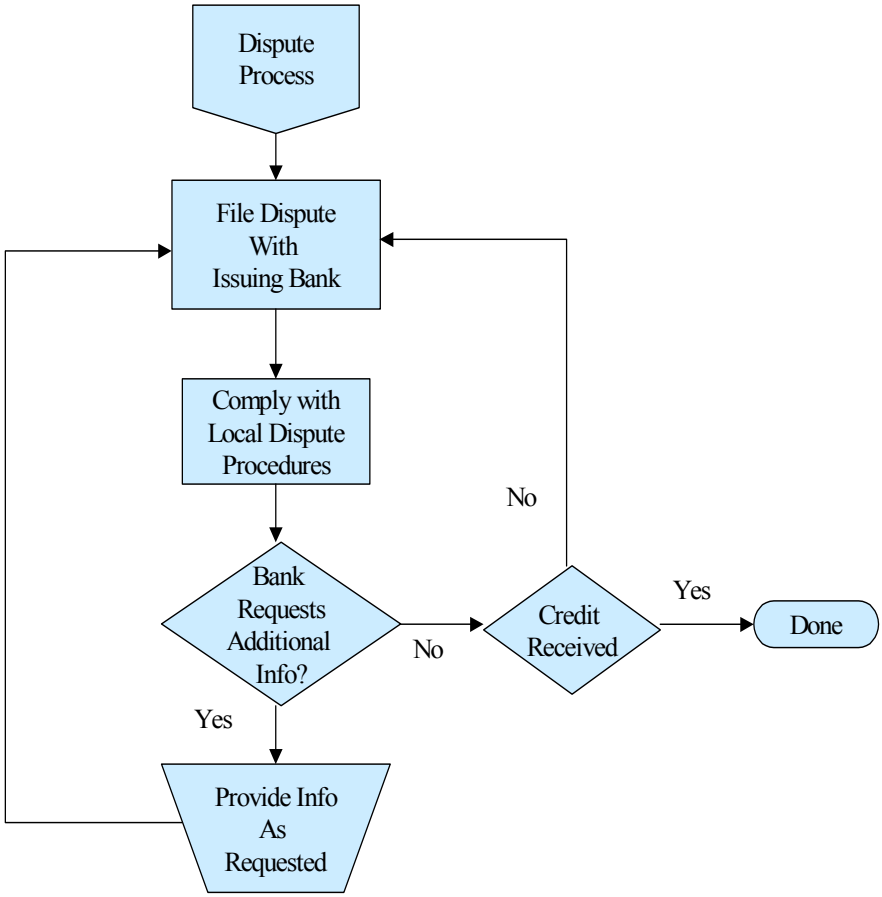
The pay and confirm process allows Citibank to be paid for items that have been shipped by the vendor but not received by the organization. It is the responsibility of the cardholder to monitor receipt of approved purchases of which goods or services have not been received to assure delivery. (A tracking list should be created for this purpose.) In order to determine delivery status, the CH must communicate with the vendor.



If the next statement cycle has occurred and the organization is still not in receipt of the goods and/or services, the CH must file a dispute. Detailed instructions for the dispute process are included in section 2.16 of the Cardholder Desk Guide.

I. Dispute Process

All CHs have the right and responsibility to process disputes when they have been unable to resolve any issue with the vendor, such as receiving credit for returned items, excessive charges, invalid charges, etc. (*Note: While the federal government is tax exempt in most cases, sales tax is not a disputable item. If sales tax should not have been charged then the CH must obtain a credit from the vendor.)



Upon determination that a dispute is required, the CH must initiate a dispute with Citibank in accordance with the bank's procedures.

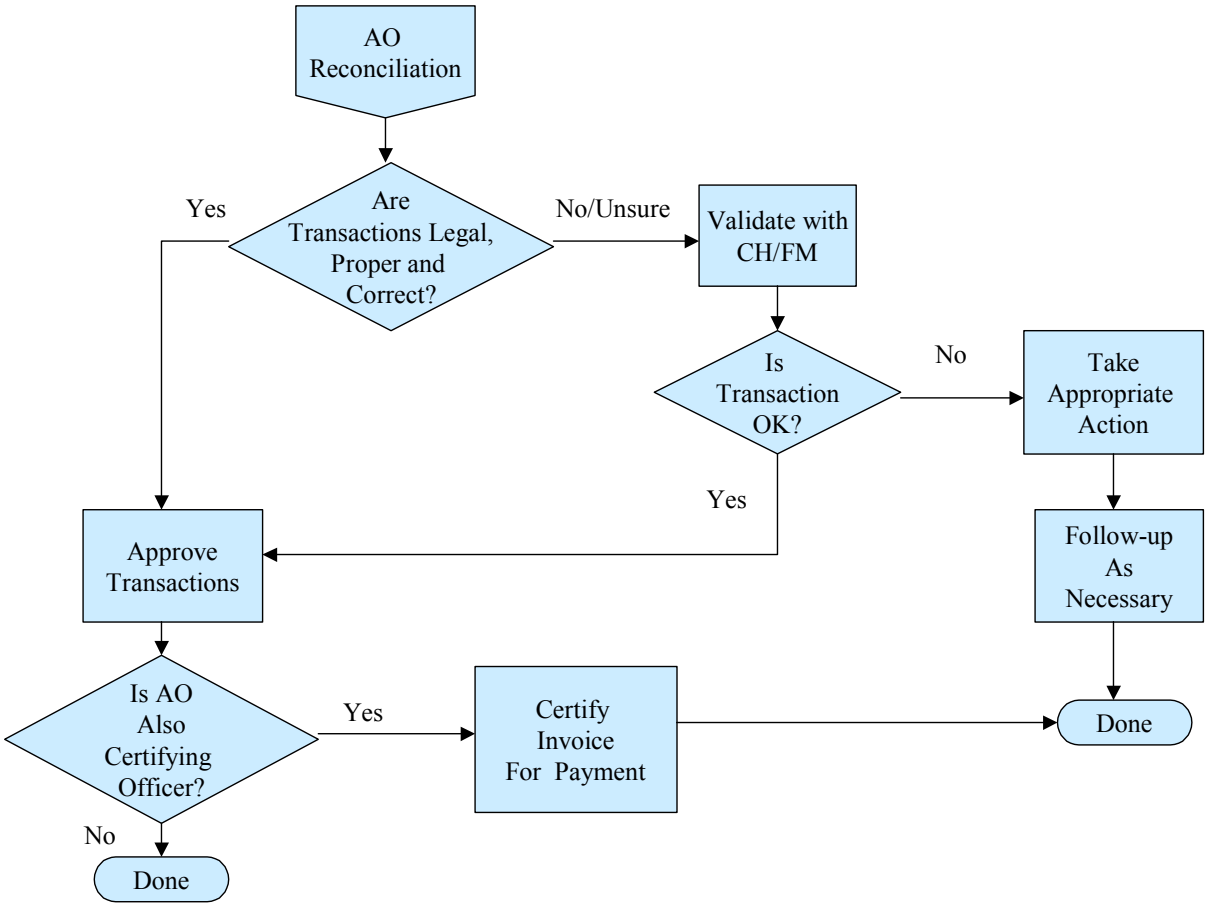
Should the bank request additional information in order to properly adjudicate the dispute, the CH is obligated to comply with the request. Failure to comply will result in the loss of disputing rights.

Upon acceptance of the dispute, Citibank will provide a provisional credit to the CH account. If the dispute is resolved in favor of the CH no further action is necessary. If the dispute is found in favor of the merchant, the transaction will be re-billed to the CH. The CH must then approve the transaction for payment through the certifying officer (AO).

The status of disputes can be obtained using the CitiDirect Inquiry function and selecting “Pending Disputes”.

J. Approving Official (AO) Account Reconciliation and Certification

The AO is responsible for approving all transactions for his/her assigned CHs. It is, therefore, preferable that the AO be the CHs supervisor and/or co-located. This structure is critical for management controls of the purchase card.



The AO must assure all transactions for all assigned CHs are legal, proper and correct in accordance with governing rules and regulations. The EBUSOPSOFFINST 4200.1 includes a list of these rules and regulations.

If the AO finds questionable transactions, the AO must contact the CH to review supporting documentation and/or consult with the FM, as appropriate.

If it is determined the transactions are legal, proper and correct, the AO should approve the statement and/or invoice. If transactions are not legal, proper and correct, a decision must be made as to the liability associated with them. If the transactions are for invalid and/or improper purchases, the AO must resolve this with the CH and/or vendor. Ideally, these items should be returned and a credit

(never cash) received. In some cases the CH must file a dispute to receive credit.

If it is determined that the CH was negligent, appropriate administrative or disciplinary action must be taken in accordance with either the DOD disciplinary policies for purchase card misuse and abuse or the organization's governing personnel policies and procedures. In addition, military members are subject to the Uniform Code of Military Justice.

If a transaction was processed in accordance with the controls established by the organization but was found to be inappropriate, Citibank has fulfilled it's responsibilities under the contract and the government is obligated to make payment to the bank. The government must seek restitution from the responsible employee(s) for any losses incurred as a result of their improper purchases.

By definition, the CH and the AO are the accountable and responsible officials. Additionally, when the AO appointed as the Certifying Officer, pecuniary liability for an illegal, improper or incorrect payment is automatically assigned.

When an AO is appointed as a Certifying Officer, he/she must certify the Citibank invoice, acknowledging approval of all transactions as legal, proper and correct, and forward the document to the appropriate payment office for payment.

If the Citibank invoice is electronically certified, the payment will process in accordance with EDI External and Internal Processes explained in the next section of this guide. The details of this process vary depending on whether the activity uses CitiDirect or SALTS as its automated system.

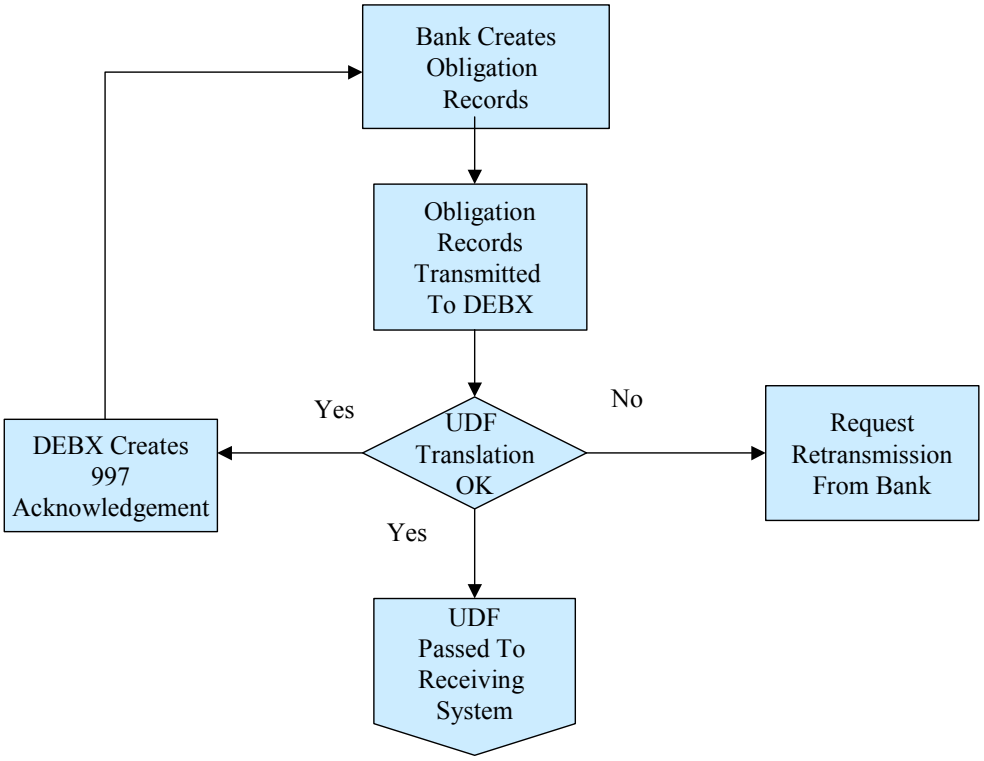
It is the responsibility of the AO to assure the CH accounts are kept current. If at any time a delinquency notice is received from the Citibank, the AO must resolve the delinquency. Assistance may be obtained from the APC and/or payment office.

K. EDI External Process

The Government Purchase Card Electronic Data Interchange (EDI) occurs both internally and externally to the government. EDI is the mechanism used to communicate fund obligations and certify invoices between Citibank and the DON. Citibank's key role in this process is described in the next sub-sections of this guide.

L. EDI External Obligation Process

A DON activity needs to obligate funds within the appropriate DON accounting system before the purchase card can be used. Citibank generates obligation records for transmission to DON activity's official accounting records based on business rules established in the EDI Concept of Operations.



The bank generates "821" type records based upon the DON Implementation Convention standards for obligations. The timing of the record generation is dependent upon the two possible funding methods- - -i.e., Bulk or Transactional.

When a file is created by Citibank, it is transmitted to the government via the Defense Electronic Business Exchange (DEBX) network. This network receives the transaction and translates the EDI record into a format that can be processed by the receiving accounting system. The translation results in a User Defined File (UDF) that is transmitted to and processed by the government accounting system of record (i.e. STARS-FL, STARS-HQ, STANFINS, SOMARDS, DBMS, etc.). The translation is performed based on mapping requirements provided by the receiving systems' managers.

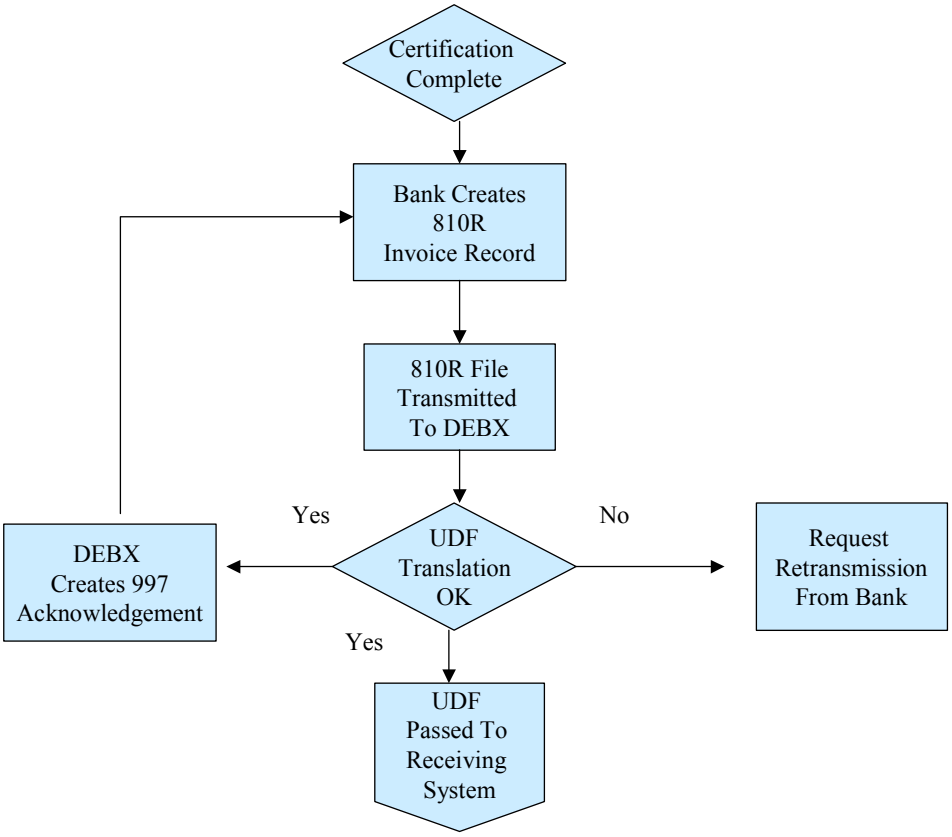
During the translation process, the EDI records are validated. If the file cannot be translated due to invalid data or it does not contain all of the required information, processing requirements are not met and the DEBX will request the

bank to retransmit the file. If the file processes according to the specifications, the DEBX generates a “997” type acknowledgement and sends it back to Citibank. This “997” type record indicates to the bank that the file has been accepted by the government for processing.

The UDF is then transmitted to the official accounting system for processing. Each receiving system has provided the DEBX with process procedure documentation.

M. EDI External Invoice Process

Citibank generates invoice records for transmission to the DON activity's accounting system based on business rules established in the EDI Concept of Operations.



Citibank generates "810R" type records based upon the DOD Implementation Convention standards for certified invoices. The timing of the generation is based on the business rules selected by the DON from the EDI Concept of Operations (see appendix). Regardless of the business rule selected, however, the trigger for "810R" invoice generation is certification of the official invoice presented by Citibank.

When the "810R" type file is created by Citibank, it is transmitted to the government via the Defense Electronic Business Exchange (DEBX) network. This network receives the EDI transactions and translates the records into a format that can be processed by the receiving accounting system. This translation results in a User Defined File (UDF) that is transmitted to and processed by the government cash disbursements payment system (i.e. STARS-

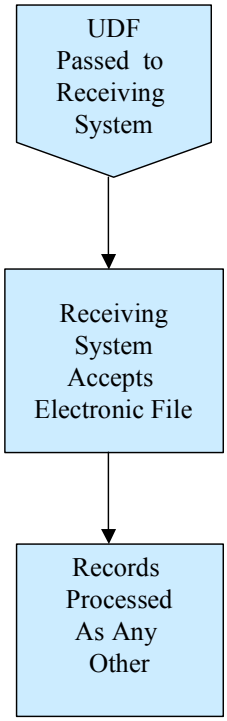
OP, CAPS-W, CAPS-C, IAPS etc.). The translation is performed based on mapping requirements provided by the receiving systems' managers.

During the translation process, the EDI records are validated. If the file cannot be translated due to invalid data or it does not contain all the required information, processing requirements are not met and the DEBX will request the bank to retransmit the file. If the file processes according to the specifications, the DEBX generates a "997" type record acknowledgement and sends it back to Citibank. This "997" indicates to the bank that the file has been accepted by the government for processing.

The UDF is then transmitted to the official accounting system for processing. Each receiving system has provided the DEBX with documentation as to the procedure to process it's file.

N. EDI Internal Process

Whether it's an obligation file or an invoice file, after a file has been transmitted from Citibank to the DEBX and the 997 has been transmitted to the bank, the government has accepted responsibility for the processing of that file. The creation of the User Defined File (UDF) facilitates the processing of the records by the receiving system.



After the UDF is generated, the DEBX transmits the UDF to the receiving system. This is done through an intermediary source or directly to the system for processing.

The receiving system accepts the UDF for processing. The UDF is taken into the receiving system electronically without modification. After the UDF records are taken into the system they are processed as any other accounting and invoice records.

Department of the Navy

Government Purchase Card Program

Section II

Approving Official (AO) CitiDirect

Desk Guide

Version 2.0

DON Purchase Card Program
AO CitiDirect Desk Guide

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4. Recommend purchase card dollar limits to the Agency Program Coordinator (APC) for CHs under purview....18
5. Sign monthly billing account statement confirming accuracy 19
6. Retain a copy of monthly invoice....21
7. Maintain all original supporting documentation (receipts, logs, approvals) for accounts when the CH or check writer has transferred, been reassigned or retired and the account is closed....21
8. Notify APC of requirement to close any CH accounts for individuals that have transferred, terminated or retired or upon AO no longer serving in that capacity 22
9. Notify APC of any lost or stolen cards (in addition to CH notifying bank)....22
10. Resolve any questionable purchases with the CH 22
11. Take appropriate action in coordination with Human Resources (HR), Inspector General (IG), Legal, APC or Head of Activity (HA) upon discovery of any improprieties....23

Section II: Functions and Responsibilities

1. Ensure cardholder (CH) fulfills responsibilities.

The AO position within the Purchase Card Program carries supervisory responsibilities. The AO is the CHs supervisor regarding all purchase card program issues. Therefore, AOs should be, to the greatest extent possible, the supervisor of the CH or be in the direct line of authority of his/her CHs.

Individuals designated as AOs shall not be assigned as CHs. If personnel considerations require an AO to be a CH, under no circumstances shall any CH be his/her own AO.

2. Responsible for reviewing and reconciling CHs statements.

Reconciliation is the process by which the CH and AO review the monthly purchase card bank statement and reconcile each transaction against available vendor receipts and a purchase card log. The AO then authorizes payment of those charges provided on the monthly billing statement or initiates other appropriate action depending on the circumstances.

The exact procedure used by the AO and CH to coordinate the review and reconciliation process varies by activity. The detailed procedure is documented in the activity's Internal Operating Procedure (IOP).

The CitiDirect system has a built-in workflow process to control the statement reconciliation. The CH receives the monthly statement in an account "Inbox" at the end of the monthly cycle. The CH can then review each transaction and reconcile it against the purchase card log and other documentation. The CH then "OKs" the statement and the CitiDirect system automatically forwards it to the correct AOs "Inbox."

Immediately upon receipt, the AO shall review and approve the monthly card account statements, as well as review and certify for payment the monthly billing statement. This statement is a summary invoice of all transactions for the card accounts established under the AOs account.

AOs are responsible for the following purchase program elements and must include these reviews in their monthly process:

a. Ensure all purchases made by the CH within purview are appropriate and that the charges are accurate.

b. Verify that supporting transaction documentation exists for card accounts prior to certifying the monthly invoice.

c. Notify the Commanding Officer and APC if any suspected unauthorized purchase is detected - this would be purchases that indicate fraud, non-compliance, misuse and/or abuse.

d. Ensure proper receipt, acceptance and inspection is accomplished for all items being certified for payment.

e. Certify the monthly invoice in a manner that maximizes purchase card rebates and minimizes prompt payment penalties. AOs and CHs are reminded that prompt payment penalties begin accruing on the 31st day after receipt of the official invoice. **AOs are pecuniarily liable for payments they certify.**

The following excerpt from the CitiDirect User's Guide provides an overview of the statement reconciliation and approval process. The complete guide is available on the CitiDirect system at http://www.cards.citidirect.com.

Logging In to the CitiDirect application

1. To access the CitiDirect system from your PC, ***Open your web browser****
** Netscape Navigator or Microsoft Internet Explorer*

2. At the http:// prompt, Type the following address: **www.cards.citidirect.com**

3. ***Press enter*** on your keyboard, the CitiDirect system Welcome window will open.

4. To begin the log in process, ***Enter your Client Code*** into the CitiDirect Client Code field.

5. ***Single-click the start login process button*** start login process.

6. The CitiDirect system Login screen will open; ***Enter your supplied username*** in the Username field.

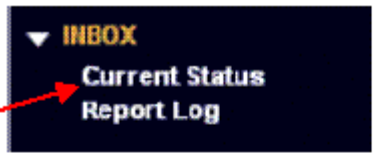
7. ***Enter your password*** in the password field.

8. ***Single-click the Login button***. login

Reviewing Electronic Statements

Purpose: CHs and AOs use CitiDirect to review the status of their account activity and to verify the accuracy of the charges. The following section explains this process.

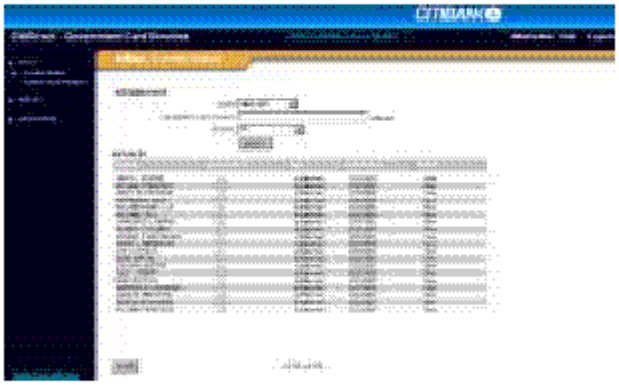
Log on to the CitiDirect application



1. To view the Current Status of Electronic Statements, **Single-click the Current Status link**.

Note: The **Current Status** window will open, allowing AOs to search for eStatements by entering a cardholder's name or by leaving name blank and selecting a search criterion.

CHs will receive a listing of eStatements that only apply to them.



2. **Select and/or enter the appropriate information** in the search fields

3. **Single-click the Search button** to begin your search*

Purchase card statements are grouped and viewed by categories called Status Types. The Status Types are listed and defined below:

Interim – current cycles' eStatement

New – End of current cycle and CH has not yet submitted eStatement to approving official

Pending Approval – CH has submitted the eStatement to AO but AO has not yet approved the eStatement

Rejected – an AO reviewed and rejected the eStatement

Approved – the eStatement has been approved by the AO

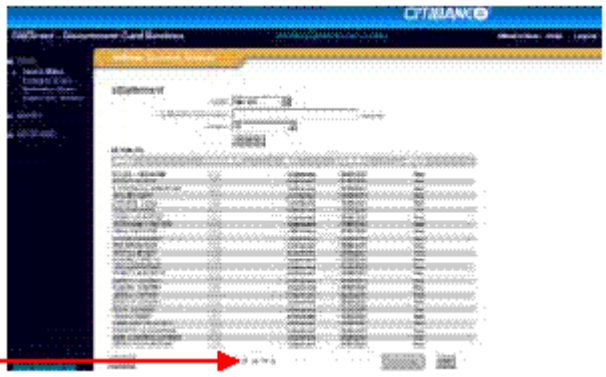
Closed – the eStatement has been certified by the final approver (AO)

Auto Closed–The eStatement was automatically closed after an agency/organization predetermined number of Federal business days past the cycle date.

Exception Closed–A Final Approver Exception Closed the statement.

Termination Closed–A Final Approver Termination Closed the statement.

Notes: If your search produced results, the Results field will populate with the results of your search, 25 at a time.



If the search results are more than 25, the next button and previous button will display at the bottom of the window so that the user can locate the eStatement.

In the Results field, the five columns displayed are:

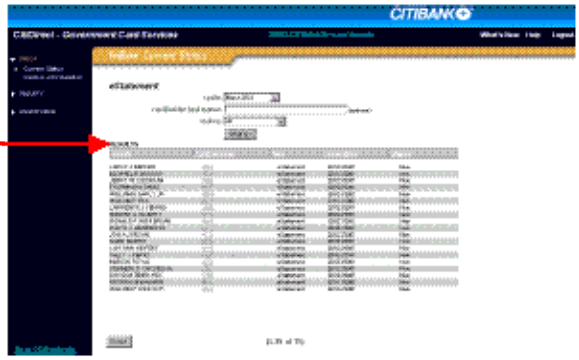
name: CH name

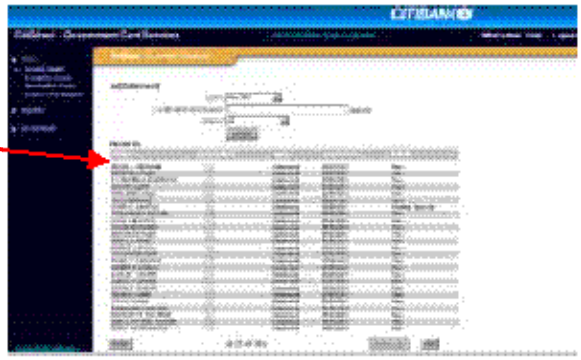
card ends in: last 4 digits of account number displayed as a hyperlink

type: system displays eStatement

c-end date: CHs card account cycle end date

status: status of the eStatement

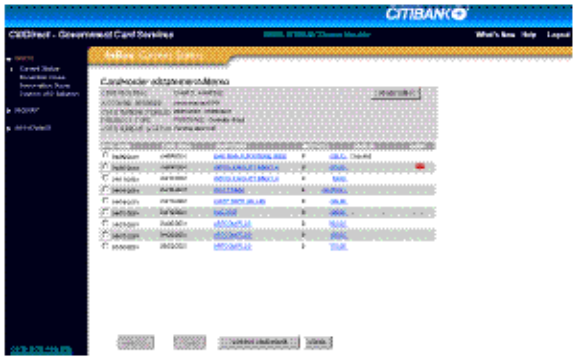




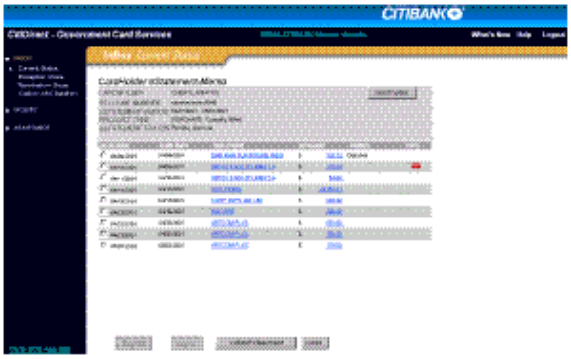
4. **Single-click the hyperlinked** account number in the card ends in column. The CH eStatement screen opens and displays transaction information for the CH.

From this window, you can view merchant detail, transaction detail, dispute transactions, reject or submit eStatements, and read any attached notes to the account or transactions.

The top portion of the window displays CH name, purchase card account number (masked for security purposes), the eStatement period, Product type, Status, and eStatement total.



Listed next are the transactions posted to the eStatement with the following information:



post date: date transaction posted to eStatement

tran date: date transaction occurred

merchant: name of merchant hyperlinked

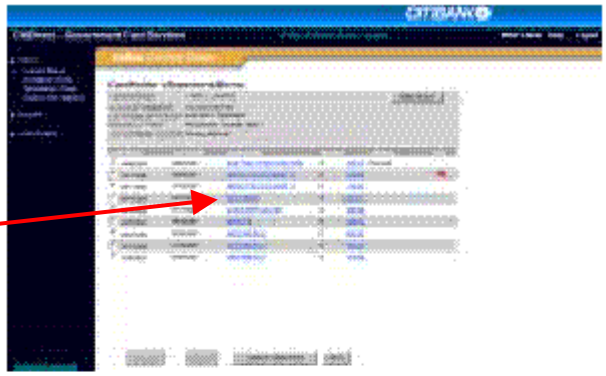
amount: dollar amount of transaction hyperlinked

status: disputed or rejected

note: a red envelope will display if any notes are attached

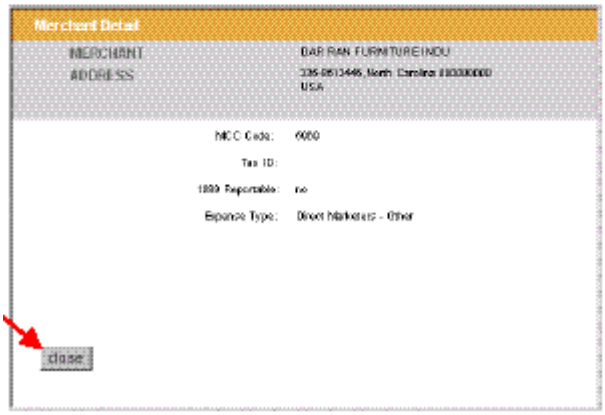
Viewing Merchant Detail

1. To view details about the merchant, **Single-click the hyperlinked merchant Name** in the Merchant column.

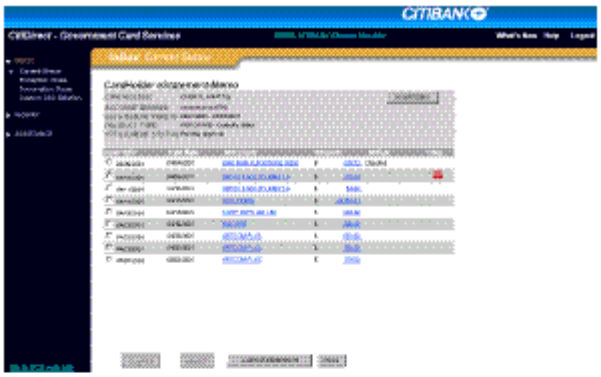


Note: The Merchant Detail window opens with available information about the selected merchant.

2. To close this window, **Single-click the Close button**.



Viewing Transaction Detail



To view details about a transaction on the eStatement **Single-click the hyperlinked dollar amount** in the amount column.

The Transaction Detail window opens with detailed information regarding the eStatement transaction.

The header information includes:

Cardholder: CH name

Account: CH card account

Bill Account: central billing account number

Reference Number: 23 char. Number assigned by credit card network to identify the transaction

Tran Detail ID: 25 characters either keyed in at the point of the purchase or can be added to transaction

Tran Detail Descrpt: up to 75 characters that can be added to transaction

The column information includes:

item: item description

discount: discount (if applied)

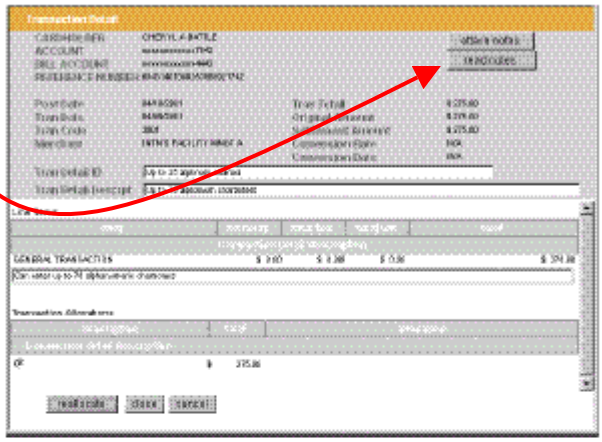
total tax: tax information (if applied)

total vat: value added tax (if applied)

total: transaction total

transaction detail description: can add up to 75characters of user-input information to help identify the transaction.

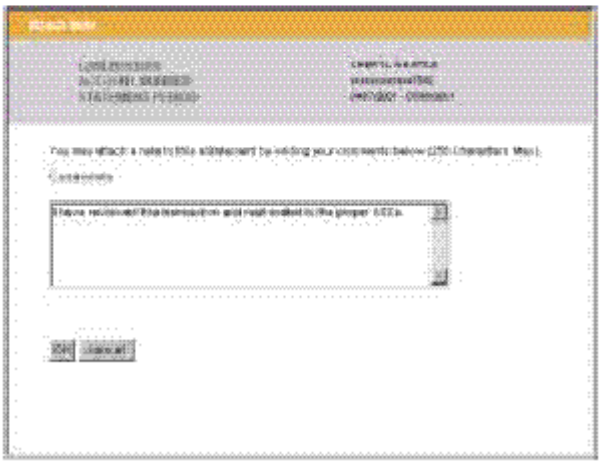
The Transaction Detail window is also used to attach transaction notes.



1. **Single-click** the attach notes button attach notes located at the top right-hand corner of the Transaction Detail screen, to attach a note to this transaction.

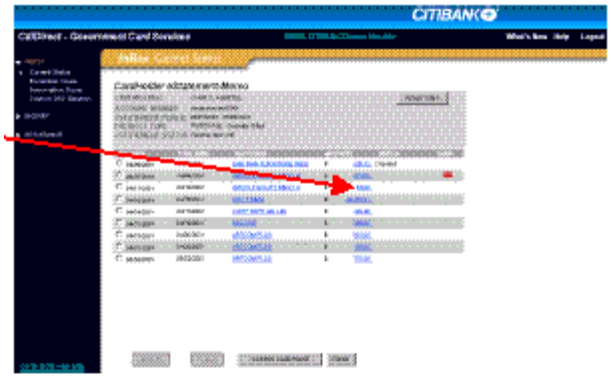
The Attach Note dialog box will appear.

The notes box is a free form text box, which the user can input to 255 characters.



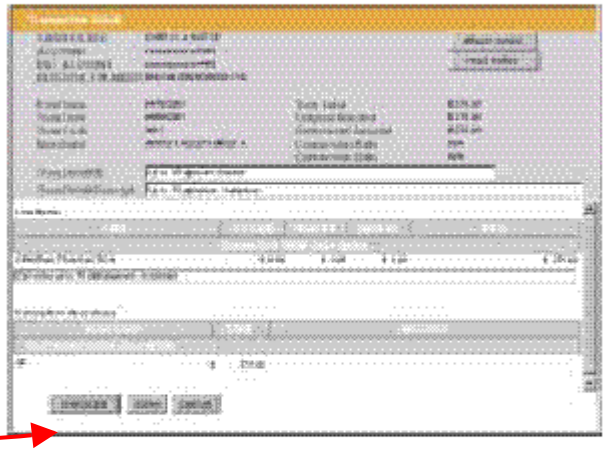
Reallocating Transactions

1. To begin the reallocation process, **Single click the amount field** of the transaction to be reallocated in the Cardholder eStatement window.



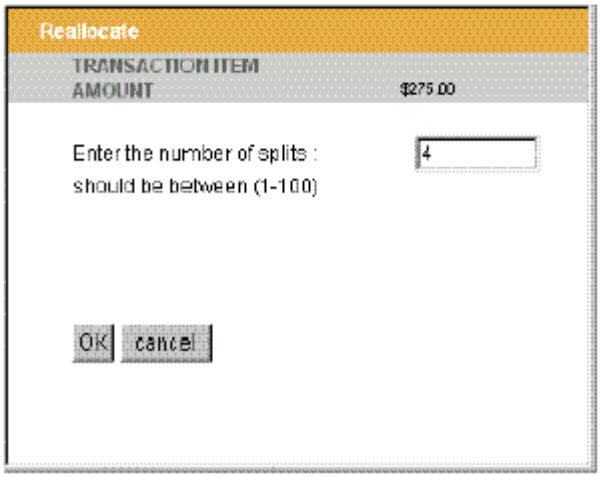
2. **Select the radio button** of the transaction to be reallocated**.**

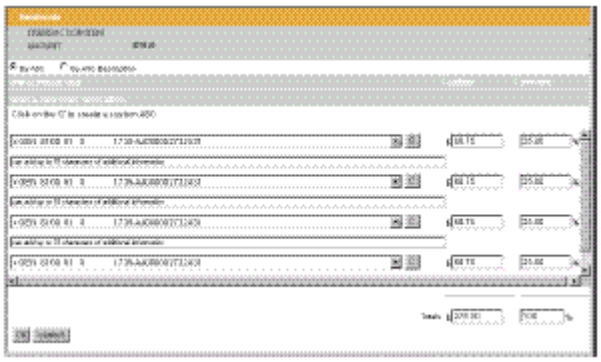
3. **Single-click the reallocate button** reallocate on the Transaction Detail window.



4. The Reallocate window opens, **Enter the number of splits** you wish to reallocate the transaction in the corresponding field. You can reallocate to as many as 100 different accounts.

5. **Single-click the OK button** OK on the Reallocate window to continue.
The CitiDirect application now displays the Reallocate window. You can allocate portions of the transaction to specific accounts and cost centers by selecting them from the available choices on the drop-down list.





The number of splits selected determines the number of allocations shown. You can choose to reallocate by amount or percentage. If using amounts, enter amounts in the provided column and the CitiDirect application will calculate the percentage automatically. If using percentage, enter the percent and the CitiDirect application will calculate the amounts automatically. The system ensures that the total dollar amount always equals the dollar amount of the original transaction item. The system also ensures that the total percentage always equals 100.

The user can select the Lines Of Accounting (LOAs) by individual LOA or by LOA Description. The CH or AO should select the desired radio button at the top of the window.

6. ***Select the LOA*** from the drop-down list.

7. ***Enter additional information about the transaction or the transaction split in the Transaction Detail Description field*** (up to 75 characters), if desired.

8. ***Enter the Dollar Amount or Percentage*** for each line item on the Reallocate window.

9. When completed***, Single-click the OK*** ***button*** on the Reallocate window to process the reallocation. The Transaction Detail window will appear with the number of reallocations you selected.

10. ***Single-click the close button*** to return to the eStatement window.AO Functions and Responsibilities.

3. Verify all transactions were necessary government purchases in accordance with Federal Acquisition Regulations (FAR) and all other government agency policy and procedures

Each CH and AO is expected to know their duties and that they will be held accountable for their actions. Department of Navy (DON) employees, both civilian and military, have a duty to ensure that purchase card purchases are necessary, proper and reasonable. The AO is responsible for verifying that all purchase card transactions made by CHs under his/her purview were necessary government purchases in accordance with the FAR and other government agency policy and procedures.

This responsibility requires that the AO be familiar with the FAR and other relevant policies and procedures in order to verify CH compliance in making purchases.

The following is a list of the primary regulations which govern the DON Purchase Card Program:

a. FAR, Part 13
b. Defense Federal Acquisition Regulations (DFAR) Supplement, Part 213
c. Federal Management Regulation (FMR), Volume 5, Chapter 33
d. Navy Acquisition Procedures Supplement 5213
e. General Services Administration (GSA) Smart Pay Contract GS-23F-98006
f. EBUSOPSOFFINST 4200.1

Three important aspects of purchase card transactions for the AO to examine during transaction verification are:

a. Transaction Type. The CHs account and delegations of authority shall identify the types of transactions the CH is authorized to execute (i.e., over-the-counter, telephone orders or via the internet).

b. Merchant Category Code (MCC) Blocks. A DON-wide purchase card transaction block is currently in place and is automatically applied to the CH account profile at time of set-up. APCs can further limit CH transactions by type of merchant by blocking certain categories of vendors for use by a particular CH or by all activity CHs.

c. Convenience Checks. Convenience checks are third party drafts issued using a government purchase card account. Third party drafts may be used to acquire and to pay for supplies or services. Policies and regulations concerning the establishment of and accounting for third party drafts, including the responsibilities of designated cashiers and alternates, are contained in EBUSOPSOFFINST 4200.1.

Delegations of authority to maintain and use convenience checks shall be issued in writing specifically to the activity approving official, check custodian and convenience check cashier by the activity commander/director who is authorized to establish the account.

1) Convenience Checks may only be used after the command/activity has made every attempt to use the purchase card.

2) Individual Convenience Checks CANNOT be issued in excess of $2,500 ($10,000 overseas in support of contingencies declared by the Secretary of Defense).

3) Convenience checks shall be issued in the exact amount of the payment and shall not be split to avoid the micro-purchase threshold.

4) Convenience checks shall not be issued as an “exchange for cash” vehicle to establish cash funds.

5) Activities may ONLY appoint ONE convenience check cashier to sign and issue checks for the command. Activities are not authorized to appoint alternate cashiers.

6) Activities fielding Convenience Check accounts must provide Convenience Check cashiers with a safe or locking cabinet for storage of the checks.

7) Convenience Checks may be mailed only when internal controls are in place to avoid duplicate payments.

8) Activities shall establish internal controls to include approval at least one level above the cashier.

9) A convenience check cashier may hold a purchase card only when the policies and procedures found within this instruction are observed.

10) In order to maintain effective internal controls, an approving official may not perform the functions of the convenience check custodian or cashier.

11) Convenience check cashiers are responsible for the safeguarding and security of their checks and account information. The convenience check cashier shall not allow anyone to use or gain access to his or her checks or his/her account information.

c. Reporting Convenience Checks to the Internal Revenue Service (IRS) for Tax Purposes.

1) There is a statutory requirement for DOD/DON to report payments made to contractors/merchants using convenience checks that are reportable to the IRS. Reportable payments include payments for services, rent, and

medical payments regardless of the dollar value. If the payment was for goods and services combined it must be reported.

2) Convenience check cashiers should enter 1099M data directly into the DFAS tax-reporting package via the Internet. To gain system access the APC or convenience check cashier must first complete the system access form found on the Internet at https://dfas4DOD.dfas.mil.systems/1099. The completed form can then be faxed to DFAS at 614.693.5452. The APC or convenience check casher should wait 5-10 working days for processing. Each applicant will receive two e-mails from the DFAS Tax Office. The first will provide a user I.D. and the second will provide a password. The APC or convenience check cashier must follow the users manual located on the Welcome Page of the website noted above to change the password.

3) The minimum data that convenience check cashiers should capture prior to issuing an convenience check for services is as follows:

   a) Payee's name.

   b) Payee's Address.

   c) Payee's tax identification number (i.e., social security number or their employee identification number).

   d) The check number.

   e) The amount of the check.

   f) The date of the check.

   The convenience check cashier's bank account number is located on the bottom of each check and is not the number shown on the monthly billing statement.

4) Convenience check cashiers choosing not to use this process remain liable for the issuance of the 1099M to the vendor and the electronic filing to the IRS in the proper format. Each command operating and managing a convenience check account failing to file is responsible for any fines levied by the IRS for non-reporting.

4. Recommend purchase card dollar limits to the Agency Program Coordinator (APC) for CHs under purview

The AO fulfills a supervisory role for the CHs under his/her purview. One of these supervisory functions is to recommend reasonable and necessary spending limits for their CHs. There are several spending limits associated with a card and they should all be established for each CH account through a conscious thought process and **not** by default.

The following guidance from the EBUSOPSOFFINST 4200.1 addresses the establishment of CH limits:

a. Single Purchase Limit. Each CHs purchase card account and delegation of authority document shall include a single purchase limit. The single purchase limit is the most basic limit for the use of the purchase card as a method of payment. A limit for all other uses as prescribed by the EBUSOPSOFFINST 4200.1, such as training and DAPS is limited to the command's authorized contracting authority.

b. Billing Cycle Purchase Limit (30-Day limit). Each CHs account and delegation of authority shall include a billing cycle purchase limit. The billing cycle limit may be assigned in increments of $100 up to $9,999,900.

Within the limitations described below, the HA may delegate the single purchase limit. Normally this will be $2,500 for CHs limited to using the card as a procurement method. This is the common **micropurchase** limit.

The single purchase limit when using the card with government sources of supply or as a method of payment for properly issued simplified acquisitions is $100,000. For commercial items, this limit maximum is $5 million including options when using the procedures of FAR 13.5. This includes purchase orders and Blanket Purchase Agreement (BPA) calls. The limit maximum increases to $9,999,900 for orders issued against GSA schedule contracts.

The purchase card may be used as a method of payment for properly issued delivery orders issued against indefinite delivery type contracts up to $9,999,900.

These limits are maximums. Each CH account shall be established with set limits based on actual forecasted need and government requirements. The AO is responsible for evaluating the need of each CH under his/her purview and recommending reasonable purchase limits.

Chapter 4 of EBUSOPSOFFINST 4200.1 includes policies, procedures and specific threshold guidance for using the purchase card as a method of payment.

5. Sign monthly billing account statement confirming accuracy

Immediately upon receipt, the AO shall review and approve the monthly card account statements. In addition, the AO shall review and certify for payment the monthly billing statement, which is a summary invoice of all transactions of all card accounts established under the AOs account. The AO must verify that all purchases were necessary and for official government purposes in accordance with applicable directives.

Unless otherwise specified, the AO must also be the Certifying Officer for the CH(s). In that capacity, the AO must certify the monthly billing statement and forward it to the appropriate office for payment. The AO or certifying officer is responsible for:

a. the accuracy of information stated in a voucher, supporting documents and records;

b. computation of a certified voucher under sections 3528 and 3325 of title 31, United States Code;

c. legality of proposed payment under the appropriation or fund involved;

d. providing advice to accountable officials;

e. seeking advance fiscal decisions from legal counsel; and

f. repaying a payment that is determined

   1) illegal, improper, or incorrect because of an inaccurate or misleading certificate;

   2) to be prohibited by law;

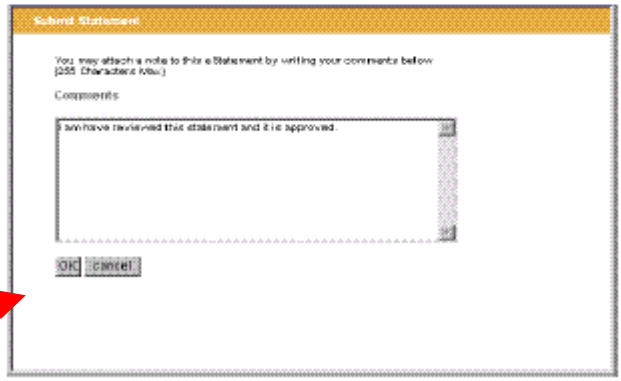
   3) does not represent a legal obligation under the appropriation or fund involved.

The following section illustrates the certification process using CitiDirect. Certification is also done manually with hardcopy statements and electronically using WinSALTS (Fleet).

The following CitiDirect process explains how to submit an eStatement for approval.

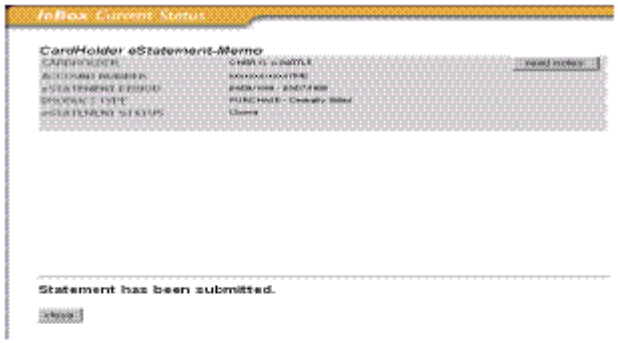
1. To submit an eStatement for approval, **Single-click the Submit Statement button**

Note: The AO can only submit eStatements when they have a status of “New”, "Pending Approval", or "Approved." Once the Final Approver (AO) approves the eStatement, the status will then be "Closed." When the eStatement has a "Closed" status, there can be no additional edits.

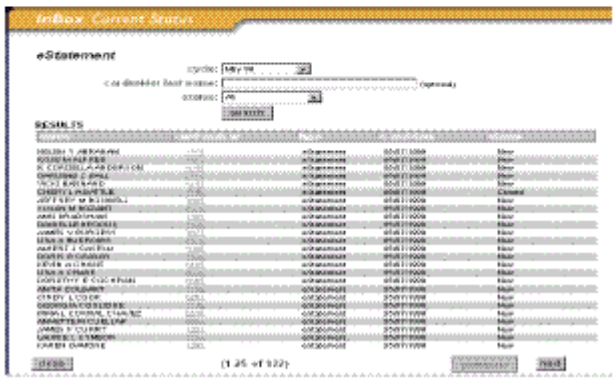


The Submit Statement window will open. You can attach comments to the eStatement in the free form text box, up to 255 characters.

2. To continue **Single-click the OK button**.



3. The CitiDirect application confirms your eStatement submission. ***Single-click the Close button to continue***.



You are returned to the Inbox-Current Status window, and your eStatement has now changed to Closed in the Status column. No changes can be made to the eStatement once it is closed.

AO Functions and Responsibilities

6. Retain a copy of monthly invoice

Financial records such as monthly invoices and statements must be retained for 6 years and 3 months. AOs, APCs, and CHs must maintain purchase-related records, such as purchase card logs and requisitions, for a minimum of 3 years.

All purchase card transaction documentation begins with the acquisition. The CHs SHALL request copies of itemized sales receipts, or other sales documents supporting the purchase card transaction. This may include a charge slip, cash register receipt, packing list, etc. The CH SHALL retain any documentation received from the vendor to support proof of the sale, and, this will later be used to verify the transactions shown on the CH statement.

If for some reason, the CH does not have documentation for the transaction, an explanation is required and must be attached to the statement during the reconciliation process.

7. Maintain all original supporting documentation (receipts, logs, approvals) for accounts when the CH or check writer has transferred, been reassigned or retired and the account is closed

The AO is responsible for the maintenance of all CH transaction documentation when a CH leaves the role and its associated duties. This may be due to a number of reasons, including transfer, reassignment, retirement or illness. The CHs records must be filed per the statutory requirements.

Financial records such as monthly invoices and statements must be retained for 6 years and 3 months. AOs, APCs, and CHs must maintain purchase-related records, such as purchase card logs and requisitions, for a minimum of 3 years.

All purchase card transaction documentation begins with the acquisition. The CHs **SHALL** request copies of itemized sales receipts, or other sales documents supporting the purchase card transaction. This may include a charge slip, cash register receipt, packing list, etc. The CH **SHALL** retain any documentation received from the vendor to support proof of the sale, and, this will later be used to verify the transactions shown on the CH statement.

If for some reason, the CH does not have documentation for the transaction, an explanation is required and must be attached to the statement during the reconciliation process.

8. Notify APC of requirement to close any CH accounts for individuals that have transferred, terminated or retired or upon AO no longer serving in that capacity

When a CH no longer needs a card account or when the CH is transferred, terminated or retired, the APC must cancel the account. It is the AOs responsibility to notify the APC when any of these situations occur.

In addition to CH notifications, the AO must also notify the APC if no longer serving in the capacity of an AO.

Prior to APC notification of CH separation, the AO **must** verify that all transactions and payments have cleared. The notification and cancellation process is very important to minimize the risk of misuse, abuse or fraudulent use of old purchase card accounts.

9. Notify APC of any lost or stolen cards (in addition to CH notifying bank)

The APC has the responsibility and authority to suspend or cancel purchase cards that have been compromised. Cards considered lost or stolen must be dealt with immediately.

The AO is responsible for notifying the APC of cards lost or stolen. The CH will most likely be the first to realize that a card is missing and should immediately call a Citibank CAS member at 1-800-790-7206, option 4. When connected, dial extension 6-9896 for Barbara Goldberg or extension 6-9880 for Steve Babine.

Should you require general assistance with cards and/or statements, contact the Citibank Help Desk toll-free at, 1.800.790.7206; for assistance with CitiDirect, contact the
Citibank Help Desk toll free, 1.800.790.7206, option 2 or outside of North America, collect at 904.954.7850.

10. Resolve any questionable purchases with the CH

The AO is responsible for ensuring that all purchases made by subordinate CHs were appropriate and that the charges are accurate. The AO **must resolve all** questionable purchases with the CH. In the event an unauthorized purchase is detected, the AO must notify the APC and other appropriate personnel within the command in accordance with the activity's IOP.

After resolution, the AO will sign the CHs monthly statement of account and maintain the documentation in accordance with agency procedures. In addition, the AO is responsible for certifying the card accounts' monthly invoices.

11. Take appropriate action in coordination with Human Resources (HR), Inspector General (IG), Legal, APC or Head of Activity (HA) upon discovery of any improprieties

AOs and Certifying Officials are synonymous in the DON Purchase Card Program and are simply referred to as Approving Officials. They are responsible for ensuring that all purchases made by CHs within their purview are appropriate, bona fide and that the charges accurate.

AOs should verify supporting transaction documentation for various card accounts prior to certifying the monthly invoice.

Upon discovery of any improprieties, the AO must notify the Commanding Officer and APC. This would include the discovery of any suspected unauthorized purchase that would indicate non-compliance, fraud, misuse and/or abuse of the purchase card program.

Department of the Navy

Government Purchase Card Program

Section III

Appendices

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Section III: Appendices

A. Definitions

Accountable Official: DOD military members and civilian personnel, who are designated in writing and are not otherwise accountable under applicable law, who provided source information, data or service (such as a receiving official, a cardholder, and an automated information system administrator) to a certifying or disbursing officer in support of the payment process. They have pecuniary liability for erroneous payments resulting from their negligent actions.

Accountable Property: A term used to identify property recorded in a formal property management or accounting system. Accountable Property includes all property purchased, leased (capital leases), or otherwise obtained, having a unit acquisition cost of $5,000 or more (land, regardless of cost), and items that are sensitive, or classified. Additional and/or separate records or other record keeping instruments shall be established for management purposes, or when otherwise required by law, policy, regulation, or Agency direction, including, but not limited to pilferable items (Items that have a ready resale value or application to personal possession and which are, therefore, especially subject to theft).

Agency Program Coordinator (APC): An individual designated by the ordering agency/organization to perform task order contract administration within the limits of delegated authority and to manage the card program for the agency/organization. This individual shall have overall responsibility for the card program(s) within their agency/organization, and may determine who participates in the card program(s). Multiple levels of program coordinators exist within different hierarchies or at different hierarchical levels within the program for each agency/organization.

Approving Official (AO): The individual responsible for reviewing and verifying the monthly purchase card statements of the card accounts under his/her purview. The AO must verify that all purchases were necessary and for official government purposes in accordance with applicable directives. Unless otherwise specified, the AO must also be the Certifying Officer for his/her cardholder(s) and in that capacity must certify the monthly billing statement and forward it to the appropriate office for payment. The certifying officer is responsible for: a) the accuracy of information stated in a voucher, supporting documents and records; b) computation of a certified voucher under sections 3528 and 3325 of title 31, United States Code; c) legality of proposed payment under the appropriation or fund involved; d) providing advice to accountable officials; e) seeking advance fiscal decisions from legal counsel; and f) repaying a payment that is determined 1) illegal, improper, or incorrect because of an inaccurate or misleading certificate; 2) to be prohibited by law; 3) does not represent a legal obligation under the appropriation or fund involved.

Billing Cycle: The billing cycle consists of approximately a 30-day billing period. Each monthly bill will be comprised of transactions (debits and credits) that post to the banks' system during this period. For DON the billing cycle begins on the 22nd of the month and ends on the 21st of the subsequent month. Cycle ends only occur on a business day (i.e. Monday through Friday) and as

a result may adjust accordingly. The cycle end date will occur on the last business day of the normal cycle.

Billing Cycle Office (Credit) Limit: An authorization control assigned to each approving official, as determined by the ordering DON activity, which limits the cumulative spending amount of all card accounts assigned to that Approving Official during a given billing cycle. Any office limit may be assigned in increments of $100 up to $9,999,900. The office limit primarily is used for budgetary control purposes and may be adjusted up or down at any time. It encompasses all outstanding charges within a billing period.

Billing Cycle Purchase Limit: An authorization control that limits an account's cumulative spending for purchases in a given billing cycle. This limit or the billing office limit shall be used to ensure cardholders do not exceed reserved funding (positive funds control). Any purchase limit may be assigned in increments of $100 up to $9,999,900. This limit may be adjusted as ordering DON activities deem appropriate and shall be established for each cardholder account. It should reflect normal usage by that cardholder and must not default to the maximum available limit.

Bulk Funding: An advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions.

Cardholder (CH): An individual designated by an agency to be issued a card. The card bears the individual's name and can be used by that individual to pay for official purchases in compliance with agency internal procedures. Also applies to convenience check account holders.

Cardholder Statement: The statement of charges provided to a cardholder detailing all of the transactions posted to their account during a billing cycle.

Commercial Items (Supplies): Any item, other than real property, that is of a type customarily used for nongovernmental purposes and that:

a. Has been sold, leased or licensed to the general public; or

b. Has been offered for sale, lease or license to the general public. (A full definition can be found at FAR 2.101)

Contracting Officer: Government employees who have the authority to bind the Government to the extent of their delegated purchasing authority. Purchase cardholders are provided that authority by their commanding officer or APC in writing by the issuance of a Letter of Delegation or SF 1402 Contracting Officer's Warrant.

Convenience Checks: Third party drafts issued using government purchase card account. Third party drafts may be used to acquire and to pay for supplies or services. Policies and regulations concerning the establishment of and accounting third party drafts, including the responsibilities of designated cashiers and alternates, are contained in Part IV of the Treasury Financial Manual for Guidance of Departments and Agencies, Title 7 of the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, and the agency implementing regulations. FAR 13.305 applies and the Department of Defense guidance is contained in the DOD Financial Management Regulation, Volume 5, Chapter 2, paragraph 0210.

Delegation of Contracting Authority: A document, issued by authorized agency personnel, that establishes the individual as an authorized cardholder. This delegation of contracting authority shall specify spending and usage limitations unique to the cardholder. Each activity, in its internal procedures, must designate who shall be responsible for issuance of these delegations. This delegation must come down from the Head of the Contracting Activity.

Disputes: Instances where transactions on the cardholder's statement do not agree with entries in the log or retained receipts that are presented to the bank for resolution. This may include circumstances where the cardholder did not make the transaction, the amount of the transaction is incorrect or the quality or service is an issue.

Government Purchase Card: The purchase card is the charge card account established with the issuing bank that enables properly authorized government personnel to buy and pay for supplies and services in support of official government business.

Hazardous Materials (HAZMAT): Hazardous materials or products that are customarily sold to the general public to be used for non-governmental purposes (commercial products) which are in the same size and packaging found commercially and subject to procedures found later is this instruction. Examples of those materials or products include those required on a routine basis to meet daily operational needs, such as, lubricants, batteries, toner cartridges, detergents, etc.

Head of Activity (HA): For the purposes of this instruction, the HA is the military officer in command or the civilian executive in charge of the mission of a DON command or activity which has been granted contracting authority by the cognizant HCA. The HA has overall responsibility for managing the delegation and use of this authority by personnel under his/her command.

Head of Contracting Activity (HCA): The official at one of the 23 DON components listed at DFARS 202.101 and NAPS 5202.101 (e.g. COMNAVSUPSYSCOM, COMNAVAIRSYSCOM, etc.) who has overall responsibility for managing contracting authority within his/her contracting chain of command. They are responsible for the delegation, re-delegation and use of contracting authority including use of the purchase card by DON commands, DON activities and DON personnel under his/her contracting cognizance.

Invoice: The monthly invoice is the official billing invoice for payment purposes, which is provided to the Certifying Officer by the issuing bank. The invoice identifies all of the purchase card transactions of his/her cardholders during a billing cycle. The invoice can be paper based or presented through the Electronic Access System of the issuing bank.

Letters of Agreement (LOAs): A streamlined procedure for procuring commercial supplies between $2,500 and $25,000, based on using oral solicitations, placing oral orders and paying for the oral orders using the purchase card. LOAs shall not be established for the procurement of services.

Merchant Category Code (MCC): A code used by the issuing bank to categorize each merchant according to the type of business the merchant is engaged in and the kinds of goods and services provided. These codes are used as an authorized transaction type code on a card/account to identify those types of businesses who provide goods and/or services that are authorized for use by the cardholder.

Micro-Purchase: An acquisition of supplies or services, the aggregate amount of which does not exceed $2,500, (except construction which is limited to $2,000). FAR Part 2.101.

Pecuniary Liability: Personal financial liability for fiscal irregularities of disbursing and certifying officers and accountable officials as an incentive to guard against errors and theft by others, and also to protect the government against errors and dishonesty by the officers themselves.

Pilferable Property: Portable items that could easily be converted to personal use and are (1) critical to fulfilling the activity's mission/business objective and (2) hard to repair or replace.

Purchase Card Log: A manual or automated log in which the cardholder documents individual transactions and screening for mandatory sources using the purchase card and/or convenience checks. Entries in the purchase log may be supported by internal agency documentation (i.e. request for procurement document, email request, etc.). The purchase card documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained. At a minimum, the log will contain the date the item or service was ordered, the merchant name, the dollar amount of the transaction, a description of the item or service ordered and an indication on whether or not the item was received.

Reconciliation: The process by which the cardholder and AO review the monthly statements, reconcile against available vendor receipts and purchase card log and authorize payment of those charges provided on the monthly billing/cardholder statements.

Reviewing Official: An individual, appointed by the head of the activity (or their designees), which is responsible for pre and post payment reviews of payments certified by the certifying officer. The reviewing official shall not concurrently serve as an accountable, certifying or disbursing official.

Services: For the purposes of this instruction, services are firm-fixed priced (including unpriced orders with an established ceiling), non-personal, commercially available requirements in which the Government directly engages the time and effort of a contractor to perform a task (e.g. repairs, maintenance, annual maintenance agreements, etc.).

Simplified Acquisition Threshold: The upper level at which an acquisition may use simplified acquisition rules, currently $100,000, except that in the case of any contract to be awarded and performed, or purchase to be made, outside the United States in support of a contingency operation (as defined in 10 U.S.C.101 (a)(13)) or a humanitarian or peacekeeping operation (as defined in 10 U.S.C.2302 (8) and 41 U.S.C. 259(d)), the term means $200,000. FAR 2.101.

Single Purchase Limit: A dollar limit on each purchase assigned to each cardholder for a single transaction.

Split Purchase: The "requirement" is the quantity known at the time of the buy. If an individual purchases as [s] he becomes aware of a requirement, the requirement is each. If the requirements are consolidated and purchases are made once a day, the requirement becomes what was received during the day.

If an individual has historically purchased as things became known to them, even if they have the same thing ordered twice in one day from the same vendor, that does not have to be splitting. Splitting is the "intentional" breaking down of a known requirement to stay within a threshold (i.e. the $2,500 micro-purchase threshold) or to avoid having to send the requirement to the contracting officer.

Tax Exempt: The elimination of state and local taxes from federal purchases in accordance with state and federal law. The phrase “U.S. Government Tax Exempt” is printed on the front of each purchase card.

Transaction Type: The transaction type is the method by which an order is placed when using the purchase card. Purchase card buys may be made over-the-counter, over-the-phone or via the Internet.

B. Commanding Officers Top Ten Purchase Card Management Tips

a. Appoint an APC of appropriate grade/rank, motivation and people skills.

b. Ensure that the number of purchase cards and billing accounts reflects the government's minimum need.

c. Review specific credit limits and spending history of accounts to ensure consistency with mission requirements.

d. Take appropriate administrative and disciplinary action when fraudulent, improper, and/or abusive purchase card transactions are found.

e. Ensure that the span of control for each AO is 7 or less purchase cardholder accounts.

f. Review existing weekly delinquency reports with your APC.

g. Ensure that:

1) ALL CHs, AOs, and APCs have received the required training in accordance with DOD/DON policy and procedures;

2) The training is properly documented and the training certificates are maintained on file; and,

3) ANY CH or AO who has not completed the required basic or biennial refresher training, with the exception of those individuals deployed at sea, shall have his/her account immediately suspended.

h. Enforce the requirement for proper separation of the purchasing, receipt, and acceptance functions and maintain documented evidence. See EBUSOPSOFFINST 4200.1.

i. Maintain documented evidence of proper certification of monthly purchase card statements by CHs and AOs.

j. Make effective use of available tools.

C. Exceptions To Use Of The Purchase Card (DFARS 213.270)

1. The following requirements are exempt from the mandatory use of the purchase card for micro-purchases for procurements or payments.
   a. The place of performance is entirely outside any of the State, territory or possession of the United States, the District of Columbia, and the Commonwealth of Puerto Rico.
   b. The purchase is a Standard Form (SF) 44 purchase for aviation fuel and oil.
   c. The purchase is an overseas transaction by a contracting officer in support of a contingency operation as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8)
   d. The purchase is for training exercises in preparation for overseas contingency, humanitarian or peacekeeping operations.
   e. The payment is made with an convenience check
   f. The payment is for a transportation bill
   g. The purchase is under a Federal Supply Schedule contract that does not permit the use of the purchase card
   h. The purchase is for medical services and:
      1) It involves a controlled substance or narcotic
      2) It requires the submission of a Health Care Summary Record
      3) The ultimate price of the medical care is subject to an independent determination that changes the price based on application of a mandatory CHAMPUS Maximum Allowable Charge determination that reduces the Government liability below the billed charges.
      4) The Government already has entered into a contract to pay for the services without the use of the purchase card.
      5) The purchases is a beneficiary seeking medical care; or
      6) The senior local commander or director of a hospital or laboratory determines that use of the purchase card is not appropriate or cost-effective.

   The Medical Prime Vendor Program and the DOD Medical Catalog Program are two examples where the use of the purchase card may not be cost-effective.

D. DOD/DON Standard MCC Code Blocks

The following are the "standard" DOD/DON MCC Code Blocks.

MCC Code	Name
4011	Railroads - Freight Home Supply
4121	Taxicabs/Limousines
4761	Telemarketing of Travel Related Services
4829	Wire Transfer-Money orders
5441	Candy, Nut Confectionery Stores
5681	Furriers and fur shops
5813	Drinking Places (Alcoholic Beverages) Bars, Taverns, Nightclubs
5921	Package Stores, Beer, Liquor
5932	Antique shops
5933	Pawn shops
5937	Antique reproductions
5944	Jewelry stores
5960	Direct Marketing Insurance
5993	Cigar Stores and Stands
6010	Financial Institutions Manual Cash Advances
6011	Financial Institutions Automatic Cash Advances
6051	Non-financial Institution-Foreign currency, money orders, traveler's checks
6211	Security brokers/Dealers
6381	Insurance-Premiums
6399	Insurance - Not Elsewhere Classified
6529	Remote Stored Value Load – Member Financial Inst. - MC
6531	Payment Service Provider
6532	Payment Transaction - Member Financial Inst
6533	Payment Transaction Merchant
6611	Overpayments
6760	Savings bonds
7012	Time shares
7273	Dating and escort services
7321	Consumer Credit Reporting Agencies
7332	Blueprint and Photocopying Services
7341	Window Cleaning Services
7511	Truck Stop Transactions
7524	Express Payment Service Merchants - Parking Lot
7833	Express Payment Service Merchants - Motion Pict
7994	Video Game Arcades/Establishments
7995	Betting, casinos, gaming chips, off – track betting
8651	Political organizations

9211	Court costs, alimony, and child support
9222	Fines
9223	Bail and bond payments
9311	Tax payments
9280	Automated referral services
9411	Government Loan Payments
4829	Wire Transfer-Money orders
5681	Furriers and fur shops
5932	Antique shops
5933	Pawn shops
5937	Antique reproductions
5944	Jewelry stores
6010	Financial Institutions Manual Cash Advances
6011	Financial Institutions Automatic Cash Advances
6051	Non-financial institution-foreign currency, money orders, traveler's checks
6211	Security brokers/Dealers
6760	Savings bonds
7012	Time shares
7273	Dating and escort services
7995	Betting, casinos, gaming chips, off-track betting
8651	Political organizations
9211	Court costs, alimony, and child support
9222	Fines
9223	Bail and bond payments
9311	Tax payments
9280	Automated referral services

E. Sample Letter of Delegation

(Commanding Officers and/or APCs should use this letter to delegate contracting or purchase card authority to purchase cardholder.)

From: Commanding Officer/APC
To: John Doe

Subj: DELEGATION OF AUTHORITY TO USE PURCHASE CARD

Ref: (a) Federal Acquisition Regulation (FAR) 1.6
(b) Defense Federal Acquisition Regulation (DFAR) 201.6
(c) EBUSOPSOFFINST 4200.1

1. In accordance with references (a) through (c), you are hereby appointed a contracting officer for the United States of America, limited to the use of the Government Purchase Card. The specific limits of your authority are established below. You may use your card as a procurement method or as a method of payment in accordance with reference (c), up to your single purchase limit. You are reminded that you are personally accountable for strict adherence to DON Purchase Card policies and procedures when using the card.

   a. Dollar Thresholds:
   - $2,500 single purchase limit
   - $XXX monthly purchase limit

   b. Authorized purchases are (include appropriate categories):
   - Stand-alone procurement method.
   - Method of payment against contract documents issued by a contracting officer.
   - Oral orders against Government contracts, such as IDIQs, GSA, Schedules/GSA Advantage, JWOD, etc.
   - DAPS
   - Blanket Purchase Agreements / LOA
   - Purchase of Training (DD1556)

   c. Purchase restrictions (if any): (i.e., purchase cardholder cannot use purchase card over the Internet or over the counter)

      1) Merchant Category Code Blocks (if any).

2. The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the purchase card for other than official government business will be considered an attempt to commit fraud against the US Government and may result in immediate cancellation of an individuals purchase card and further disciplinary action. The cardholder will be held personally liable to the Government for the amount of any non-government transactions. Under 18 U.S.C. 287, misuse of the purchase card could result in a fine of not more than $10,000 or imprisonment for not more than five years or both. Military members that misuse the purchase card may be subject to court martial under 10 U.S.C. 932, UCMJ Article 132.

3. Questions concerning your delegation of authority or purchase card account should be directed to the Command Agency Program Coordinator, Mr/Mrs/Ms John/Jane Smith, who can be reached at 888.555.1212.

Signed by Commanding Officer

F. Criteria For Selecting APCs, AOs and CHs

1. Agency Program Coordinator (APC).
   a. Properly trained Military or Federal civilian personnel.
   b. Appropriate business acumen. Necessary skills required include:
      1) Knowledge of contracting policy and procedures, including the Federal Acquisition Regulation (FAR) and its supplements.
      2) Knowledge of financial policy and procedures, including the DOD Financial Management Regulation (FMR).
      3) Strong verbal & written communication skills with ability to resolve conflict.
      4) Ability to provide classroom training for initial and refresher training of account holders.
      5) Strong analytical skills, strong computer skills and the ability to organize work and work independently.
   c. Commensurate level of authority and responsibility within the command to execute duties.
2. Approving/Certifying Official (AO).
   a. Properly trained Military or Federal civilian personnel.
   b. Knowledge of contracting policy and procedures, including the Federal Acquisition Regulation (FAR) and its supplements.
   c. Knowledge of financial policy and procedures, including the DOD Financial Management Regulation (FMR).
   d. Ratio of card accounts to AO is within ‘span of control’ (7 card accounts to 1 AO).
3. Purchase Card Cardholder.
   a. Properly trained Military or Federal civilian personnel.
   b. Requires the purchase card for mission essential requirements.
   c. Appointment does not cause AO to exceed ‘span of control’.
   d. Cardholder’s AO will be in his/her direct chain of command.
   e. Command anticipates that cardholder will require regular card usage.

G. Training Requirements

All DON Government Commercial Purchase Card (GCPC) Program participants are required to complete two mandatory government purchase card courses. Some program participants are required to complete additional courses as explained below. The two mandatory courses are:

a. The *DON eBusiness Purchase Card Training* course appropriate to the individual's role assignment within the program. These are role specific courses available for Cardholders, Approving Officials, Agency Program Coordinators and Heads Of Activity. The courses are also organized by electronic certification system – CitiDirect or WinSALTS. Each purchase card program participant is required to take the course appropriate as defined by his or her role within the program. This training is DON mandated for all DON GCPC participants.

b. The Defense Acquisition University Continuous Learning Center (DAU CLC) *Government Purchase Card Tutorial* available at the DAU CLC website at http://clc.dau.mil. This course is DoD mandated training for all DoD GCPC participants.

These courses must be completed prior to appointment and must be repeated as refresher training every two years.

Additional training is required for DON GCPC cardholders delegated use of the purchase card via SF 1402 (Certificate of Appointment). These individuals must complete the following course:

c. The *Simplified Acquisition Procedures (SAP)* course, CON 237, available on-line through the DAU website at www.dau.mil.

DON GCPC cardholders who have completed CON 101, Contracting Fundamentals, or CON 202, Intermediate Contracting since 1997 are exempt from the requirement to take CON 237.

Annual ethics training is required for the following DON GCPC participants:

a. All individuals who have filled out Form OGE 450 (Office of Government Ethics) Confidential Financial Disclosure Report,

b. All Approving Officials (AO) (these individuals are required to complete the Form OGE 450),

c. All Cardholders (CH) who purchase in excess of $100,000 (these individuals are required to complete the Form OGE 450).

DON GCPC participants required to take annual ethics training should check with their local Office of General Counsel for training availability.

All documentation of successful completion of the training listed in a.1, a.2 and a.3 must be retained by the individuals taking the training and their immediate Agency Program Coordinators for the duration of their appointment as a DON GCPC participant.

Refer to Appendix L of this desk guide for contact and availability information about these courses

H. List of Prohibited & Special Attention Items

Prohibited Items:
Advance Payments
Advertising
Asbestos and Asbestos-Containing Materials
Black Oxide Coated Brass Threaded Fasteners
Buildings or Land, Long-Term Rental or Lease of
Business Cards
Cash Advances
Christmas and Other Seasonal Decorations
Coffee Pots, Coffee, Refreshments
Commercial Vehicles, Purchase of
Commercial or GSA Vehicles, Rental/Lease of (Without Drivers)
Employee Identification Tags
Federal Information Processing Resources/Y2K
Fireworks Display
Fuel, Oil, Services, Maintenance, Repairs
Hazardous Material and Hazardous Waste Disposal
Incentive Music and Equipment
Lodging and Meals
Luggage
Medical and Dental Care at Civilian Non-Federal Sources
Membership Dues
Ozone Depleting Substances
Personal Services
Pesticides
Plaques, Ashtrays, Paperweights, and Other Mementos As Give-away Items
Printing and Duplication
Purchase from Government Employees or Business Owned or Controlled by Government Employees
Reprographic Equipment
Sensitive Compartmented Information in Contracts
Shipboard Habitability Equipment, Including Furniture, Laundry/Dry Cleaning and Food Service Equipment
Transportation, Purchase of
Travel or Travel Related Expenses
Uniform Items
Visual Information (VI) Equipment
Shipboard Digital Photo Lab (DPL)
Visual Information-Audiovisual (VI-AV) Production Including Interactive Video Acquisition
Commercial Off-the-Shelf Visual Information-Audiovisual (VI-AV) Production Acquisition
Commercial VI Production
Withdrawal of Tax-Free Ethyl and Specially Denatured Alcohol

See enclosure 2 of the EBUSOPSOFFINST 4200.1 for prohibited items definitions.

LIST OF PROHIBITED AND SPECIAL ATTENTION ITEMS RELATED TO PURCHASE CARD BUYS

This information applies to Department of the Navy Agency Program coordinators, approving officials and purchase cardholders with established purchase card programs. For a full explanation, and/or background information on prohibitions referenced in this appendix, refer to the NAVSUPINST 4200.85 (series), enclosure (1). Not all of the prohibitions found in this appendix require special approvals. Some may be procured using traditional purchase methods (e.g. purchase orders, BPA calls, etc) and paid for using the purchase card. Detailed procedures for using the purchase card as a method of payment may be found in the purchase card desk guide.

Advance Payments

General rule: Except for requirements such as subscriptions for publications (i.e. Navy Times, Federal Contracts Reporter, Commercial Clearing House Inc, etc.) and post office box rentals advance payments are prohibited.

Advertising

General rule: Unless specific approvals have been obtained advertising contract actions are not authorized in accordance with the Navy Acquisition Procedures Supplement (NAPS).

Exception: The Chief of Naval Personnel has authorized an increase from $1,000 to $2,500 for the specific media advertising purchase limit for Commanding Officers of Navy Recruiting Districts to commensurate with the current micro-purchase threshold. This authority cannot be re-delegated and each advertisement is conditioned upon the use of a properly executed DD Form 1535.

Asbestos and Asbestos-Containing Materials

General rule: Purchase cardholders are not authorized to purchase asbestos or asbestos-containing materials.

Black Oxide Coated Brass Threaded Fasteners

General rule: Purchase cardholders are not authorized to procure brass or copper alloy fasteners coated with black oxide.

Buildings and/or Land, Long-Term Rental or Lease of

General rule: Purchase cardholders are prohibited from entering into long-term rentals or leases for buildings and/or land.

Business Cards

General rule: Flag Officers, member of the SES and general officers may authorize the printing of business cards limited to using existing software and agency-purchased stock for those positions that require business cards in the performance of official duties.

Cash Advances

General rule: Purchase cardholders are prohibited from using their purchase cards to obtain cash advances.

Christmas and Other Seasonal Decorations.

General rule: Seasonal decorations may be acquired using the purchase card provided local customs and traditions are observed. Purchase cardholders are not authorized to buy Christmas cards.

Coffee Pots, Coffee, Refreshments

General rule: Unless the purchase of coffee pots, coffee, or refreshments is for an authorized mess, as defined in NAVSUP Publication 486 Vol-1, Chapter 1 and BUPERINST 1710.11C the purchase of these items are prohibited. Purchase cardholders are also prohibited from buying refreshments for other government employees.

Exceptions: The use of Official Representation Funds for official entertainment and Center of Influence events involving Navy recruiters are exceptions to this rule. In addition, Navy recruiters are authorized to use the purchase card to buy meals for recruiting applicants as an out of pocket expense.

Agencies sponsoring a conference are allowed to provide light refreshments during morning, afternoon or evening breaks for conference attendees when a majority of the attendees are in a travel status. Travel within an employee's local commuting area does NOT satisfy the requirement to be in a 'travel status'. Light refreshments may be approved by the command sponsoring the conference if they decide it is appropriate use of their funds. The Government Purchase Card can be used to pay for the refreshments. Use of the card and funding for this purpose is subject to local Command approval. Card officials should ensure acceptability within their own command prior to using the card for this purpose.

Commercial Vehicles, Purchase of

General rule: Purchase cardholders shall not use their cards to purchase commercial vehicles.

Commercial or GSA Vehicles, RENTAL/LEASE of (Without Drivers)

General rule: Purchase cardholders are not authorized to use their purchase cards to rent/lease commercial or GSA vehicles.

Employee Identification Tags

General rule: Unless the requiring activity/command determines that use of the identification tags are necessary and in support of mission requirements, activities may not use appropriated funds to purchase employee identification tags.

Fireworks Display

General rule: Purchase cardholders may not use appropriated funds to buy fireworks.

Fuel, Oil, Services, Maintenance and Repairs

General rule: Purchase cardholders are not authorized to purchase fuel, oil, services, maintenance and repairs of Interagency Fleet Management System and GSA Fleet Management Programs (i.e. repair of GSA leased vehicles).

HAZMAT and Hazardous Waste Disposal

General rule: Except for commonly used hazardous material the purchase of HAZMAT by cardholders is prohibited.

Incentive Music and Equipment

General rule: Except for specifically programmed music, the purchase of music and equipment for broadcasting (inc. radios, automatic record players or phonographic records) for entertainment purposes is generally not authorized.

Exception: Specifically programmed music may be purchased based on a written determination by the commanding officer describing how the acquisition would improve morale, benefit the command, etc., and thereby qualify as a necessary expense under the necessary expense rules. This prohibition also does not preclude the expenditure of appropriated funds for the purchase of a public address system required for intra-station communication.

Lodging and Meals

General rule: Purchase cardholders are prohibited from using their purchase cards for the payment of lodging and meals for employees on temporary duty.

Exception: Certain reserve activities are authorized to buy meals for Naval reservists during drill activities.

Luggage

General rule: The purchase of luggage for employees/service members to carry personal belongings while on travel orders is generally not authorized.

Exception: Sea bags issued to service members and briefcases, etc., furnished for the express purpose of carrying official documents associated with the duties of the service member or employee.

Medical and Dental Care From Civilian Non-Federal Sources

General rule: Purchase cardholders shall not use their cards for payment of medical and dental services.

Membership Dues

General rule: Except for membership dues, which solely benefit the agency or activity the purchase of club, association, organization and other related memberships, are prohibited.

Exception: The use of appropriated funds for membership dues of an activity or agency is permissible if the membership contributes to the fulfillment of the mission of the activity or agency.

Ozone Depleting Substances (ODS)

General rule: Purchase cardholders are not authorized to purchase ODS materials.

Exception: Contracting officers may use their purchase card as a method of payment provided guidance in the NAPS is strictly adhered to.

Personal Services

General rule: Unless you have statutory authority purchase cardholders should not contract for personal services using the purchase card.

Pesticides

General rule: Unless prior approvals are obtained from cognizant Pest Management Consultant at the appropriate NAVFAC or BUMED division, purchase cardholders are not authorized to contract for purchase of pesticides.

Plaques, Ashtrays, Paperweights and other Mementos As Give-Away Items

General rule: The use of appropriated funds to buy give-away items such as plaques, cuff links, hats, T-shirts, license plate covers, bracelets, ashtrays, Christmas cards, paper-weights, cigarette lighters, novelty trash cans, key chains and similar items are generally prohibited.

Exception: The purchase of give-away items in support of employee recognition programs may be authorized if accomplished in accordance with agency policy.

Printing and Duplication

General rule: Purchase cardholders are prohibited from buying printing or duplication services from agencies other than DAPS.

Purchase from Government Employees or Businesses Owned or Controlled By Government Employees

General rule: Purchases from government employees (military or civilian) or from business organizations substantially owned or controlled by government employees are generally prohibited.

Reprographic Equipment

General rule: The purchase/lease/rental/trial/replacement or change in rental or lease plan of reprographic equipment is not authorized unless the requestor has complied with the requirements of the Navy Reprographic Equipment Program. The requestor must obtain written approval from the cognizant DAPS for all shore copying equipment with speeds of 71 or more copies per minute. (Examples of reprographic equipment are; copiers and high-speed copiers, Diazo process equipment, laser printers, and duplicating equipment).

Sensitive Compartmented Information In Contracts

General rule: Purchase cardholders are not authorized to enter into negotiations that will include requirements for contractor access to Sensitive Compartmented Information unless the customer has staffed the requirement through Commander, Office of Naval Intelligence, Code ONI-532.

Shipboard Habitability Equipment, Including Furniture, Laundry/Dry Cleaning and Food Service Equipment

General rule: Except for furniture, laundry, dry cleaning, and food service equipment listed in the following catalogs are prohibited.

Furniture equipment – S9600-AD-GTP-010, U.S. Navy Shipboard Furniture Catalog with applicable changes.

Laundry/dry cleaning equipment – S6152-B1-CAT-010, Navy Laundry and Dry Cleaning Catalog with applicable changes.

Food service equipment – S6161-Q5-CAT-010, The Shipboard Food Service Equipment Catalog with applicable changes.

Transportation, Purchase of

General rule: DON purchase cardholders are not authorized to use their card to ship logistics items or pay for cargo shipments except for emergency shipments where the activity or base transportation officer is not available. The GSA Express Small Package Contract now authorizes the use of the card to ship items using the FedEx contract when shipping administrative small packages under 150 pounds.

Travel, or Travel Related Expenses

General rule: The purchase card cannot be used to pay for government employee travel or travel related expenses (i.e. expenses associated with official travel including transportation, lodging, or meals).

Uniform Items

General rule: Cardholders are not authorized to use appropriated funds to purchase uniform items.

Visual Information (VI) Equipment

General rule: VI production equipment may not be provided to, acquired for, or used by, non-VI activities or personnel (See Definitions). Requests for VI equipment that exceed the dollar thresholds listed below, must be forwarded to the appropriate Major Claimant Visual Information Management Office (MCVIMO) for approval. The MCVIMO must certify that acquisitions are in accordance with activity authorizations prescribed by OPNAVINST 3104.1 and 3104.2. Requests for VI equipment that support VI functions that are not authorized for the activity can not be approved at MCVIMO or local levels and must be held pending N09C1 approval of the new function.

Non-VI activities or personnel may acquire non-production VI equipment, unless otherwise specified by local VI instructions or when restricted by local credit card dollar call limitations, non-professional consumer type VI equipment such as 35mm film based photographic camera systems costing less than $1,000; overhead, slide, filmstrip, and motion picture projection equipment costing less then $5,000; audio and video recorder players costing less then $5,000; video cameras and camera-recorders costing less then $5,000; digital photographic cameras costing less than $5,000; digital photographic printers costing less then $10,000; and, video, LCD, LED, and CRT projectors costing less then $10,000.

For VI equipment policy and MCVIMO information, contact: CNO (N09C1) VI Equipment and Activities Policy Officer at (202) 433-3790; DSN 288.

Exceptions: The following types of equipment are exempt.

1. VI equipment:
   a. Acquired and distributed by the Navy Exchange;
   b. Embedded in non-VI systems, which cannot be separated or operated to perform a VI function outside the system;
   c. Purchased with non-appropriated or morale welfare recreational funds including entertainment systems;
   d. Used solely to support research, development, test and evaluation (RDT&E) programmed mission requirements;
   e. Procured by the Naval Media Center in support of Armed Forces Radio and Television activities and "Navy and Marine Corps News This Week;"
   f. Used by administrative and security offices only for identification (ID) purposes;
   g. Dedicated to Pilot Landing Training (PLAT) System, secure flight crew briefing systems and meteorological information systems;
   h. Acquired under the Ship Building and Conversion, Navy (SCN) program; or,
   i. VI equipment acquired for Video Teleconferencing (VTC) activities managed per OPNAVINST 2015.1
2. Timing and synchronization apparatus related to instrumentation recording.

3. Radiographic equipment (industrial, medical and dental (x-rays)).
4. Office-related support equipment including: word processing equipment; transcribing and intercom equipment; telephone answering devices; xerographic equipment; and microform production and using (viewing and printing) equipment.

Definitions:

VI Equipment

a. Production. Items used for the recording, producing, reproducing, processing, broadcasting, editing, distribution, exhibiting, and storing of VI. Includes professional still, motion picture and video cameras; editing equipment, telecine equipment, audiotape and cassette duplicators; computer generated graphics systems; film and paper processing equipment photographic printers.

b. Non-production. Items used to maintain, repair, store, retrieve, exhibit or otherwise provide for the use of VI products. Includes videotape/disc players and television monitors; interactive video equipment; and, slide, film strip, motion picture, overhead, opaque and video projectors.

VI Activity. An organizational element or a function within an organization in which one or more individuals are classified as VI, or whose principal responsibility is to provide VI services. Navy VI activities are further identified by a Defense Visual Information Activity Numbers (DVIAN).

Shipboard Digital Photo Lab (DPL)

General rule: Per OPNAVINST 3104.1, the Program Executive Officer, Tactical Aircraft Program(PEOT(PMA-241)) in conjunction with Chief of Naval Operations (CNO (N09C1)), provides centralized VI equipment acquisition management for centrally procured aircraft carrier (CV/CVN) DPL equipment and systems. Local Acquisition of equipment for, or reconfiguration of, shipboard DPL is prohibited without CNO (N09C1) and PEOT (PMA-241) approval.

For questions regarding this policy, contact: CNO (N09C1) VI Equipment and Activities Policy Officer at (202) 433-3790; DSN 288.

Visual Information-Audiovisual (VI-AV) production including interactive video acquisition

General rule: Per OPNAVINST 3104.1 and its implementing instructions, the Naval Media Center (NMC) is the single contracting activity within the DON authorized to procure VI-AV productions. All requests for contracting for VI-AV productions, except as excluded below, must be forwarded to the Chief of Naval Operations (N09C1) via the appropriate Major Claimant Visual Information Management Office (MCVIMO) for approval and or assignment.

For questions regarding this policy, contact: CNO (N09C1) VI/AV Production Policy Officer at (202) 433-3714; DSN 288.

Exceptions: The following are exempt from the DoD VI production reporting requirements (Visual Information Production Request and Report, DD 1995 and the search of the Defense Automated Visual Information System (DAVIS) products.

a. Mixed media packages with a predominance of text;

b. Television spot announcements, public service announcements, news clips, and information programs funded by Armed Forces Radio and Television Service (AFRTS);

c. The Navy Broadcasting Department of the Naval Media Center;

d. Activities engaged in or supporting research, development, test and evaluation;

e. The Navy Exchange;

f. Productions acquired from commercial sources by or for;

   1) DoD dependent schools.

   2) Morale, welfare, and recreation (MWR) activities.

   3) Education centers.

   4) Non-VI libraries controlled by SECNAVINST 5401.2 (NOTAL).

g. Productions funded and reported as an integral part of a recruiting advertising contract; or,

h. Interactive courseware acquired under OPNAVINST 1500.73.

Commercial Off-The-Shelf Visual Information-Audiovisual (VI-AV) production acquisition

General rule: Commercial off-the-shelf VI productions that support local, major claimant or Navy-wide requirements do not require a completed DD 1995 and may be purchased without MCVIMO or CNO (N09C1) validation. However, a DAVIS search is required to ensure that completed Navy or other DoD VI productions that may satisfy the requirements do not already exist. The DAVIS can be accessed via the Internet at http://dodimagery.afis.osd.mil**.**

Definitions (OPNAVINST 3104.1):

Commercial VI Production. A completed VI production that is purchased off-the-shelf, i.e., from the stocks of a vendor.

VI Production. The process of combining or arranging any separate audio or visual product(s) in continuity in a self- contained, complete presentation that is developed according to a plan or script for conveying information to, or communicating with, an audience. A VI product is also the end item of the production process. The special kind of VI production that combines motion media with sound is further defined as "AV production." Used collectively, VI production refers to the functions of procurement, production, or adoption from all sources; i.e., in-house or contract production, off-the-shelf purchase, or adoption from another Federal agency.

Withdrawal of Tax-free Ethyl and Specifically Denatured Alcohol

General rule: The purchase of tax-free ethyl and specifically denatured alcohol is not authorized unless a permit from the Bureau of Alcohol, Tobacco and Firearms has been issued.

I. Acronyms

AO	Approving Official
APC	Agency Program Coordinator
ASN(RD&A)	Assistant Secretary of the Navy (Research, Development and Acquisition)
AUL	Authorized Use List (HAZMAT)
BCA	Business Case Analysis
BOA	Basic Ordering Agreement
BPA	Blanket Purchase Agreement
BUMED	Bureau of Naval Medicine
CH	Cardholder
CNO	Chief of Naval Operations
CO	Commanding Officer
CONUS	Continental United States
DAPS	Defense Automated Printing Service
DFAR	Defense Federal Acquisition Regulation
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
DON	Department of Navy
EBUSOPSOFF	Electronic Business Operations Office
EC/EDI	Electronic Commerce/Electronic Data Interchange
EFT	Electronic Funds Transfer
EIT	Electronic and Information Technology
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FMR	Financial Management Regulation
FMS	Foreign Military Sales
FOB	Free-on-Board
FPI	Federal Prison Industries
FSS	Federal Supply Schedule
GAO	General Accounting Office
GSA	General Services Administration
HA	Head of the Activity
HAZMAT	Hazardous Material
HCA	Head of Contracting Authority
HRSC	Human Resources Service Center
IDTC	Indefinite Delivery Type Contract
IMM	Integrated Material Manager
IOP	Internal Operating Procedure
JWOD	Javit's-Wagner-O'Day Act
LCM	Life Cycle Management
LOA	Letter of Agreement
MCC	Merchant Category Code
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MWR	Morale, Welfare and Recreation
NAF	Non-appropriated Fund
NAPS	Navy Acquisition Procedure Supplement
NMCI	Navy-Marine Corps Intranet
OCONUS	Outside Continental United States
OEM	Original Equipment Manufacturer
PMP	Pest Management Plan
PPMAP	Procurement Management Assessment Program
PSICP	Program Support Inventory Control Point
RO	Reviewing Official
SAT	Simplified Acquisition Threshold
SES	Senior Executive Service
USD(C)	Under Secretary of Defense (Comptroller)
VIXS	Video Info Exchange System
VTC	Video Teleconferencing

J. Business Case Analysis (BCA) Requirements

1. Department of Navy (DON) activities using Electronic Commerce/Electronic Data Interchange (EC/EDI) systems that result in a more cost-effective payment process than the purchase card are required to develop and submit a BCA for each system. The BCA shall compare the benefits and costs of the current system versus the use of the purchase card as a payment method. The following elements must be addressed.

   a. Description. A description of the current process and how the process could work using the purchase card;

   b. Evaluation and Analysis. An evaluation and analysis of current versus potential processes, including:

      1) Assumptions
      2) Methodology
      3) Results

      The analysis should look at not only the direct costs of the process but also indirect costs/savings as it relates to the Defense Finance Accounting Service (DFAS), contracting and other departments, etc. Non-monetary costs/benefits such as security concerns, data capture, etc. should be included in the analysis.

   c. Conclusion and Recommendation. The conclusion and recommendation must include an executive level summary.

2. BCA Submittal/Approval Process. DON activities using an EC/EDI system that result in a more cost-effective process must forward their BCA to the following address:

   DON eBusiness Operations Office, Code 00e
   P.O. Box 2050
   5450 Carlisle Pike
   Mechanicsburg, PA 17055-0891

   NAVSUP reviews and will forward with an endorsement via the Director of DFAS to the Deputy Secretary of Defense.

3. Waiver Requirements. DON activities must request a waiver for any operational requirement that precludes full implementation of the purchase card. Submittals must include a point of contact, telephone number, description of operational requirement(s) and a complete assessment of the inability to use the purchase card. **ALL** waiver requests must be forwarded to the address above.

K. Transportation Considerations

1. General.

   a. When purchasing material from commercial vendors using the Purchase Card, cardholders must ensure that external labeling requirements are clearly conveyed to the vendor. In some instances, cardholders may request that material be shipped to either CONUS or OCONUS locations. Additionally, items that are purchased from non-local vendors or via the Internet may require shipping to the cardholder or other ultimate destination. In order to ensure that items and material purchased using the purchase card are properly routed through the Defense Transportation System or through the local receiving activity, the external shipping information must be sufficiently detailed and in accordance with standard DoD shipping guidelines.

   b. This section provides the purchase cardholder with:

      1) Shipping services available from GSA using the purchase card

      2) general labeling guidance

      3) other standard shipping references for more detailed information.

   c. In all cases the purchase cardholder should contact their local Transportation Officer (TO) for detailed assistance.

   d. Transportation Terms

      1) Free-on-Board (FOB) Destination. FOB destination means the vendor pays the cost of transportation and includes it in the cost of the item. Cardholders should attempt to obtain FOB destination shipment terms.

      2) FOB Port of Embarkation. FOB Port of Embarkation (POE) means the vendor pays the cost of transportation to the Defense Transportation Regulation (DTR) Aerial/Water POE, or Defense Distribution Depot San Joaquin, CA (DDJC) for shipments destined OCONUS. Transportation charges from the Aerial/Water POE or DDJC to the overseas destination are paid using TAC N820.

      3) FOB Origin. FOB origin or pre-pay and add means the vendor bills for shipping and adds the cost as a separate line item. Cardholders should not accept FOB origin terms. In cases where the cardholders must accept FOB origin terms, any transportation charges will be paid from the procurement line of accounting.

2. CONUS Shipments.

   a. General Services Administration (GSA) Small Package Express Contract. The GSA Contract authorizes DON purchase cardholders to use their purchase card to ship items INCONUS when using the established contract carriers (Airborne, DHL Worldwide Express, Federal Express (FedEx), United Parcel Services) and to obtain the GSA negotiated contract rates when shipping administrative small packages under 150 pounds under FOB Origin terms. Administrative shipments are generally defined as shipments consisting of:

      1) general correspondence

      2) personnel/payroll records

      3) laboratory samples (except for samples paid for by the Service-wide transportation (SWT) fund)

      4) electronic storage media (computer tapes, floppy discs, videos, etc.)

      5) blueprints

      6) legal, financial and contracting documents.

   b. Activities wishing to establish new accounts or convert existing accounts to allow use of the purchase card must contact the contract carriers. The following is a list of the most common contract carriers:

      Airborne

      1.800.247.2676

      http://www.airborne.com/home/home.asp

      DHL Worldwide Express

      1.800.225.5345

      http://www.dhl.com/main_index.html

      FedEx Government Customer Account Services

      1.800.645.9424

      http://www.fedex.com/us/government/?adobj=weekendshipping&pgsrc=services

      United Parcel Services 1.800.742.5877 http://www.ups.com/

   c. DON purchase cardholders are not authorized to use their purchase card to ship logistics items using a bill of lading or airway bill, or pay for cargo shipments, except for emergency shipments when the activity or base Transportation Officer is not available. In those instances, the purchase card may be used to pay for logistics shipments and these purchases shall be funded with activity or command operating funds.

3. Labeling of material.

   a. Shipping Labels. When a contractor within CONUS is shipping material, the contractor should be advised to include the following information on the shipping label:

      1) Complete MARK FOR (M/F) address including the cardholder's Unit Identification Code (UIC), address, and departmental name or code for which the material is being procured.

      2) Requisition/order number.

      3) Merchant's name, address, and telephone number.

   b. Packing Slip. Additionally, a shipping document or packing slip should be included both on the outside and inside of each package with the following information:

      1) Merchant's name, address, and telephone number.

      2) Date of order.

      3) Requisition number/job order number.

      4) Date of shipment.

      5) Required delivery date.

      6) Itemized list of supplies furnished, including quantity.

      7) Cardholder's name, code, and telephone number.

      8) Complete MARK FOR (M/F) address including UIC and address of end user.

4. OCONUS Shipments to U.S. Navy Ships, Navy Mobile Units or Overseas Activities. The preferred method for the shipping of purchase card procured material overseas is the U.S. Postal Service (USPS) using the destination Fleet Post Office (FPO) address. If shipment is not made via USPS, cardholders are strongly encouraged to use the Defense Transportation System (DTS). The following information should be provided for the applicable transportation method/customer:

   a. U.S. Postal Service (USPS). When material is being shipped via USPS, the following information should be included:

      1) Shipping Label:

         a) Complete MARK FOR (M/F) address including the cardholder's UIC, FPO address, departmental name or code, and telephone number (if available) for which the material is being procured.

         b) Requisition/order number.

         c) Merchant's name, address, and telephone number.

2) Packing Slip. Additionally, a shipping document or packing slip should be included both on the outside and inside of each package with the following information:

a) Merchant's name, address, and telephone number.

b) Date of order.

c) Requisition number/job order number.

d) Date of shipment.

e) Required delivery date.

f) Itemized list of supplies furnished, including quantity.

g) Cardholder's name, code, and telephone number.

h) Complete MARK FOR (M/F) address including UIC and address of end user.

b. Defense Transportation System (DTS) to OCONUS. Purchase cardholders shipping items OCONUS should follow guidance on packaging and labeling of OCONUS cargo moving in the Defense Transportation System (DTS) as defined by the Defense Transportation Regulation (DTR), Part II, Cargo Movement (DOD 4500.9-R), which is available electronically at http://www.transcom.mil/J4/j4lt/dtr.html. In addition, country specific customs clearance requirements are contained in the Foreign Clearance Guide (FCG) and the DTR, Part V, Customs. Contracting officers and purchase cardholders shall ensure that OCONUS shipments are prepared in accordance with the DTR guidance.

Purchase cardholders shall ensure that shipping instructions to the vendor, whether oral or written, contain the proper labeling, packaging, documentation and air/water clearance instructions. The contractor/supplier must be made aware of the packaging and documentation requirements for that specific item and country of final destination.

Due to the oral nature of purchase card orders, purchase cardholders should positively establish that the vendor understands and will comply with the labeling, packaging, documentation and air/water clearance requirements prior to placing the order.

All hazardous and special handling materials must be properly packaged/prepared and certified in a manner authorized for military air shipment before arrival at the military aerial port. If this is not possible, then another mode of transportation should be selected. Detailed shipping requirements for shipment of hazardous or special handling materials must be obtained from the local Transportation Officer.

c. U.S. Navy Ships and Navy Mobile Units. If the procured item is shipped via the DTS (i.e. using the Air Mobility Command (AMC) Channel missions or scheduled sealift container services to overseas destinations) to U.S. Navy Ships and Navy Mobile Units the purchaser must:

Address the shipment using the Cargo Routing Information File (CRIF) on the web system. Purchasers must provide vendors the appropriate shipping address using the information in the CRIF on the web, which is located at: http://www.navtrans.navy.mil.

This web site will provide GCPC holders with the information required to gain access to the CRIF. If GCPC holders have further questions regarding access, contact the FACTS help desk at DSN 646-5524 or commercial 757-443-5524. If you have problems, questions, or need assistance, contact the Naval Transportation Support Center (NAVTRANS) Air Clearance Authority at 757-443-5434.

d. Overseas Shore Activities. If the procured item is shipped via the DTS (i.e. using the Air Mobility Command (AMC) Channel missions or scheduled sealift container services to overseas destinations) to Overseas Shore Activities the purchaser must provide the following information for the merchant to place on the shipping label:

1) Mark FOR (M/F) Address. Complete MARK FOR (M/F) address (an in-the-clear address when possible), including the cardholder's UIC, FPO address and departmental name or code of the activity for which the material is being procured.

2) Transportation Control Number. Transportation Control Number (TCN) (which normally consists of the procuring activity's requisition number, and three character Defense Transportation Regulation (DTR) suffix), requisition number (if not provided in TCN), and order number.

3) Transportation Account Code (TAC). The TAC utilized for purchase card procured material through DTS is N820, a Navy Service-Wide Transportation First Destination TAC. The use of TAC N820 is strictly limited to the movement of purchase card procured material items, from a DTR-designated Aerial or Water Port of Embarkation (APO/WPOE) or the Container Consolidation Point (CCP) at San Joaquin, CA (DDJC), to a cardholder activity when the activity is overseas, including deployed ships or mobile units. This TAC shall not be used for payment of transportation charges for domestic (including Alaska, Hawaii or Puerto Rico) shipments. The funding account paying for the purchase will pay for any associated transportation charge that has been added by the vendor. Its use is strictly limited to the movement of a purchase card procured item, from a DTR-designated APOE/WPOE or DDJC, to a cardholder activity when the activity is overseas including deployed ships and mobile units. It shall NOT be used for payment of transportation charges for domestic (including Alaska, Hawaii and Puerto Rico) shipments.

4) Transportation Priority (TP) and Required Delivery Date (RDD). TP1 or TP2 are for air shipments via AMC and TP3 is for surface (water) shipments. If the RDD is not cited in a TP1 or TP2 shipment, the material will be diverted to surface (water) carrier in accordance with DTR policy. An appropriate three digit Julian date or DTR RDD for the coinciding TP is to be used (i.e. TP1/999, TP1/NO5, TP2/777, etc.).

5) Shipping Labels. The shipping label should also include:

   a) Consignee and SHIP TO address (DTS transshipment point).

   b) Merchant's name, address, and telephone number.

6) East Coast DTS Port of Embarkation. For material entering a DTS Port of Embarkation (POE) on the east coast (i.e. Norfolk Naval Air Terminal or Norfolk Water Freight Terminal), consign and label as follows:

   SHIP TO: N45750
   VREP Contractor
   TCN/TAC/TP/RDD/ M/F UIC*
   8449 Air Cargo Road, Bldg LP-117
   Naval Air Station
   Norfolk, Virginia 23511-4496

   *Example: N60514-8330-0100XXX/N820/TP2/777/N60514

7) West Coast DTS Port of Embarkation. For material entering a DTS POE on the west coast, consign and label as follows:

   SHIP TO: W62N2A
   DDJC San Joaquin Site
   TCN/TAC/TP/RDD/ M/F UIC**
   Building B1
   Lathrope, CA 95330-0130

   **Example: N68047-8330-0100XXX/N820/TP2/777/N68047

   For all TP1/TP2 material and any items that may require special handling, (e.g. temperature controlled or signature service), contact NAVTRANS at 757-443-5434 or DSN 646-5434 for shipping, air clearance, and routing information.

   Advance notification of the information contained in paragraph 4 above should be forwarded via Naval message, fax, or email by the cardholder to the appropriate transshipment point to ensure proper routing upon material receipt and to preclude frustration of material.

e. Packing Slip. Regardless of which method of shipping is utilized (USPS or DTS), the vendor must include a packing slip inside each OCONUS shipment with the following information:

1) Merchant's name, address, and telephone number.

2) Date of order.

3) Requisition number/order number.

4) Date of shipment.

5) Required delivery date.

6) Itemized list of supplies furnished, including quantities.

7) Cardholder's name, code, and telephone number.

8) MARK FOR (M/F) address, including UIC, FPO address (USPS shipment) or SHIP TO address (DTS shipment) of the activity for which the material is being procured.

L. Training Resources

1. DON eBusiness Purchase Card CD-Based Training 35
2. DON eBusiness Purchase Card On-Line Training 35
3. The Defense Acquisition University (DAU) 36
   a. The DoD Government Commercial Purchase Card Tutorial 36
   b. Simplified Acquisition Procedures (SAP) course - CON 237 36
4. CitiDirect Interactive Tutorial 37
5. WinSALTS Navy Purchase Card Guide 37
6. SALTS Training Classes, Lecture/Demo Format: 38
7. SALTS Users Manuals – Volumes 1 – 6: 38
8. Naval Supply Corps Schools – Athens, GA: 39
   a. Video Teletraining (VTT) Courses 39
   b. The Supply Officer Department Head Course (SODHC) 41

1. DON eBusiness Purchase Card CD-Based Training

These Government Commercial Purchase Card Certification courses are the primary training resource for the on-going support of this program. These courses are role specific by system. For example, there is a course for APCs who use CitiDirect and a different course for APC who use WinSALTS. Successful completion of this training is one of the requirements for a person to participate in the Purchase Card Program.

Distribution Method: Initial distribution from EBUSOPSOFF to all program participants. Additional copies can be ordered through EBUSOPSOFF. Courses can also be downloaded from Don eBusiness website – see paragraph #2, below.

Status: Required DON Training. Over 30,000 copies have been distributed.

Contact: EBUSOPSOFF, donebustraining@navsup.navy.mil, FAX (717) 605-9362

Adequacy: This training's strength is high availability and in depth coverage of DoN Purchase Card policy and procedure. These courses are mandatory for all program participants.

2. DON eBusiness Purchase Card On-Line Training

These Government Commercial Purchase Card Certification courses are the primary training resource for the on-going support of this program. These courses are role specific by system. For example, there is a course for APCs who use CitiDirect and a different course for APC who use WinSALTS. Successful completion of this training is one of the requirements for a person to participate in the Purchase Card Program.

These on-line courses include the same content as the CD-ROM base training discussed in paragraph 1 above.

Distribution Method: Internet: http://www.don-ebusiness.navsup.navy.mil and access the Purchase Card section of the web site. The website's home page contains a "Quick Link" to these courses called "Purchase Card Training". These courses MUST be downloaded and run from your local "C:\" drive; these are not web interactive courses.

Status: Required DON Training. Currently available for download.

Contact: EBUSOPSOFF, donebustraining@navsup.navy.mil, FAX (717) 605-9362

Adequacy: This training's strength is high availability and in depth coverage of DoN Purchase Card policy and procedure. These courses are mandatory for all program participants.

3. The Defense Acquisition University (DAU)

The DAU currently supports the Purchase Card Program with two training offerings – the on-line DoD Government Purchase Card Tutorial and the on-line Simplified Acquisitions Procedure, CON 237

a. The DoD Government Commercial Purchase Card Tutorial

The tutorial is a self-paced course is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Commercial Purchase Card.

Distribution Method: Internet On-Line and Interactive through the Defense Acquisition University website as listed below.

Status: DoD mandated for all DoD Government Commercial Purchase Card Program participants.

Contact: http://clc.dau.mil/

Adequacy: This tutorial includes a comprehensive coverage of Government Commercial Purchase Card Policy.

b. Simplified Acquisition Procedures (SAP) course - CON 237

This course is intended to support the training of the DoD acquisition workforce on the use of simplified acquisition procedures utilizing Federal Acquisition Regulation (FAR) parts 12 and 13. This course combines interactive computer-based training with performance support resource access, which is provided via the internet.

Distribution Method: Internet On-Line and Interactive through the Defense Acquisition University website as listed below.

Status: DON Required Training for cardholders delegated authority to use the purchase card via Standard Form, SF 1402.

Contact: http://www.dau.mil/

Adequacy: Fulfills requirement for mandated SAP training.

4. CitiDirect Interactive Tutorial

This tutorial is available on the CitiDirect website after the user successfully logs in. The tutorial uses state of the art software techniques to present its topics. It is designed to meet the needs of first-time and seasoned CitiDirect users. For first-time users, the CitiDirect Interactive Tutorial walks through, step by step, each segment of the CitiDirect system.

Seasoned CitiDirect users can access the CitiDirect Interactive Tutorial while in an active CitiDirect session. Simply click on the CitiDirect Interactive Tutorial option within Assistance to utilize the tutorial as a "quick help" resource.

Distribution Method: Internet

Status: Supplemental Training. Currently available to logged in users.

Contact: http://www.cards.citidirect.com, (800) 790-7206, select option #2

Adequacy: The CitiDirect tutorial is a good training tool for all levels of DON Government Commercial Purchase Card Program participants as an introduction to the CitiDirect-PC interface. Citibank future plans are to expand the tutorial with more role specific lessons – i.e. cardholders and approving official.

5. WinSALTS Navy Purchase Card Guide

This guide is a self-paced learning tool, which guides the user through the steps of viewing, certifying and submitting e-statements for payment using the WinSALTS software. This guide is a Microsoft Word document, which is downloadable from the SALTS web site at http://www.salts.navy.mil and available through SALTS.

Distribution Method: Internet: http://www.salts.navy.mil and through SALTS.

Status: Supplemental Training. Currently downloadable

Contact:	SALTS Central,	help@salts.icpphil.navy.mil	215.697.1112
	SALTS Norfolk,	norfolk@salts.navy.mil	757.836.3091
	SALTS San Diego,	sandiego@salts.navy.mil	619.532.4036
	SALTS Pearl Harbor,	pearl@salts.navy.mil	808.473.7526

Adequacy: This is a well written guide that includes screen captures of the software. It is highly available but lacks the hands-on experience.

6. SALTS Training Classes, Lecture/Demo Format:

The SALTS Central Operations team at NAVICP in Philadelphia coordinates and conducts monthly lecture/demo training sessions on the use of the WinSALTS software package. This training is based on the content of the six (6) volume set, User Manual for WinSALTS. Classes are ½ day in length.

These classes are conducted at the three SALTS sites - Norfolk, San Diego, and Pearl Harbor – and availability is announced via ALL SALTS messages. Classes are also available as on-site training and as pre-comm training. Contact SALTS Central for availability and scheduling.

Distribution Method: Scheduled lecture/demo class at SALTS sites.

Status: Supplemental Training. Currently available

Contact:	SALTS Central,	help@salts.icpphil.navy.mil	215.697.1112
	SALTS Norfolk,	norfolk@salts.navy.mil	757.836.3091
	SALTS San Diego,	sandiego@salts.navy.mil	619.532.4036
	SALTS Pearl Harbor,	pearl@salts.navy.mil	808.473.7526

Adequacy: These classes are taught by the SALTS experts and provide excellent hands-on training. The classes are however more comprehensive than required for Purchase Card usage.

7. SALTS Users Manuals – Volumes 1 – 6:

There is a six (6) volume set of WinSALTS User Manuals available via the internet or through SALTS. These manuals are the basis of the ½ day lecture/demo class offered by the SALTS Operation team. (See above for class details.)

Distribution Methods: SALTS and Internet: http://www.salts.navy.mil.

Status: Supplemental Training. Currently available

Contact:	SALTS Central,	help@salts.icpphil.navy.mil	215.697.1112
	SALTS Norfolk,	norfolk@salts.navy.mil	757.836.3091
	SALTS San Diego,	sandiego@salts.navy.mil	619.532.4036
	SALTS Pearl Harbor,	pearl@salts.navy.mil	808.473.7526

Adequacy: These manuals cover the entire topic required for a Purchase Card Authoring Official (AO) to use WinSALTS to certify invoices. They do however require the AO to self-teach by reading the manuals.

8. Naval Supply Corps Schools – Athens, GA:

The Naval Supply Corps School in Athens, GA, provides DON Government Commercial Purchase Card Training support in two formats – it offers regularly scheduled courses over the Video TeleTraining (VTT) network and it has integrated Purchase Card topics into the Supply Officer Department Head Course (SODHC).

a. Video Teletraining (VTT) Courses

There are six Video TeleTraining (VTT) courses offered in support of the Purchase Card Program:

PC PROGRAM OVERVIEW FOR THE APC
(CIN 7569/A-500-0074)
Duration: 2 hours
This course provides a new Agency Program Coordinator (APC) with a comprehensive overview of the Purchase Card Program and the responsibilities of an APC. The course includes procedural information needed to establish, run, manage and maintain a Purchase Card Program. It also covers the major policies and issues that guide the oversight of the program. The target audience for this class is newly appointed APCs. The course is suitable for an APC working in either a CitiDirect or WinSALTS environment.

CITIDIRECT AD HOC REPORTING FOR THE APC
(CIN 755Y/A-500-0069)
Duration: 2 hours
This course provides the Agency Program Coordinator (APC) with training on the use of the CitiDirect Ad Hoc Reporting tool. The course provides several examples of custom Ad Hoc reports that are used by APCs to manage and monitor their PC programs. The course uses sequential screen captures to demonstrate the step-by-step process of designing a report, running it, saving the format and exporting the data for further analysis. Department of the Navy Purchase Card Program APCs are the primary target audience for this course and it is normally scheduled to follow *PC Program Overview for the APC.*

CITIDIRECT INVOICE CERTIFICATION & STANDARD REPORTS FOR THE AO
(CIN 755Z/A-500-0070)
Duration: 2 hours
This course is designed to provide the Purchase Card (PC) Approving Official (AO) with the necessary knowledge and skills to use the CitiDirect system to certify their cardholders' monthly statements. The course content includes an introduction to the CitiDirect system with the primary emphasis on the statement certification process. In addition, the course provides an introduction to the various standard reports available to the AO for management of program. The course's target audience is the DON Purchase Card AO.

PC POLICY AND PROCEDURE FOR THE CITIDIRECT CH
(CIN 7567/A-500-0073)
Duration: 2 hours
This course is designed for Purchase Card (PC) Cardholder (CH) operating in a CitiDirect environment. It provides the necessary knowledge and skills to use the purchase card to make mission critical acquisitions in a timely and effective manner. The course emphasizes PC policy to ensure the CH performs within the guideline of the program. The course covers the complete procedure for making an acquisition from funding and screening sources to receipt, documentation and statement reconciliation. This course targets new Department of the Navy PC Cardholders.

PC POLICY AND AO WinSALTS INVOICE CERTIFICATION
(CIN 7561/A-500-007
Duration: 2 hours
This course is designed to provide the Purchase Card (PC) Approving Official (AO) with the necessary knowledge and skills to use the WinSALTS system to certify their cardholders' monthly statements. The course content includes policy review and step-by-step procedures to certify the monthly Citibank file using the WinSALTS system. The course targets new Department of the Navy Purchase Card AOs working in a WinSALTS environment (Fleet).

PC POLICY AND PROCEDURE FOR THE WinSALTS CH
(CIN 7563/A-500-0072)
Duration: 2 hours
This course is designed for the Purchase Card (PC) Cardholder (CH) who uses the WinSALTS system for statement reconciliation. It will provide the necessary knowledge and skills to use the PC to make mission critical purchases in a timely and effective manner. The course emphasizes PC policy to ensure the CH performs within the guidelines of the program. The course covers the complete procedure for making an acquisition from screening sources to receipt of material, documentation and statement reconciliation through the WINSALTS system. This course targets new Department of the Navy PC Cardholders working in a WinSALTS environment (Fleet).

Distribution Method: These courses are delivered by a live instructor using the two-way, interactive, video teletraining network.

Status: Supplemental Training. Currently available and scheduled monthly; these are supplemental courses.

Contact Registration is managed by the local VTT site managers. Course schedules and contact information are available through the VTT website at http://www.nscs.cnet.navy.mil/

Adequacy: Each VTT course is two hours long and include CitiDirect and WinSALTS demos.

b. The Supply Officer Department Head Course (SODHC)

This course includes a overview presentation on the Purchase Card Program . The content includes policy information and practical hands-on experience with both WinSALTS and CitiDirect.

Distribution Method: Content included in the standard NSCS curriculum.

Status: Supplemental Training. Currently available

Contact: http://www.nscs.com/training2.asp?ID=A-8B-0017 This website includes schedules and sample presentations.

Adequacy: Hands on is covered in optional labs.

M. WinSALTS NPC Desk Guide

The WinSALTS Navy Purchase Card Guide can be accessed through WinSALTS by (1) accessing WinSalts, Data Services, Request files from Salts, Salts standard files, Navy Purchase Card, and selecting Desk Guide; or (2) accessing WinSALTS, Data Services, Navy Purchase Card, Get latest Purchase Card information. It may also be viewed or downloaded from the web at: http://www.salts.navy.mil/main/files/pdf/npc_desk_guide.pdf. For problems accessing the Guide contact SALTS as indicated below.

WinSALTS/32 Navy Purchase Card Guide

SALTS CENTRAL
Naval Inventory Control Point
Code P-04E (SALTS)
700 Robbins Avenue
Philadelphia, PA 19111
215.697.1112
DSN 442.1112
Email: help@salts.navy.mil

SALTS Detachment Offices
Norfolk
757.836.3091
DSN 836.3091
Email: norfolk@salts.navy.mil

San Diego
215.697.1112
DSN 442.1112
Email: help@salts.navy.mil

Pearl Harbor
808.473.7526
DSN 473.7526
Email: pearl@salts.navy.mil

N. Citibank Forms

Government Agency/Organization Program Coordinator Setup/Maintenance Form 44
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Government Cardholder Dispute Form 46
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Navy Approving Official Account Setup/Maintenance Form 48
Guide to Navy Approving Official Account Setup/Maintenance Form 49
Navy Purchase Card Maintenance Form 50
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Navy Purchase Card Setup Form 52
Guide to Navy Purchase Card Setup Form 53

These forms can be used if unable to access the DON eBusiness website http://www.don-ebusiness.navsup.navy.mil. The CitiDirect forms are in the Card Management section under Financial Cards, Purchase Card, Citibank Forms.

Government Agency/Organization Program Coordinator Setup/Maintenance Form

CITIBANK®

GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR SETUP/MAINTENANCE FORM

SECTION I **INSTRUCTIONS**

1. To add, delete or change Program Coordinator (PC) information, the Approving Official completes Sections I through III and signs in Section IV. Signatures are required only if submitted by fax or mail.
2. Indicate the **type** of request: ☐ PC Setup and CitiDirect® ID Request ☐ PC Setup but **DO NOT** issue a CitiDirect ID ☐ PC Setup and CitiDirect® ID Request for view only
3. Indicate the **action** you are requesting: ☐ Add to PC info **(Complete entire form)** ☐ Change PC information **(Complete Reporting Hierarchy and only the items requiring a change)** ☐ Delete PC info ☐ Add as Alternate PC
4. Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.
5. Fax completed form to your CAS Manager at **(904) 954-7700**.

SECTION II **AGENCY/ORGANIZATION PROGRAM COORDINATOR INFORMATION**

The Agency/Organization shall identify below an Agency/Organization Program Coordinator (A/OPC). The Agency/Organization may also identify additional A/OPCs to handle account matters. A detailed description of the A/OPC's responsibilities may be found in the Agency/Organization Master Contract.

(1)
Last Name of A/OPC **First** Name **Middle** Initial

(2)
Business Mailing Street Address E-mail Address

City State Zip Code Country

(3) Business Phone (4) Fax Number (5) Verification Information

SECTION III **REPORTING PARAMETERS**

Agency/Organization Name: (6)

Reporting Hierarchy: (7)

SECTION IV (8) **TERMS AND CONDITIONS** (Signature required for paper submission only.)

To the best of my knowledge, the information provided on this form is true and correct and I have the authority to sign this application.

1. Signature of Approving Agency/Organization Program Coordinator Date

2. Signature of Agency/Organization Approving Official Date

SECTION V **INTERNAL USE ONLY** (This is to be completed by Citibank.)

1. Signature of processor Date Form processed at Jacksonville's CS Center.

2. Signature of Services Administrator (Initial check) Date This setup form has all the needed information to process at CitiDirect®.

3. Signature of authorized CitiDirect® representative (ID creator) Date The requested Login ID has been created.

ALL fields must be completed prior to submission or the form will be returned to you. Numbers in parentheses correspond to numbers on guide sheet on next page.

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Guide to Government Agency/Organization Program Coordinator Setup/Maintenance Form

CITIBANK®

GUIDE TO
GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR
SETUP/MAINTENANCE FORM

Form used to add approved A/OPCs.

Section I – Instructions

Section II – A/OPC Information

1. **Name of Agency/Organization Program Coordinator:** Program Coordinator's full name – Last, First and Middle Initial.
2. **Street Address:** Physical mailing address for the Program Coordinator.
3. **Business Phone:** Area code and business phone number.
4. **Fax Number:** Area code and fax number.
5. **Verification:** A/OPC to provide identification password (i.e., a control number). This will be requested when the A/OPC contacts Citibank Customer Service for assistance.

Section III – Reporting Parameters

6. **Agency/Organization Name:** Please provide complete name of agency/organization of A/OPC.
7. **Reporting Hierarchy:** The five-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Specialist for your Agency's specific codes.

Section IV – Terms and Conditions

8. **Terms and Conditions:** Each Agency/Organization Program Coordinator listed must sign

Section V – Internal Use Only

This section is for bank use only.

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Government Cardholder Dispute Form

CITIBANK®

GOVERNMENT CARDHOLDER DISPUTE FORM

INQUIRER'S NAME: (1)_____ DATE: (2)_____

CARDHOLDER'S NAME: (3)_____

ACCOUNT NUMBER: (4)___- ___-___- ___- ___-___-___- ___ -___- ___-___- ___- ___- ___- ___- ___

CARDHOLDER: PLEASE PROVIDE A COPY OF ANY INFORMATION/FORMS REQUESTED BELOW ALONG WITH THE STATEMENT THE DISPUTED CHARGE APPEARS ON.
PLEASE **FAX TO 605-335-1417** or **MAIL TO** Citibank Government Card Services, P.O. Box 6125, Sioux Falls, SD 57117-6125.
This form must be filled out completely and forwarded to Citibank and the appropriate Agency officials (as determined by your internal procedures) within 60 calendar days of receipt of your invoice.

DATE: (5)_____ DOLLAR AMOUNT OF CHARGE: $ (6)_____ MERCHANT: (7)_____

CARDHOLDER SIGNATURE:

Please read carefully each of the following descriptions and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 1-800-790-7206 (overseas call collect at 904-954-7850). We will be more than happy to advise you in this matter.

(9)

- **UNAUTHORIZED MAIL OR TELEPHONE ORDER**
  [ ] I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

- **DUPLICATE PROCESSING - THE DATE OF THE FIRST TRANSACTION WAS _____.**
  [ ] The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

- **MERCHANDISE NOT RECEIVED IN THE AMOUNT OF $_____.**
  (Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)
  [ ] My account has been charged for the above transaction, but I have not received the merchandise. I have contacted the merchant, but the matter was not resolved.
  [ ] My account has been charged for the above listed transaction. I have contacted this merchant on _____ (date) and canceled the order. I will refuse delivery should the merchandise still be received.

- **MERCHANDISE RETURNED IN THE AMOUNT OF $_____.**
  [ ] My account has been charged for the above listed transaction, but the merchandise has since been returned. A copy of the postal or UPS receipt is enclosed.

- **CREDIT NOT RECEIVED**
  [ ] I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed.

- **DIFFERENCE IN AMOUNT**
  [ ] The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is $_____.

COPY REQUEST
[ ] I recognize this charge, but need a copy of the sales draft for my records.

SERVICES NOT RECEIVED - Please enclose a separate statement with the date of the merchant contact and response.
[ ] I have been billed for this transaction; however, the merchant was unable to provide the services.

PAID FOR BY ANOTHER MEANS
[ ] My card number was used to secure this purchase; however, the final payment was made by check, cash, or another credit card. Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.

NOT AS DESCRIBED
[ ] The item(s) specified do not conform to what was agreed upon with the merchant. (The Cardholder must specify what goods, services, or things of value were received. The Cardholder must have attempted to return the merchandise and state so in his/her complaint.)

IF NONE OF THE ABOVE REASONS APPLY:
Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper and sign and date your description statement.

Numbers in parentheses correspond to numbers on guide sheet on next page.

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Guide to Government Cardholder Dispute Form

CITIBANK®

GUIDE TO
GOVERNMENT CARDHOLDER DISPUTE FORM

Form required when disputing a charge(s).

1. **Inquirer's Name:** Name of individual submitting dispute, i.e., Dispute Officer or Cardholder.
2. **Date:** Day, month and year for the day the dispute is being filed (i.e., today's date).
3. **Cardholder's Name:** List the name that appears on the account where the charge in dispute resides.
4. **Account Number:** 16-digit account number.
5. **Date:** Indicate the date the transaction in dispute was made.
6. **Dollar Amount of Charge:** Indicate the dollar amount of the transaction in dispute.
7. **Merchant:** Name of the merchant for the transaction in dispute.
8. **Cardholder Signature:** Cardholder must sign.
9. **Error Description:** Check the box that most appropriately relates to your type of dispute.

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Navy Approving Official Account Setup/Maintenance Form

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NAVY APPROVING OFFICIAL ACCOUNT SETUP/MAINTENANCE FORM

SECTION I **INSTRUCTIONS**

1. To add or change an Approving Official, the A/OPC must complete all sections and sign in Section V. Signatures are required only if submitted by fax or mail.
2. Type of request: ☐ New (Complete entire form) ☐ Change Approving Official Information (Complete Reporting Hierarchy and only the items requiring a change) ☐ Close Approving Official Account (Provide Approving Official's Corporate Account Number)
3. Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.
4. Fax completed form to your Client Account Manager at **(904) 954-7700**.

SECTION II **APPROVING OFFICIAL INFORMATION** (Please Print)

*Last Name of Approving Official (maximum 24 characters) *First Name *Middle Initial

*Approving Official Corporate Account Number (mandatory 16 characters for changes only)

*Agency/Organization Name (maximum 24 characters) *Verification Information

*Business Mailing Street Address Line 1 (maximum 36 characters) *Business Phone

Business Mailing Street Address Line 2 (maximum 36 characters)

*City *State *Zip Code Country

E-mail Address

Fax Number *Navy Unit Identification Code and Obligation Indicator (e.g., N12345B or N34567T or N12345S))

*Master Accounting Code (LOA) Is this account **NAFI**: Yes ☐ No ☐ *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 } **{ } = Required for all activities.**

(MCC: 2) **( ) = STARS HCM only** [FA: 2 BESA: 2 CAC: 4 BRC: 2 RON: 3 RBC: 1 FC: 2] **[ ] = USMC only**

SECTION III **REPORTING PARAMETERS**

*Reporting Hierarchy:

SECTION IV **AUTHORIZATION PARAMETERS**

*Dollars per Cycle Limit $ Number of Transactions: Cycle Day

SECTION V **AGENCY/ORGANIZATION PROGRAM COORDINATOR SIGNATURE** **(Required for paper submission only.)**

*Approving Agency/Organization Program Coordinator's Signature_____ Date_____

Full Name (Please print) ( ) Business Phone ( ) Fax Number

CB022 1/2 F9 6/17/02 ***Fields marked with asterisk must be completed prior to submission of the form or it will be returned. Instructions are provided on back of form. LOA instructions are on LOA GUIDE Form.**

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Guide to Navy Approving Official Account Setup/Maintenance Form

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GUIDE TO
NAVY APPROVING OFFICIAL
ACCOUNT SETUP/MAINTENANCE FORM

Form used to add approved A/O's.

Section I – Instructions

1. **Instructions**
2. **Type of Request, NEW or CHANGE or CLOSE:** Mark box "New" if requesting a completely new Approving Official (Invoice). Mark box "Change" if new A/O is replacing old A/O with an existing account number (Corporate Account Number-Invoice). Mark box "Close" if the Approving Official's account is to be closed. **Remember:** If you close the Approving Official's account, all Cardholder accounts connected to the Approving Official's account will be closed as well.

Section II – Approving Official Information

3. **Approving Official Name:** Approving Official's full name. Last, First and Middle Initial. Write all information ABOVE the lines in this section.
4. **Approving Official Corporate Account Number:** Must supply 16-digit account number if requesting change to existing profile. Leave blank if new request.
5. **Agency Organization Name:** Name of Agency or Department.
6. **Business Street Address:** Physical mailing address for the Approving Official.
7. **Business Phone:** Area code and business phone number.
8. **Fax Number:** Area code and fax phone number.
9. **Verification Information:** A/OPC to provide identification password (i.e., a control number). This will be requested when the A/O contacts Citibank Customer Service for assistance.
10. **Navy Unit Identification Code and Obligation Indicator:** Seven characters only: supply full Unit Identification Code (six characters) with bulk obligation indicator at end: **B** for Bulk, **T** for Transactional or **S** for SALTS obligation (one character).
11. **LOA:** Check YES if NAFI (Non-Appropriated Fund Instrumentality) account, NO if appropriated funds. Must supply Line of Accounting for Approving Official. See LOA guide for further definition.

Section III – Reporting Parameters

12. **Reporting Hierarchy:** Must supply Reporting Hierarchy level one through level 5.

Section IV – Authorization Parameters

13. **Dollars per Cycle Limit $:** Must supply 30-day cycle limit.
14. **Number of Transactions per Cycle:** Number of transactions per cycle is optional.

Section V – A/OPC Signature

15. **Approving Agency/Organization Program Coordinator's Signature:** Provide signature and printed name of A/OPC.

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Navy Purchase Card Maintenance Form

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NAVY PURCHASE CARD MAINTENANCE FORM

NOTE: This form should be completed by the Agency/Organization Program Coordinator with the required information input from the Cardholder.

SECTION I **INSTRUCTIONS**

1. To change information for existing accounts:
   a. Complete Section II with the type of request. ********Fill in only the applicable fields to be updated.********
   b. Fill in the individual Government Account number:
   c. Fill in the Cardholder's name as it appears on his/her Government Card:

Approved copy to be maintained in Agency/Organization Program Coordinator's files.

2. Fax completed form to **605 357-2092** or mail to Citibank® Government Services, P.O. Box 6125, Sioux Falls, SD 57117-6125.
3. All changes will be completed within 3 business days unless requesting to move a particular Cardholder from one billing site to another. These changes will be made the next business day after the Agency/Organization's cycle date.

SECTION II **TYPE OF CARDHOLDER MAINTENANCE REQUEST** ("X" all applicable)

- ☐ A. Cardholder Information Change (Section III)
- ☐ B. Hierarchy Change (Section IV)
- ☐ C. MCC/Blocking Change (Section V)
- ☐ D. Monthly Limit Change (Section V)
- ☐ E. Single Purchase Limit Change (Section V)
- ☐ F. Cash Advance Limit Change (Section V)
- ☐ G. Transaction Limit Change (Section V)
- ☐ H. Account Closure (Section VI)
- ☐ I. Other Changes: _____

SECTION III **CARDHOLDER INFORMATION** (Please Print)

Last Name of Cardholder | ***First** Name | ***Middle** Initial (maximum 20 characters)

Agency/Organization Name (maximum 24 characters) | Verification Information, Benefit Start Date (MMYY)

*4th Line Embossing | Activation Information (Last 4 digits of SSN)

Business Mailing Street Address Line 1 (maximum 36 characters) | Business Phone

Business Mailing Street Address Line 2 (maximum 36 characters)

City | State | Zip Code

E-mail Address | City Pair Program (circle one) Y ☐ or N ☐

Fax Number | Navy Unit Identification Code and Obligation Indicator (e.g., N12345B or N34567T or N12345S)

Master Accounting Code (maximum 75 characters) *Valid LOA append from Navy table

SECTION IV **REPORTING PARAMETERS**

Current Reporting Hierarchy:

New Reporting Hierarchy:

SECTION V **AUTHORIZATION PARAMETERS**

New Monthly Limit $ | Convenience Checks Y ☐ N ☐ 2 Bks ☐ 6 Bks ☐

New Single Dollar Transaction Limit $ | (If you have Convenience checks complete new Cash limit)

New Cycle Number of Transaction(s) | New Cash Advance %

New Daily Number of Transaction(s) | New MCC Template Name

SECTION VI **ACCOUNT CLOSURE INSTRUCTIONS**

1. You need to destroy your Card(s).
2. If you have convenience checks, please destroy any unused checks.

SECTION VII

Approving Agency/Organization Program Coordinator's Signature_____Date_____

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***If these fields are filled out for corrections/changes, a new card will automatically be sent. Instructions are provided on back of form. LOA instructions are on LOA GUIDE Form.**

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Guide to Navy Purchase Card Maintenance Form

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GUIDE TO
NAVY PURCHASE CARD MAINTENANCE FORM

Form used for changes on existing accounts.

Note: only those data elements requiring changes need to be completed.

Section I – Instructions
Indicate account number and Cardholder's full name.

Section II – Type of Cardholder Maintenance Request
Mark the appropriate type of maintenance requested.

Section III – Cardholder Information
1. **Name of Cardholder**: Full name of Cardholder – Last, First and Middle Initial.
2. **Agency /Organization Name:** Name of Cardholder's Agency.
3. **4th Line Embossing**: Agency, Bureau or Operating Administration name (maximum 20 characters including spaces, i.e., GSA). This appears on the card under the Cardholder's name.
4. **Social Security Number (Travel Card Only):** Cardholder's Social Security Number.
5. **Home Mailing Street Address:** Address where the card and statements will be mailed (Travel Card Only).

OR

6. **Business Mailing Street Address**: Address where the card and statements will be mailed.
7. **City Pair Program**: Indicate whether Cardholder is a participant of the City Pair Program for government rates on airline tickets.
8. **Navy Unit Identification Code and Obligation Indicator:** Seven characters only: supply full Unit Identification Code (six characters) with bulk obligation indicator at end: **B** for Bulk, **T** for Transactional or **S** for SALTS obligation (one character).

Section IV – Reporting Parameters
9. **Current Reporting Hierarchy**: The five-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Specialist for your Agency's specific codes.
10. **New Reporting Hierarchy**: When a Cardholder moves from one area to another within the Agency, new five-digit reporting codes are assigned. Contact your Client Account Specialist for your Agency's specific codes.

Section V – Authorization Parameters
11. **New Dollars per Cycle Limit $:** Monthly spending limit.
12. **New Dollars per Transaction Limit $:** Single transaction limit, i.e., $500; this would restrict a Cardholder from purchasing more than $500 for a single purchase.
13. **New Number of Transactions per:** Number of transactions a Cardholder can perform per monthly cycle or per day.
14. **New MCC Template Name:** Merchant blocking schemes. For example, Agency/Organization Program Coordinator may want to block certain types of merchants from being accessed by the Cardholder. Contact your Client Account Specialist for your Agency's MCC template names.
15. **Convenience Checks (Purchase):** Indicate access to convenience checks. Indicate number of checkbooks to be issued. **Note:** Each checkbook contains twenty-five checks.
16. **If eligible for convenience checks, maximum payment amount:** Indicate "not to exceed" dollar amount to be printed on the check. This serves as notification for the merchant.
17. **ATM Access:** Indicate access to cash advances at Automated Teller Machines.
18. **ATM Access Limit:** Indicate dollar limit per day, week or monthly cycle.
19. **Travellers Cheques (Travel):** Indicate access to purchase Travellers Cheques.

Section VI – Account Closure Instructions

Section VII – A/OPC Signature
20. **Approving Agency/Organization Program Coordinator's Signature:** Program Coordinator must sign for approval.

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Navy Purchase Card Setup Form

citibank

NAVY PURCHASE CARD SETUP FORM

SECTION I **INSTRUCTIONS**

1. To add a new account, the A/OPC must complete all sections and sign in Section VI.
2. Maintain a copy in the Cardholder and Agency/Organization Program Coordinator's files.
3. Fax completed form to **605 357-2092** or mail to Citibank® Government Services, P.O. Box 6125, Sioux Falls, SD, 57117-6125.
4. If A/OPCs have access to the CitiDirect® Card Management System, please fill out online application and submit electronically.

SECTION II **CARDHOLDER INFORMATION** (Please Print)

*Last Name of Cardholder | *First Name | *Middle Initial (maximum 20 characters total)

*Name of Approving Official | *Approving Official Account Number

*Agency/Organization Name (maximum 24 characters) | *Verification Information, Benefit Start Date (MMYY)

4th Line Embossing | *Activation Information (Last 4 digits of SSN)

*Business Mailing Street Address Line 1 (maximum 36 characters) | *Business Phone

Business Mailing Street Address Line 2 (maximum 36 characters)

*City | *State | *Zip Code

E-mail Address | Fax Number

*ID Verification Code 1 - Unit Ident. Code (UIC) e.g., N12345 | *Master Accounting Code (LOA) Is this account **NAFI**: **Yes** ☐ **No** ☐

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 } **{ } = Required for all activities.**

(MCC: 2) **( ) = STARS HCM only** [FA: 2 BESA: 2 CAC: 4 BRC: 2 RON: 3 RBC: 1 FC: 2] **[ ] = USMC only**

SECTION III **REPORTING PARAMETERS**

*Reporting Hierarchy

Corp. ID # (maximum 5 characters)

SECTION IV **AUTHORIZATION PARAMETERS**

*Cycle Limit $ | Convenience Checks Y ☐ N ☐ 2 Bks ☐ 6 Bks ☐

*Single Dollar Transaction Limit $ | (If you checked Y for Convenience Checks fill in cash percentage below)

Cycle Number of Transaction | Cash Advance (for convenience checks only) %

Daily Number of Transaction(s) | *MCC Template Name

SECTION V ***PLASTIC TYPE** (Please check one of the following)

Government Standard

SECTION VI

The agency agrees to abide by the procedures established in the Citibank Government Card guidelines. We understand that it is our responsibility to notify Citibank at 1-800-790-7206 (overseas call collect 011-904-954-7580) immediately if a card is lost or stolen.

*Approving Agency/Organization Program Coordinator's Signature_____Date_____

CB021 1/2 F8 6/17/02 ***Fields marked with asterisk must be completed prior to submission of the form or it will be returned. Instructions are provided on back of form. LOA instructions are on LOA GUIDE Form.**

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Guide to Navy Purchase Card Setup Form

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GUIDE TO
NAVY PURCHASE CARD SETUP FORM

Form used for a new Purchase Card Applicant.

Section I - Instructions

Section II – Cardholder Information

1. **Name of Cardholder**: Full name of Cardholder – Last, First and Middle Initial.
2. **Agency /Organization Name:** Name of Cardholder's Agency or Department.
3. **Verification Information:** Benefit Start Date (SF50 Form). This information will be requested of the Cardholder when he/she contacts Citibank Customer Service for assistance.
4. **4th Line Embossing**: Agency, Bureau or Operating Administration name (maximum 20 characters including spaces, i.e., GSA). This appears on the card under the Cardholder's name.
5. **Activation Information (Last Four Digits of Social Security Number):** Used for card activation. Cardholder provides the last four digits of his/her Social Security number.
6. **Business Mailing Street Address**: Address where the card and statements will be mailed.
7. **ID Verification Code:** Information required is the full six-character UIC (Unit Identification Code).
8. **Master Accounting Code:** Must mark YES if NAFI (Non-Appropriated Fund Instrumentality) account. If appropriated funds, must mark NO. Must fill in Default LOA (Line of Accounting) for this Cardholder's transactions. See LOA guide for more definition.

Section III – Reporting Parameters

9. **Reporting Hierarchy**: The five-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Specialist for your Agency's specific codes.
10. **Corp. ID#:** Five-digit ID code used if card(s) will be shipped to central address(es). Bulk Shipment. Contact your Client Account Specialist for your Agency's specific codes.

Section IV – Authorization Parameters

11. **Cycle Limit $:** Monthly spending limit.
12. **Dollars per Transaction Limit $:** Single transaction limit, i.e., $500; this would restrict a Cardholder from purchasing more than $500 for a single purchase.
13. **Number of Transactions per Cycle:** Number of transactions a Cardholder can perform per monthly cycle.
14. **Number of Transactions per Day:** Number of transactions a Cardholder can perform per day.
15. **Convenience Checks:** Indicate access to convenience checks. Indicate number of checkbooks to be issued. Note: Each checkbook contains twenty-five checks.
16. **If eligible for convenience checks, maximum payment amount:** Indicate "not to exceed" dollar amount to be printed on the check. This serves as notification for the merchant.
17. **MCC Template Name:** Merchant blocking schemes. For example, Agency/Organization Program Coordinator may want to block certain types of merchants from being accessed by the Cardholder. Contact your Client Account Specialist for your Agency's MCC template names.

Section V – Plastic Type

18. **Plastic Type:** Card type selection: 1) Government Standard: GSA-designed standard card. US Government is printed on the card; 2) Quasi-Generic: Plain silver plastic embossed with Government-assigned account number; 3) Non-POS (White): Issued for centrally billed accounts, CANNOT be used at the Point-of-Sale.

Section VI – A/OPC Signature

19. **Approving Agency/Organization Program Coordinator's Signature:** Program Coordinator must sign for approval.

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