

GPC Cardholder Set-Up Checklist

- ____ 1. DoDDS-E Supplement to DoDEA GPC 8050: GPC Limits Worksheet
- ____ 2. DoDEA GPC 8050: Application for Approving Official, Billing Official, or Cardholder Account
- ____ 3. DoDEA GPC 8051: Pecuniary Statement
- ____ 4. DoDDS-E Supplement to DoDEA GPC 8051 – CH: Pecuniary Statement
- ____ 5. 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.
 - 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.
- ____ 6. 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 and fill in your name and the date.
- ____ 7. DoDDS-E Online GPC Training. Link to this training at:
<http://iweb.aoot-mzk.eu.ds.dodea.edu/GPC/>.
- ____ 8. Read Administrative Instruction 8000.1 and the GPC User's Manual on the [GPC Website](#).
- ____ 9. 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-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:	\$ _____	X 2 =	A. \$ _____
Transaction appeared on VISA statement dated:	_____		

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. \$ _____

Requested Single Purchase Limit: Requested Monthly Limit:		Enter this information in the "Suggested Spending Limits" blocks on GPC Form 1.	

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 Block A or Block B, whichever is greater, rounded to the next thousand. Restrictions: \$3,000 is the maximum SPL available to any cardholder who has not taken the DoDDS-E GPC Training. \$25,000 is the maximum SPL allowed by regulation.

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

**STATEMENT OF UNDERSTANDING: PECUNIARY RESPONSIBILITIES UNDER
THE DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY (DoDEA)
GOVERNMENT-WIDE PURCHASE CARD (GPC) PROGRAM**

1. I, _____, acknowledge that I have read and have online access to DoDEA Regulation 8000.1 and the DoDEA GPC Training Guide. I am responsible for thoroughly reading this guidance and I understand that I may be subject to administrative and/or disciplinary action for any improper use of the GPC issued to:

Initial the appropriate blank ONLY

_____ Me as a DoDEA GPC **Cardholder**.

_____ Any Cardholder's GPC account for which I have, as an **Approving Official** or a **Billing Official**, purchase approval authority.

_____ Any Approving Official's GPC account for which I have, as a **Billing Official**, payment approval authority **(for Europe use only)**.

2. Specifically, I understand that:

_____ 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.

3. I hereby consent and agree to perform the functions of a GPC Cardholder or Billing Official in accordance with the GPC guidance, issued by DoDEA-HQ Procurement Division, and all applicable laws and regulations, including the Procurement Integrity Act, the Federal Acquisition Regulation (FAR), and its supplements.

Authorized to Certify Funds _____ YES _____ NO

Signature: _____
Billing Official/Cardholder (circle one)

Date

School/Office Name

Comm. Telephone No.

DSN #

School/Office Address

PSC/Unit/Box #

APO/FPO

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

I understand that as a GPC cardholder, 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 a cardholder, I understand that I have the following specific DAO responsibilities:

- A. Timely and accurately processing monthly billing statements;
- B. Adequately controlling access to my card to preclude unauthorized use;
- C. Frequently reviewing available information from contractor and other automated purchase card support systems to promptly identify improper use; and
- D. 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.

If my single purchase limit is greater than \$3,000, I understand that I must take the following actions for each purchase that exceeds \$3,000:

- A. Ensure the purchase is for use outside the US;
- B. Solicit quotes from at least 3 vendors; and
- C. After making the purchase, completing and forwarding the DoDEA GPC 8052 Purchase Request to the A/OPC.

(Cardholder's Signature)

(Date)