NROTC Unit Supply Binder–Tab 3-3

SUBJECT: Government Purchase Card (GPC) Procedures.

PURPOSE: To inform NROTC Units of the process for requesting, creating and initiating requests for items via the GPC and CFMS.

OVERVIEW: Supply Technicians / Cardholders are often required to use the GPC to procure items. Certain guidelines and requirements are required. These are the processes by which the command uses the GPC to expeditiously obtain material and equipment needed to accomplish its mission and purchase materials and equipment per references (a) through (f). The AO, APC and CH must ensure their requests for supplies or services include the required documentation [Purchase Order Request Form (PORF)), sales receipt/merchant invoice, signed proof of delivery with all five required elements and 889 vendor verification. The ST/CH must ensure office supplies are purchased from encouraged sources of supply using Ability One Base Supply Centers, GSA Advantage, and Navy Contracts Corridor.

REFERENCES – (a) NAVSUPINST 4200.99 (Series)
(b) Simplified Acquisition Procedures Guide, April 2018
(c) NSTC M-1533.2
(d) NSTC Ordering Policy
(e) NSTC Supply Requirement Form
(f) Purchase Order Request Form

ACTION REQUIRED:

Initial Request – Any new request for Supplies or Services must be initiated by a Requesting Individual and be documented in some way. This can be either an email requesting the items, or a submitted NSTC Supply Requirement Form (see below example) Located in the Supply Binder. When using the Supply Requirement Form, the "Date of Requirement", "Required Delivery Date", "Ordering Office", "POC Information", "Description", and "QTY" fields should be filled out. The Supply Requirement Form should also be signed and dated. *If needed, A "Live" electronic version of the Supply Requirement Form is available at the bottom of the instruction.*

The ST/CH should review each request to ensure that the items are allowed to be purchased using the GPC. Any questions of legality can be referred to the Supply Management Specialists or OGC.

SUPPLY
REQUIREMENT AND AUTHORIZATION FORM
Naval Service Training Command (NSTC)

Date of Requirement:		Required Delivery Date:			Ordering Office:		
04/17/2023		04/17/2023			NSTC N9		
Suggested Sources of Supply:				POC/Phone/Deliver to Address: (Bldg #, Rm #)			
ZZEMAPS.COM				Meghan Lengner NSTC Bldg. 3 Room 106			

	Descriptions, Part Number or NSN	Model #	Size	Color	U/I	Qty	U/P	Total
1	ZEEMAPS SUBSCRIPTION (Professional)				yr	1	$ 199.95	$ 199.95
2								$ 0.00
3								$ 0.00
4								$ 0.00
5								$ 0.00
6								$ 0.00
7								$ 0.00
8								$ 0.00
9								$ 0.00
10								$ 0.00
11								$ 0.00
12								$ 0.00
13								$ 0.00
14								$ 0.00
15								$ 0.00
						Document Total		$ 199.95

Justification:	

Additional Remarks:	

Authorizing Official:	Meghan K. Lengner	LENGNER.MEGH AN.KATHLEEN.13 93056427	Digitally signed by LENGNER.MEGHAN.KATHLEEN 93056427 Date: 2023.04.17 08:40:32 -07'00'	04/17/2023
	Print	Signature		Date

BEFORE YOU MAKE A PURCHASE (Using your GPC):

1. A request for supplies or services received. CH/ST obtains a quote for the item(s) to ensure adequate funding is available. The ST/CH must verify in SAM (System for Award Management) that the government is allowed to conduct business with the vendor. A printout of the SAM Verification will be maintained in the transaction file.

2. Funding document is created within CFMS (i.e. MISC Doc, DD Form 448, NAVCOMP 2276, etc) and a requirements document, normally a Purchase Order Request Form (PORF), is initiated. **(See below example of PORF).** *A "Live" electronic version of the PORF is available at the bottom of the instruction.*

PURCHASE ORDER REQUEST FORM
(PORF)

Requesting Individual		Vendor Name		Screening				
Name:	LT DARRELL SANDS	Name:	Mass Motorcycle School, LLC	Under Applicable Micro-Purchase Threshold	✓	YES		NO
Phone:	(931) 787-3766	Address:	377 Groton St.	Ability One:		YES	✓	NO
Office:	N63370 73 MASS	City, ST, ZIP:	Dunstable, MA 01827	Furniture:		YES	✓	NO
Justification:		POC:	dave@massmcs.com	Office Supplies:		YES	✓	NO
		Phone:	(844) 744-7433	HAZMAT:		YES	✓	NO
TRAINING. MOTORCYCLE SAFTY COURSE. 2023-04-30				ITPR Required:		YES	✓	NO

Description	Part Number/NSN	U/I	QTY	U/P	T/P
Basic Riders Course 2	N/A	EA	1	225.00	$ 225.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
				Subtotal	$ 225.00
			Subtotal #2		$ 0.00
				Total	$ 225.00

" I CERTIFY THAT THIS PURCHASE DOES NOT EXCEED THE APPLICABLE MICRO-PURCHASE AUTHORITY"

CARD HOLDER SIGNATURE: BARTON.WILLIAM.GEORGE.1028509045 Digitally signed by BARTON.WILLIAM.GEORGE.1028509045 Date: 2023.04.05 11:33:06 -05'00'

OPTAR/FUNDS SIGNATURE: BARTON.WILLIAM.GEORGE.1028509045 Digitally signed by BARTON.WILLIAM.GEORGE.1028509045 Date: 2023.04.05 11:33:56 -05'00'

LOA AA: AA 1731804 22L1 258 3560P 056521 2D 73BMLE 37023MD00 | OMB Sub Object Class: 2580

Document Number: N6337023MD002A1

AO APPROVAL SIGNATURE: BASS.JOHN.LAWRENCE.1284285200 Digitally signed by BASS.JOHN.LAWRENCE.1284285200 Date: 2023.04.05 11:49:35 -05'00'

FUND APPROVAL: The acquisition/purchase can be made once this form is complete and the NSTC Comptroller (N8) approves the obligation in FASTDATA.

Notes:

NSTC 7000/2 (10/19)

a. The CH/ST creates a PORF (based on quote received).

b. The CH/ST create the funding document in CFMS. The Document Number and LOA are copied from CFMS and pasted into the PORF, the OMB Sub Obj Class is added to PORF.

-Pay attention to financial codes, use most current NSTC Comptroller fund codes. These are sent out by N8 and include spreadsheets for the current FY PGID/PGCID Crosswalk and the Expense Elements Object Class Codes spreadsheet. If the proper codes are not used, the request will be rejected.
-Local Code = Vendor Name; OPTAR Log = Description of purchase (assists Fund Approvers).
-Operations & Maintenance, Navy (O&MN) = For Supplies, Services.
-Military Personnel, Navy (MPN) = Using the GPC for issue and alterations of uniform items to be issued is rare, permission must first be obtained from NSTC Logistics.

3. The CH/ST electronically signs the PORF, forwarding to their Approving Official (AO). The AO electronically signs, approving the requirement. The signed PORF is returned to the CH/ST.

4. The CH/ST attaches all supporting documentation in CFMS (PORF, Quote, other (ITPR, SF 182 etc) for funding approval.

5. The funding approver will review then approve the CFMS transaction, allowing funds to flow through the accounting system. The purchase can now be made.

AFTER YOU MAKE A PURCHASE:

1. The CH/ST enters the purchase data in the GPC Purchase Log (per NAVSUPINST 4200.99C, page 4-5). **(See below example of log).**

PURCHASE CARD LOGBOOK				**OCT**							
DoDAAC					Total:	$0.00				OUTSTANDING	**Remarks Legend:**
					Purchases:	0				COMPLETED	**CREDIT (Amount) - Credit Received**
Card Holder: John Doe				CARD: XXXX-____						PAY & CONFIRM	**DISPUTED (Date) - Disputed Charge**
ORDER DATE	REQUESTER	DOC#	MERCHANT	DESCRIPTION	TOTAL	REQD SRCE SCRN (Yes/No)	REQD SRCE USED (Yes/No)	889 COMPLIANCE CODE	RCPT DATE	RCPT NAME	REMARKS

2. The CH/ST saves the sales receipt/merchant invoice in transactional file.

3. Upon receipt of supply or service, the CH/ST ensures signed proof of delivery is noted on the merchant invoice (CH/ST cannot sign for receipt of supplies or services, receipt must include: date received, printed name, signature, telephone number, office designator or address of the receiving official).

STATEMENT CERTIFICATION:

1. As purchases are made the charges will be reflected on your US Bank account. The CH/ST should review these transactions as they show on your statement to ensure they are valid charges; in addition, they should ensure:

    a. Required Comptroller notes are added to each transaction (Document number, partial/final)
      (1) "Partial" if there are additional transactions pending on that document.
      (2) "Final" if all transactions have been made, no additional transactions expected on that funding document.

    b. The LOA is reallocated if needed.

2. On or around the 19th of each month the cycle becomes available. At that time the CH/ST has 5 working days to complete his/her certification requirements:

    a. The CH/ST reviews each transaction, ensures notes are added and LOA is reallocated (if required), approving each transaction (changing status from PENDING to APPROVED).

    b. The CH/ST will PRINT the statement, and gather all transactional date. The AOPC, AO and CH will sit down and review the statement and all transactions together. The CH will ensure monthly reviews of the purchase card statement are completed and forwarded to

the AO within five-working days, with the AO completing his review and certification within an additional five-working days. This ensures maximize rebates and minimized prompt payment interest penalties. The AO will complete the monthly transactional reviews within the IOD site with the APC reviewing those transactions and completing his APC Monthly IOD Review and Report. The APC must ensure to run the APC Monthly IOD Review Report within 55 days from the end of billing cycle, maintaining a copy of the report per Chapter 5, Paragraph 2, Program Oversight of reference (a). Statement review documents must contain at a minimum:

- Printed US Bank Statement
- Monthly GPC Log
- Transactional documentation (NAVSUPINST 4200.99C, PG 4-6/ PORF, sales
  receipt/merchant invoice, signed proof of delivery).

c. After the review the AO will certify the statement for payment.

d. The CH will scan and upload all transactional documentation into their S Drive Folder.

Items of Note / Best Practices - CHs should maintain a transactional file (Both paper and electronic) for each purchase, which includes:
(1) **Initial Request** this can be either an email, or the attached Supply Requirement Form as long as there is documentation;
(2) **PORF** – documents requirement, approvals, notes document number and LOA using to fund requirement;
(3) **Invoice** from your purchase;
(4) **Receipt data** noting the items or service was received (with all 5 required elements).

Your monthly US Bank statement folder should include:
(1) Copy of your **CH statement**;
(2) Copy of your **GPC Log**;
(3) All transactional files documentation. All will be reviewed by you first then your AO.

OPTAR Fund Manager - Individual with access to the financial system (CFMS) to obligate funds. Initiates a fund request for your supply or service (normally the Cardholder (CH)/Supply Technician (ST)). Contact NSTC Comptroller's office (David Stevens) for access.

Lines of Accounting (LOAs) – All your transactions will automatically go to your Default LOA. Default LOA automatically applied to all transactions as they hit your Bank statement (users do not need to reallocate to this line).

-Alternate – FY (Previous Year) Default LOA
-Alternate – FY23 College MPN2
-Alternate – FY23 Scholarship MPN2

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