

GPC Cardholder, Approving/Billing Official Set-Up Checklist

Prior to issuance of a purchase card or appointment of an Approving/Billing Official, the following steps must be completed.

- _____ 1. DoDEA GPC 8050 Application for Approving Official, Billing Official, or Cardholder account. This application must be signed by your supervisor prior to submission.
- _____ 2. DoDEA Supplement to GPC 8050 Limits Worksheet (**Required for Cardholders only**)
- _____ 3. DoDEA GPC 8051 Pecuniary Liability Statement ~~of Understanding.~~
- _____ 4. DOD Government Purchase Card Tutorial Certificate
Complete the online DOD Government Purchase Card Tutorial at <http://www.dau.mil/>.
 - A. From the menu on the left side of the page, select "Continuous Learning." Next choose: "Register for Continuous Learning Modules."
 - B. At DAU Virtual Campus screen, choose: "DoD: Civilian Employee of a Non military agency."
 - C. At ACQTAS screen, from the "Select your Defense Agency" drop down list, choose "DoD Education Activity (DoDEA)." Fill in your SSN and date of birth and click "Login," or choose the option to log in using your CAC card and reader.
 - D. At the "Welcome to the Acquisition Training Application System" screen, choose the green "continue" button. You must completely fill in the Student Profile page (choose the best job classification and series available), then click the red "Update Profile" button.
 - E. From the left column, headed "ACQTAS Student Functions" select "Apply for Training."
 - F. On the "Search for a Course" page:
Step 1: Training Category "Continuous Learning Modules"
Step 2: Choose the "**DoD Government Purchase Card CLG 001**" course. Now select the red "Select Course" button.
 - G. Review your profile and select the "Submit Application" button. DAU will email your Username and password, and information on how to access the course.
 - H. Course takes approximately 2 hours. Print your certificate upon completion of course.
- _____ 5. Green Procurement CLC046 (same instructions as above)
- _____ 6. Purchase Card On-Line System (PCOLS) CLG 005 (same instructions as above)
- _____ 7. Complete the Section 508 Micro-Purchase Training at <http://www.section508.gov>. Register/login, then choose Section 508 Training and "Micro Purchases and Section 508" (.25hour). Print the certificate and fill in your name and the date.
- _____ 8. Access Online Web-Based Training Certificate: Complete at <https://wbt.access.usbank.com/>. Contact the Agency Program Coordinator (A/OPC) for

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current password.

- _____ 9. Attend DoDDS-E agency specific training.
- _____ 10. Read Administrative Instruction 8000.1 and the GPC User's Manual on the <http://www.eu.dodea.edu/procurement/gpc.php>
- _____ 11. E-mail these documents to the A/OPC at DoDDS-E.GPCCoordinator@eu.dodea.edu, or fax to 06134-604-431 (DSN 334-2431).
- _____ 12. Email Mr. Richard Kelly, Paralegal Specialist, to request the website link for required Ethics Training.
- _____ 13. Retain copies of certificates and signed documents for your records and keep available for audit purposes.
- _____ 14. Contact the Resource Management Office in your area to initiate FASTDATA training.

**GPC CARD APPLICATION FOR APPROVING OFFICIAL BILLING OFFICIAL, CARDHOLDER
ACCOUNT, A/OPC AND ALTERNATE A/OPC**

To: Agency/Organization Program Coordinator for DoDEA:

HQ DoDEA Europe DoDEA Pacific DDESS (check only one)

Name:		Title/Grade:	
Email:		Phone:	Fax:
Agency/Office:			
Mailing Address:		APO/FPO Address:	
City:		State:	Zip:
Replacement of Existing: <input type="checkbox"/> Approving Official, <input type="checkbox"/> Billing Official, <input type="checkbox"/> Cardholder, <input type="checkbox"/> A/OPC, <input type="checkbox"/> Alternate A/OPC, <input type="checkbox"/> New Requirement (specify: _____)			

SUGGESTED SPENDING LIMITS: Base the amounts below on historical spending from the previous fiscal year.

Single Purchase Limit: \$3000	Monthly Purchase Limit: \$
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BILLING OFFICIAL DATA:

Name:	Email:
Phone:	Fax:
Billing Official/Cardholder Ratios (specify how many cardholders): 1 to	

SUPERVISOR CERTIFICATION:

_____ is hereby nominated to participate in the Government Purchase Card Program. This individual is under my supervision and, to the best of my knowledge, all are true statements:

- The nominated individual has a continuing need to purchase items to perform the mission of the agency
- The individual is trustworthy and responsible
- The Billing Official is in the Cardholder's chain of command

Supervisor's signature:	Agency:	Phone:
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PROCUREMENT USE ONLY

LEVELS: 47163 00097	Funding Source:	CARDHOLDER LIMITS
	Billing Acct:	Single: \$ 3000
		Monthly: \$
ACCOUNT ESTABLISHED BY:		Date:
New Account Number:	Expiration Date:	

DoDDS-E Supplement to DoDEA GPC Form 8050: GPC LIMITS WORKSHEET

Cardholder Name: _____
Previous Cardholder Name,
if applicable: _____
School & District: _____

Provide the following information for each cardholder account. *If new cardholder, use data from previous cardholder in that position.*

Highest single purchase of the cardholder over the previous 12 months: Transaction appeared on VISA statement dated: \$ _____ X 2 = A. \$ _____

Highest cardholder statement total over the previous 12 months: \$ _____ X 2 = B. \$ _____
Statement dated: _____

Highest single purchase anticipated for the next 12 month period: \$ _____ X 2 = C. \$ _____

Annual budget for goods or services that can be purchased with the GPC: D. \$ _____

Single Purchase Limits will be set at \$3000
Requested Monthly Limits:

Cardholder Signature: _____ Date _____

Approving Official Signature: _____ Date _____

GPC LIMITS WORKSHEET INSTRUCTIONS

The GPC Limits Worksheet has been developed to assist us in meeting the "Reasonable Limit" requirement for our cardholders. Excessive limits increase our vulnerability to fraud.

In order to complete the worksheet you will need Cardholder GPC Statements for the previous 12 months. If you are developing limits for a new cardholder, use the statements for the previous cardholder in that position.

Identify the cardholder, previous cardholder, School and District, and Approving Official.

- A. Identify the highest single purchase from the previous 12 month period, and the statement it appeared on. Multiply this amount by 2, and write in Block A.
- B. Identify the cardholder statement with the highest total from the previous 12 months, and the statement date. Multiply this amount by 2, and write in Block B.
- C. Identify the highest single purchase anticipated for the next 12 months, i.e., you intend to purchase computer equipment for \$4,000. Multiply this amount by 2, and write in Block C.
- D. Identify your annual budget for goods and services that will be purchased by the GPC. Write in Block D.

Single Purchase Limit is not to exceed \$3,000.

Monthly Limit is not to exceed Block C, rounded to the next thousand. Compare this amount to the Budget Amount in Block D.

**PECUNIARY LIABILITY STATEMENT OF UNDERSTANDING
DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY (DoDEA)
GOVERNMENT PURCHASE CARD (GPC) PROGRAM**

Cardholder Approving Official Billing Official

I, _____, have read and understand my responsibilities contained in the DoDEA Administrative Instruction 8000.1 and the DoDEA GPC Users Guide, and that I may be subject to administrative and/or disciplinary action for any improper use of the GPC.

Specifically, I understand that (initial each statement):

- a. Improper authorization/use of the GPC may result in violations of the Anti-deficiency Act and its implementing regulations. Only the Cardholder may use the GPC upon which his/her name is embossed. GPC purchases must be approved by the appointed Billing/Approving Official(s) designated for the GPC account(s).
- b. Pursuant to the statutes incorporated in the Anti-Deficiency Act (31 USC Sections 1301, 1341, and 1517), I may not authorize/use the GPC to:
 - (1) Place any orders which may result in my obligating or expending any funds in excess of my GPC funding limitations or in advance of funding being made available to me.
 - (2) Obtain personal benefit or for any purpose not authorized by statute or regulation.
- c. Violations of 31 USC Sections 1341 and 1517 may result in my being fined up to \$5,000 and/or my imprisonment for up to two years.
- d. Improper authorization/use of the GPC may result in violations of the standards of conduct prescribed by the Department of Defense Directive 5500.7 and other similar service regulations to which I may be subject. I also understand that I may be required to complete a semi-annual review of these regulations.
- e. I hereby consent and agree to perform the functions of my specific role in accordance with the GPC guidance issued by DoDEA Procurement Division, and all applicable laws and regulations, including the Procurement Integrity Act, the Federal Acquisition Regulation (FAR), and its supplements.

Signature _____ **Date** _____

School/Office Name _____ **Commercial Telephone** _____ **DSN#** _____
Number _____

School/Office Address _____ **PSC/Unit/Box#** _____ **APO/FPO** _____