

Approving Official Set-Up Checklist

- _____ 1. DoDEA GPC 8050: Application for Approving Official, Billing Official, or Cardholder Account
- _____ 2. DoDEA GPC 8051: Pecuniary Statement
- _____ 3. DoDDS-E Supplement to DoDEA GPC 8051: Pecuniary Statement.
- _____ 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 the DAU Virtual Campus screen, choose: "DoD: Civilian Employee of a Non military agency."
 - C. At the ACQTAS screen, from the "Select your Defense Agency" dropdown list, choose "DOD Education Activity (DoDEA)". Fill in your SSN and date of birth and click "Login", or choose the option to login using your CAC card & 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, then click the red "Update Profile" button.
 - Tips for Educators to complete the form:
 1. For Pay Plan, please pose as a GS employee. You may choose any GS grade level, so go for the GS18!
 2. Civilian Job Series - 1701 (General Education and Training)
 3. Acquisition Career Field - Non-Acquisition Personnel
 - E. From the left column, headed "ACQTAS Student Functions", select "Apply for Training".
 - F. On the "Search for a Course" page:
 - Step One: Training Category "Continuous Learning Modules"
 - Step Two: 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.
- _____ 5. Section 508 Micro-Purchase Training Certificate
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.
- _____ 6. DoDDS-E Online GPC Training. Link to this training at <http://iweb.aot-mzk.eu.ds.dodea.edu/GPC/>.
- _____ 7. Read Administrative Instruction 8000.1 and the GPC User's Manual. Both documents are located on the [GPC Website](#).
- _____ 8. E-mail these documents to the A/OPC at DoDDS-E.GPCCoordinator@eu.dodea.edu or fax to 06134-604-431 (DSN 334-2431).

APPLICATION FOR APPROVING OFFICIAL, BILLING OFFICIAL OR CARDHOLDER ACCOUNT

To: Agency/Organization Program Coordinator for DoDEA: HQ DoDDS-E DoDDS-P DDESS (circle one)

Name:		Title/Grade:	
Email:		Phone:	Fax:
Agency/Office:			
Mailing Address:		APO Address:	
City:	State:	Zip:	
Replacement of existing: <input type="checkbox"/> Approving Official <input type="checkbox"/> Billing Official <input type="checkbox"/> Cardholder <input type="checkbox"/> New Requirement			

DoDDS-Europe: See DoDDS-E Supplement to this form for these amounts.

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

Single Purchase Limit:	Monthly Purchase Limit:
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BILLING OFFICIAL DATA:

Name:	Email:
Phone:	Fax:
[DoDDS-E Use Only: Approving Official/Cardholder Ratio: 1 TO _____]	
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: _____

PROCUREMENT USE ONLY:

LEVELS: 47163 00097 _____	Funding Source: Billing Acct:	LIMITS: Single: Monthly:
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ACCOUNT ESTABLISHED BY: _____ DATE: _____

NEW ACCOUNT NUMBER: _____ EXPIRATION DATE: _____

DoDDS-EUROPE SUPPLEMENT TO DoDEA GPC 8051, STATEMENT OF
UNDERSTANDING (APPROVING OFFICIAL)

I understand that as a GPC approving official, I am also a Departmental Accountable Official (DAO). In accordance with Volume 5, Chapter 33, of the DoD Financial Management Regulation, as DAO I have the following general responsibilities:

- A. Ensuring that a system of internal procedures and controls for the portion of the entitlement and payment-related process under my cognizance is in place to minimize opportunities for erroneous payments, and to ensure that all procedural safeguards affecting proposed payments are observed;
- B. Complying with all applicable DoD regulations, policies and procedures, including DoDEA procedures;
- C. Supporting my certifying officers with timely and accurate data, information, and/or service to ensure proper payments, *i.e.*, payments that are supportable, legal, and correctly computed;
- D. Requesting advice from a certifying officer concerning a doubtful matter within my responsibilities upon which the certifying officer will rely in making certification of (1) an entitlement to payment, (2) a document for payment, or (3) other information or data associated with a payment; and
- E. Taking timely action in response to inquiries initiated by a review official with regard to possible or actual erroneous payments.

As an approving official, I understand that I have the following specific DAO responsibilities:

- A. Timely and accurately processing monthly billing statements;
- B. Frequently reviewing available information from contractor and other automated purchase card support systems to promptly identify improper use; and
- C. Taking timely and proper action when unauthorized charges occur.

I understand that, as a DAO, I am pecuniarily liable for illegal, improper or incorrect payments that result from information, data or services I negligently provide to a certifying officer, and upon which, the certifying officer directly relies in accordance with the provisions of 10 U.S.C. 2773a.

(Approving Official's Signature)

(Date)