

**GPC Purchases – Step-by-Step Instructions**

Step 1. Cardholder receives request (Purchase Request) to buy an item.

Step 2. Cardholder obtains Property Book Officer approval/authorization on all Purchase Requests to determine what shall be recorded in the property control systems records or which items can be placed on a hand receipt. **Email that clearly ties the receipt to the requested purchase is acceptable.**

Step 3. Cardholder presents the GPC Purchase Request to the Billing Official for “pre-purchase” approval. **The BO is responsible for ensuring that funds are available.**

Step 4. Billing official ensures the purchase fulfills a mission essential need and is legal, proper, and the purchase follows the required regulations.

- If Billing Official signs the Request form, Cardholder is ready to shop, go to Step 5.
- If not, **STOP**, purchase is not authorized.

**Note: Billing official and purchasing card holder may not be the individuals requesting the purchase.**

Step 5. Mandatory Sources: Cardholder must check to see **WHERE** item can be purchased.

<b>IT PRODUCTS &amp; SERVICES – CAN ONLY BE PURCHASED VIA THE FOLLOWING:</b>	
<b>SUPPLIES</b>	<b>SERVICES</b>
<p><b>CHES is the mandatory source for ALL Army IT Hardware and Software</b></p> <p align="center"><a href="https://chess.army.mil">https://chess.army.mil</a>.</p>	<p>IAW AFARS 5139.101-90 IT services are not mandatory to be purchased using CHES.</p> <p>The ITS-SB should be reviewed first (then other SB options such as GSA GWACS, NITAAC SB, or NASA SEWP SB). If none of those work, then consider the ITES-2H as it is preferred. A Statement of Non-Availability and Goal 1 Waiver are not required for Services (See CHES website).</p>
<p>ALL printing, copying, and multifunctional devices and supplies (with the exception of paper) and the maintenance of these devices, must be purchased through <b>CHES</b></p>	

SUPPLIES	SERVICES
<p>Cardholders may purchase National Stock Number (NSN) items directly from AbilityOne Base Supply Centers (BSCs) and are exempt from using the Standard Army Retail Supply System (SARSS) or the Office Supply BPAs.</p> <p><b>NOTE: When NSN products are not available from the BSCs, then cardholders should use the SARSS to purchase NSN Products. <i>Military items MUST be procured through SARSS.</i></b> (If no, proceed down)</p>	<p>Services that are on the Procurement List <a href="http://www.abilityone.gov">www.abilityone.gov</a></p>
<p>Inventories of the requiring agency. (If no, proceed down)</p>	<p>Re-occurring services that exceeds \$2,500 in a 12-month period must be procured via a contract. GPC is not authorized.</p>
<p>Excess from other agencies (If no, proceed down)</p>	<p>If no source above, proceed with getting 3 quotes</p>
<p>AbilityOne – <a href="http://www.abilityone.gov">www.abilityone.gov</a>.</p> <p>Check Purchase List. <a href="http://www.abilityone.gov/procurement_list/index.html">http://www.abilityone.gov/procurement_list/index.html</a>.</p> <p>(If no, proceed down)</p>	
<p><b>DOD E-Mail</b> <a href="https://dod.email.dla.mil">https://dod.email.dla.mil</a> (If no, proceed down)</p> <p><b>NOTE: When using DOD E-Mail, double check if the vendor is AbilityOne. Not ALL of the DOD Email vendors are AbilityOne.</b></p>	
<p>Wholesale supply sources, such as stock programs of the General Services Administration (GSA), the Department of Veterans Affairs, DLA (If no, proceed down)</p>	
<p>If no source above, proceed with getting 3 quotes to purchase via open market. <b>NOTE: Obtaining a commercial product at a lower price than an AbilityOne product is not a valid reason to circumvent the AbilityOne Program mandate.</b></p>	

Step 6. **SPECIAL Approvals:** If purchasing the following items, additional approvals are required. This list is an example, for more information reference the AR 715-1 or contact your A/OPC.

- **Clothing:** Needs additional higher-level approval. **INCLUDES** safety items. **Must be on hand receipts.**
- **Exercise Equipment:** Since Fitness Centers are available on post, you need JAG approval.
- **Food or Water:** Not normally authorized.
- **Flags, Guidons and Streamers:** Needs higher-level approval (for purchase)

- **Paint:** HAZMAT (Environmental) approval for ALL paint.
- **Patches, Badges, etc:** Needs statement of non-availability if not available from Army Supply System
- **Rechargeable Batteries:** Needs HAZMAT (Environmental) Approval
- **Cleaning Supplies:** Must be purchased ONLY from AbilityOne DOD Email (Army Office Supply BPA) or LCI SSSC.
- **Office Supplies:** Must be purchased ONLY from AbilityOne DOD Email (Army Office Supply BPA) or LCI SSSC.
- **Re-occurring Services:** Must submit paperwork for a contract through Contracting.

Step 7. Supplies are received by an individual other than the Cardholder or Billing Official.

Step 8. The receiver confirms receipt by providing **independent verification** (signature or email on a document that **clearly ties the receipt to the purchase**). NOTE: If more than one supply item is purchased then the documentation needs to identify that all items were received.

Step 9. In the case of Services, services **MUST** be satisfactorily rendered before confirming receipt.

**Note: Billing official and purchasing card holder may not sign as receiving the supplies/services.**

Step 10. The cardholder must provide a copy of the purchase **receipt** to the PBO within 5 days after receipt of supplies.

