



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT # 15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

JAN 23 2012

MEMORANDUM FOR SEE DISTRIBUTION

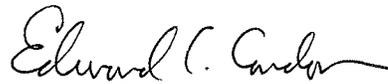
SUBJECT: Policy Letter # 8-1, Government Purchase Card

1. This Division Policy pertains to the Government Purchase Card (GPC). This is a permanent policy and will remain in effect until rescinded or superseded.
2. Purpose: This policy institutes procedures to promote effective GPC program management within 2ID.
3. References:
 - a. The Federal Acquisition Regulation (FAR) – Primary regulation for use in acquisition of supplies and services with appropriated funds by executive agencies
 - b. AR-715-xx, Government Purchase Card Program, revised 2 May 2007
 - c. 411th CSB-K SOP dated 10 August 05, Chapter 33
4. This policy discusses proper use of the GPC and oversight of the GPC program within 2ID. This policy is applicable to all subordinate units.
5. Commanders and Staff Principals are responsible for oversight of the activity of their cardholders and billing officials. Commanders and Staff Principals shall take action to verify that GPC operations are in compliance with sound business practices, regulation, and law. Commanders and Staff Principals must take the following action to maintain proper oversight of GPC activity:
 - a. Battalions must review all cardholders/billing officials' records and statements of accounts once per quarter and provide a memorandum signed by the Battalion Commander certifying that all accounts have been reviewed and are IAW regulatory guidance to the ACofS, G8, GPC coordinator. Failure to comply with this requirement will result in termination of GPC privileges.
 - b. All subordinate units must review GPC regulations, proper usage, and purchase operations with cardholders and billing officials at a minimum, once every six months. Issues that should be addressed include:

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- 1) GPCs may only be used by the person to whom the card issued. No other person may use the card or the card number to obligate the government.
- 2) Superiors or co-workers shall not direct cardholders or billing officials to use the card in a manner inconsistent with good business practice or that violate any applicable regulation or law.
- 3) The need for timely certification of billing account statements via US Bank Access On-line (AxOL), and emphasizing that the bank must receive payment within 30 days of the end of each billing cycle to avoid interest penalties.
- 4) Include measures in the performance standards of all billing officials, alternate billing officials and cardholders and include verbiage concerning performance of these responsibilities in their performance evaluation.
- 5) Cardholders/billing officials are responsible for their actions. Improper use of the card or improper certification of statements of account may subject them to administrative or criminal penalties.
6. Questions regarding this policy should be directed to the 2ID G8, GPC Program Manager.



EDWARD C. CARDON
Major General, USA
Commanding

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