



GOVERNMENT PURCHASE CARD NEWSLETTER

July 2015

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"Everyone has an invisible sign hanging from their neck saying, 'Make me feel important.' Never forget this message when working with people."

- Mary Kay Ash

CLG 006 ADDED for BOs/ABOs

"Certifying Officer's Legislation (COL) for Purchase Card Training" has been recently added as a mandatory course for all Billing Officials (BOs)/Alternate Billing Officials (ABOs).

Guidance from the GPC Program Manager in the Office of the Deputy Assistant Secretary of the Army (DASA-P) advised that the course is available from DAU at: <https://dap.dau.mil/career/cont/logs/archive/2015/05/12/new-certifying-officers-training-for-purchase-card-clg-006.aspx#>.

ACC-RI GPC customers should send certificates of completed training NLT August 1, 2015 to:

usarmy.ria.acc.mbx.gpc-training-certs@mail.mil

ALL BOs/ABOs are required to complete CLG 006.

Refresher Training Certificates – CLM 003 and CLG 004

The ACC-RI GPC Team has rolled out a new e-mail "Mailbox" for submitting annual and bi-ennial (every two years') required Training Certificates.

Please use usarmy.ria.acc.mbx.gpc-training-certs@mail.mil when submitting refresher training certificates.

NEW Distribution Lists

ACC-RI has developed Distribution Lists for BOs and CHs. Please bear with us while we work to ensure that all current and new CHs and BOs are added and former CHs and BOs are removed from the lists. We appreciate your patience!

LEAVING GPC?

REMINDER: In order to ensure that we receive up-to-date information and process you out of the GPC systems, please help us by making sure to provide a copy of your "clearing record" documents if you are leaving the GPC Program.

Send **ACC-RI Forms 715-6 and 715-7** to ONE of the following GPC Team Members: Gretchen Gitchel, Anthony Zemo, or Brian Clubb.

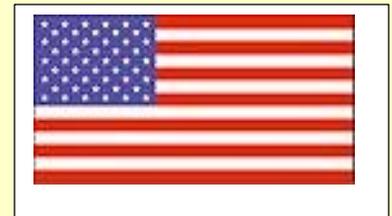
AVOIDING SPLIT PURCHASES

What Does "Right" Look Like?

CHs and BOs MUST exercise due diligence to prevent split purchases from occurring.

- ❖ Recognize that a single CH making multiple purchases from the same merchant on the same day and the total exceeds the SINGLE purchase limit is a SPLIT purchase.
- ❖ Recognize that a single CH purchasing the same/similar items from MULTIPLE merchants on the same day; and the total exceeds the SINGLE purchase limit is a SPLIT purchase.
- ❖ Recognize that a single CH makes multiple purchases of the same/similar items from the same or multiple merchants over a period of time when the TOTAL requirement was known at time of the first purchase and the value exceeds the single purchase limit. Beware of stating that the requirements were not known and there were "add-on" requirements.
- ❖ Multiple CHs under the same supervision/billing official purchasing the same/similar items the same day or in a compressed timeframe when the total requirement is known at a given time and exceeds the single purchase limit.

Span of Control – AFARS Appendix EE limits the number of CHs that may be assigned to any one BO. A ratio of not more than seven card accounts to an A/BO is the Army standard.



For SDDC CLIENTS

IMPORTANT INFO:

DID YOU KNOW THAT USING REQUISITION CODE 99999 IS A BIG NO-NO WHEN FINAL APPROVING TRANSACTIONS IN AXOL/US BANK ONLINE?

DID YOU ALSO KNOW THAT WHEN A BO CERTIFIES THE OVERALL ACCOUNT THERE IS NO CHANGE TO MAKE A CORRECTION?

USING 99999 CAUSES HUGE PROBLEMS FOR OUR FRIENDS IN RM.

PLEASE DON'T CAUSE UNNECESSARY WORK FOR YOUR RM COUNTERPARTS!

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Bon-Voyage! The ACC-RI GPC Team bids Myrna Dowell farewell. Myrna has moved to a new position at ACC-RI in the Workforce Development Division. We wish Myrna well in her new assignment. Myrna, you will be missed!

