NROTC Unit Supply Binder – Tab 3-3

Date: August 2025

SUBJECT: Government Purchase Card (GPC) Usage Procedures

1. PURPOSE

This document informs NROTC Units of the procedures for requesting, creating, and initiating purchase requests using the Government Purchase Card (GPC) as the payment method.

2. OVERVIEW

Supply Technicians/Cardholders (CH) frequently use the Government Purchase Card (GPC) for procurement. Proper GPC usage is critical and outlined in the NAVSUP 4200.99 series. All Commands/Units utilizing the GPC for expedited procurement must adhere to these requirements.

3. 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 (PORF)

4. ACTION REQUIRED: Card Holder / Convenience Check Holder Responsibilities

A primary duty of the Cardholder (CH)/Convenience Check Holder (CW) is ensuring funds are committed/approved *prior* to purchase. Any GPC purchase executed without an approved PORF/Funding Document (CH/Unit AO/NSTC Funding Approver) constitutes an unauthorized commitment.

5. GPC and Convenience Check Basics

- **5.1 Government Purchase Card (GPC)**

    - Used to acquire supplies or services below the micro-purchase threshold (supplies: $10,000; services: $2,500).

- o The cardholder must maintain supporting documentation for each purchase, both physically and electronically.

- o The cardholder must ensure all receipts for supplies or services contain the 5 Elements of Receipt (Date, Vendor Name, Item, Quantity, Price).

- o The Cardholder and AOPC must review for accuracy and approve the monthly Cardholder statement, and provide the US Bank Statement, the Purchase Order Log and all supporting documentation to the AO to review for final approval and certification.

- **5.2 Convenience Check**

  - o To be used *only as a last resort*, not the primary method of purchase. Use only if the GPC is not accepted.

  - o The micro-purchase threshold for the Convenience Check is $5,000.

  - o Completion of the monthly tax excel and submission to DFAS is mandatory.

  - o The annual check inventory is a requirement for the life of the program, starting from the 1st check written.

  - o An additional US Bank fee (1.8 percent of the face value per check) is added.

6. Actions Prior to GPC Usage

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.

NOTE: 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.

Before executing the purchase, the following actions are required:

- Determine if the requirement is within the micro-purchase threshold for supplies ($10,000) / services ($2,500).

- Obtain a quote for the supply or service, ensuring adequate funding is available via NSTC N8.

- Initiate the PORF and create the funding document in tandem (based on quote).

- Obtain signatures on the PORF – CH, OPTAR Holder, and AO.

- Upload approved PORF in NERP for NSTC Funding Approval – include supporting documentation (quote, 889 Vendor Verification, wireless agreement, SF182, ITPR, etc.).

7. Required Documentation in a GPC/Convenience Check Transaction File

- **Supply Request ("Why we buy"):** Justification for the purchase. Can be an email or a Supply Request Form.

- **889 Vendor Verification:** Documentation stating the legal ability to conduct business with the vendor. Must be updated (obtained from SAM, automated email bot, or GSA 889 Representations tool website) and retained. The required FAR statements must be present.

- **Approved Vendor Quote:** Itemized list of items with accurate dollar amounts. Must be tax-free.

- **PORF (Purchase Order Request Form):** Must list the Requestor, Vendor, accurate dollar amounts, OPTAR Funds, cardholder, and Authorizing Individual. Include the locally created document number and the PO number on the "Document Number" line. Best practice: place the PR Number and WBS in the "Notes" section. A Financial document obligating the funds must be written in NERP, the PORF does not obligate funding.

- **Funding Document:** A Funding Document must be written in NERP in tandem with the PORF. A GPC purchase cannot be executed without a Funding Document (FD). The FD must be itemized per line item (No lot or bulk funding is permitted) I.E. if the Vendor quote lists 13 line items, the FD must list 13 line items. It is HIGHLY recommended that Units do not create a single FD for multiple vendors. This greatly increases the chances of ZRM errors and makes reconciliation in US Bank significantly more difficult. 1 Vendor = 1 PORF = 1 Funding Document.

- **Paid in Full Invoice with required signatures:** Confirms the obligated amount has been paid and received. The receipt must contain the 5 required elements of receipt. The receiving individual may not be the Requestor, or the GPC Holder / OPTAR Funds Obligator (3-way separation of duties).

8. NSTC Supply Requirement Form / Email request for Supplies.

The Supply Requirement Form or Email Request ensures the requirement has a point of origin (why am I using my GPC). The NSTC Supply Requirement Form is not a requirement but is recommended. The form provides a guideline by which to determine the parameters of a requirement (quantity, model/make, cost, Source of Supply, etc. The form / email request also is used to establish the Requestor in the 3-way separation of duties and should be signed by requestor. The NSTC Supply Requirement Form provides for justification and additional remarks, but does NOT contain any financial information (Line of Accounting, Document Number, etc. Neither the NSTC Supply Requirement Form nor the email request obligate any funding.

Figure 8.1.NSTC Supply Requirement Form example.

9. 889 Vendor Verification

- a. The 889 Vendor Verification is the process by which we validate a vendor's legal ability to conduct business with the Government or Government entity.

- b. Effective as of 13 August 2020, (as per PCAN FY20 22 - UPDATE to FY19 NDAA Section 889 (a)(1)(B) (Released 18 September 2020) Cardholders must ensure compliance with FY 2019 NDAA Section 889 (a)(1)(B) by ensuring merchants

provide/or have provided a written representation of compliance before the transaction is made.

- c. GPC cardholders are to follow the requirements for a representation as outlined in the attached DPC Policy Memo dated 11 August 2020. CHs can obtain the 889 representation four different ways: directly from the vendor, through System for Award Management (SAM), the Robotic Process Automation (RPA) feature (889 Bot email) or by the GSA Smartpay Websites 889 Representation Tool (link below) https://889.smartpay.gsa.gov/#/.

- D. A provided Section 889 representation is valid for one FY and will remain valid until the end of the FY. The 889 Vendor Verification must be retained in the hardcopy and electronic transactional files IAW the NAVSUPINST 4200.99D.

10. Vendor Quote

A Vendor Quote is an itemized list provided by the vendor or created on the vendor website (generating a cart). This document is then used by the CH to create the PORF / Funding document. Quoted items must contain all pertinent information to include serial numbers, description, quantity / unit of issue, unit price, its subtotals and a final total. Shipping (if any) must be displayed on the quote. The quote MUST be accurate in its pricing, this is the final dollar amount the CH will use to create the PORF / NERP Funding Document. The quote is required to be retained in the hardcopy and electronic transactional files IAW the NAVSUPINST 4200.99D.

NOTE: The CH must ensure the quote is tax exempt.

Figure 10.1.Vendor Quote example.

11. Purchase Order Request Form (PORF)

The Purchase Order Request Form (PORF) is the document that obligates funding in tandem with the NERP Funding document for a GPC Transaction. It contains multiple elements that MUST be present for approval and document retention.

- a. Requesting Individual Information (1st part of 3-way separation of duties).

- b. Vendor Name, Address and POC.

- c. Completed Screening Section.

- d. Justification.

- e. Item Description, Part Number/NSN, Unit of Issue, Quantity, Unit Price, and Total Price.

- f. Card Holder / OPTAR Funds Signature (2nd part of 3-way separation of duties).

- g. OMB Sub Object Class Code.

- h. Line of Accounting.

- i. WBS Element.

- j. Locally Created Document Number / NERP PR and PO Number.

- k. AO Approval Signature.

The PORF must be retained in the hardcopy and electronic transactional files IAW the NAVSUPINST 4200.99D.

NOTE: A GPC purchase WILL NOTE be executed without an approved PORF and Funding Document written in NERP. Doing so constitutes an Unauthorized Commitment.

PURCHASE ORDER REQUEST FORM
(PORF)

Requesting Individual		Vendor Name		Screening				
Name:	Dan Rose	Name:	AIB/BSC	Under Applicable Micro-Purchase Threshold	✓	YES		NO
Phone:	(224) 441-4015	Address:	3501 Huron St	Ability One:	✓	YES		NO
Office:	NSTC Sec Manager	City, ST, ZIP:	Great Lakes IL 60088	Furniture:	✓	YES		NO
Justification:		POC:	Megan Sinks	Office Supplies:	✓	YES		NO
		Phone:	(847) 688-3386					
Office Supplies / items for NSTC Security Manager, NSTC Chaplain, and Commander NSTC.				HAZMAT:		YES	✓	NO
				ITPR Required:		YES	✓	NO

Description	Part Number/NSN	U/I	QTY	U/P	T/P
DESK, SINGLE PEDESTAL W/TWO DRAWERS,	7110011351990	EA	2	899.01	$ 1,798.02
45"W X 30"D X 30"H, GRAY W/WHITE TOP					$ 0.00
CELL PHONE LOCKER, HALLOWELL, 5 TIER,	UCTL392305AKPL	EA	1	989.11	$ 989.11
Stand-Up Lectern, 23 X 15.75 X 46	SAF8915MH	EA	1	295.50	$ 295.50
Protect It! Computer Surge Protector, 8 Outlets, 8	TRPTLP808TELTAA	EA	1	96.83	$ 96.83
PLACE CARD/TENT NUMBER HOLDER, 1.5IN	9999AIB004012	ST	2	26.54	$ 53.08
DESK CONVERTER, VIVO 48" HEIGHT ADJ	DESKV048V	EA	1	296.87	$ 296.87
					$ 0.00
				Subtotal	$ 3,529.41
				Subtotal #2	$ 0.00
				Total	$ 3,529.41

" 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: 2024.10.30 13:21:23 -05'00'

OPTAR/FUNDS SIGNATURE: BARTON.WILLIAM.GEORGE.1028509045 Digitally signed by BARTON.WILLIAM.GEORGE.1028509045 Date: 2024.10.30 13:21:39 -05'00'

LOA AA:	1751804 22M4 260 00210 0 050120 2D 000000 A0000870553Z	OMB Sub Object Class:	260

Document Number: N0021025CCWB010 / PO 4522629080

AO APPROVAL SIGNATURE: BASS.JOHN.LAWRENCE.1284285200 Digitally signed by BASS.JOHN.LAWRENCE.1284285200 Date: 2024.10.30 13:38:16 -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:
AA 1751804 22M4 260 00210 0 050120 2D 000000 A00008705532
WBS BS-253153.120121A405
PR # 1105540426

NSTC 7000/2 (10/19)

Figure 11.1.NSTC 7000/2 Purchase Order Request Form example.

12. Final Invoice

The Final Invoice is the last document in the process that confirms that the obligated amount has been paid and all items have been received by the end customer. The Final Invoice often contains the same information as the original quote, and may even been the same document, just updated by the vendor for reflect a "Paid in Full" Status. The Final Invoice should contain the following items.

- a. "Paid in Full" title in some form of the wording.

- b. Reference / sales order number.

- c. Order Date.

- d. Correct Bill To / Ship to Addresses.

- e. Shipping Method / Cost.

- f. Itemized list of items ordered and shipped, to include description, Quantity, Unit Price and Stock Numbers.

- g. Total Dollar Amount to include shipping cost (This must match the PORF and Funding Document).

- h. Receipt stamp containing the 5 elements of receipt filled out.

The final invoice must be retained in the hardcopy and electronic transactional files IAW the NAVSUPINST 4200.99 series.

Figure 12.1.Final Invoice example.

*Example – Final Invoice: (**Insert image of invoice here**)*

13. Purchase Card Log

The Government Purchase Card Log is a required piece of documentation as outlined in the NAVSUPINST 4200.99 series. The CH/ST will enter all required purchase data in the GPC log. This document will be kept on a monthly basis and will be reviewed at the end of each cycle by the CH and the AO PRIOR to approving the US Bank monthly statement. It will be retained in the GPC transactional files.

Purchase Log information, either manual or automated at a minimum, shall contain the following mandatory information:

(1) Date the item or service was ordered

(2) Name of individual requesting the item or service

(3) Standard Document Number

(4) The Merchant / Vendor Name

(5) A description of the item or service ordered

- Purchases valued at $75 and above shall be itemized. Examples to include would be:
    - "(2PK) Copy Paper"
    - "(1BX) Ballpoint Pens"
    - "(1EA) Stapler"
- For purchases that are $75 or less, a summary description of the item/service (e.g., office supplies) or Product Service Code is sufficient for the required line-item description.

(6) The dollar amount of the purchase

(7) 889 Certification applicability

- 889 Merchant Rep
- 889 ODNI
- 889 Exception
- 889 Non-Compliant
- Contract Payment
- SF-182 Payment
- Inter/Intra-Governmental Payment
- Disputed Transactions
- Refund or Credit
- US Bank Fee (e.g. Convenience Check)
- External Fraud

(8) Date received

(9) Name of the individual receiving the item or service

(10) Remarks

APC LV 5 will send out the new log at the beginning of each year (FY). (See attached)

Figure 13.1.Purchase Card Log example.

14. Record Retention

The retention of financial documents is specifically outlined in the NAVSUPINST 4200.99D. All financial transaction records in support of the DON's financial audit, such as records related to procuring goods and services, paying bills, collecting debts, and accounting be retained for ten years. Records should be kept not only in a hard copy format, but also electronically on a drive that is accessible by all personnel in the GPC program for ease of review and audit. Records include:

- Contracts.

- Requisitions (to include printing by the Government Printing Office or DLA Document Services).

- Purchase Orders.

- Military Interdepartmental Purchase Requests (MIPRs) involved with the procurement of goods and services.

- Memorandum of agreement specifying a financial obligation for the procurement of goods and services.

- Solicitations/requests for bids, quotations or proposals for the procurement of goods and services.

- Data submitted to the Federal Procurement Data System (FPDS).

- Purchase Card bank statements, receipts and supporting documentation.

- Invoices and supporting documentation associated with certification of bank invoices.

- Recurring financial transactions such as utility and communications invoices.

- Correspondence and papers pertaining to the award, administration, receipt, inspection of and payment of goods and services, etc.

Hard Copy records should be organized in separate folders per transaction, titled with the document number, type of transaction and the source of supply. Each folder should contain the "birth to death" process of that transaction, to include:

- Initial Supply Request.

- 889 Vendor Verification.

- Itemized Quote.

- PORF (One per vendor / transaction).

- Paid in Full Invoice (receiving document) with 5 elements stamp.

- Any other pertinent documents (ITPR, SF182, OGC approval, etc).

Electronic record storage requires adequate controls to ensure the integrity of the digital images accurately represents the corresponding original paper documentation and to detect changes to an original digital image. Electronic storage must be in a centrally managed location that has an established backup process. Commands or activities that scan and store GPC supporting documentation shall document controls used to ensure integrity of digital images in their IOP. Electronic records should contain the same items that their hard record counterparts contain.

Hardcopy Record Example:

- a. A simple manila folder with document number, type of purchase and source of supply notated.

- b. All required information organized from the beginning to end of the transaction.

- c. Retained for 10 years.
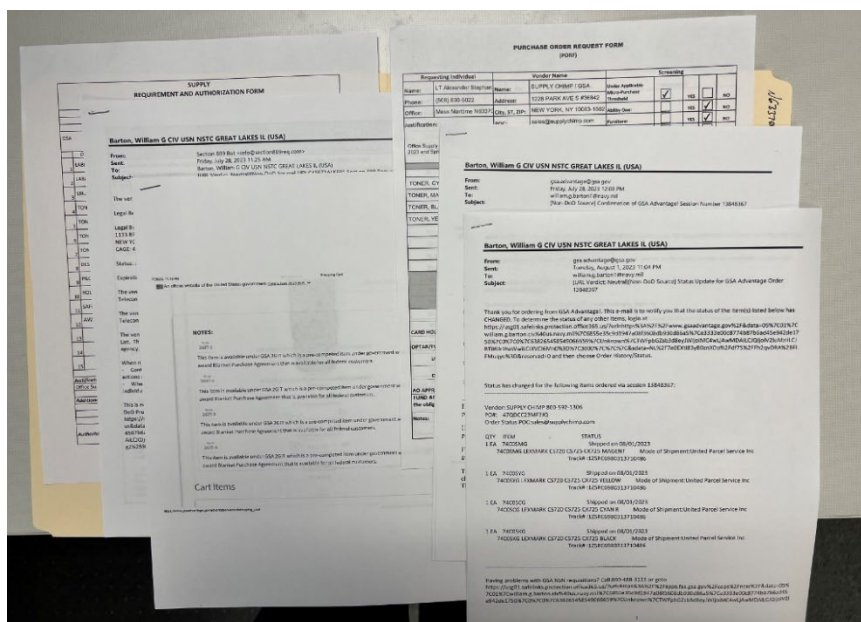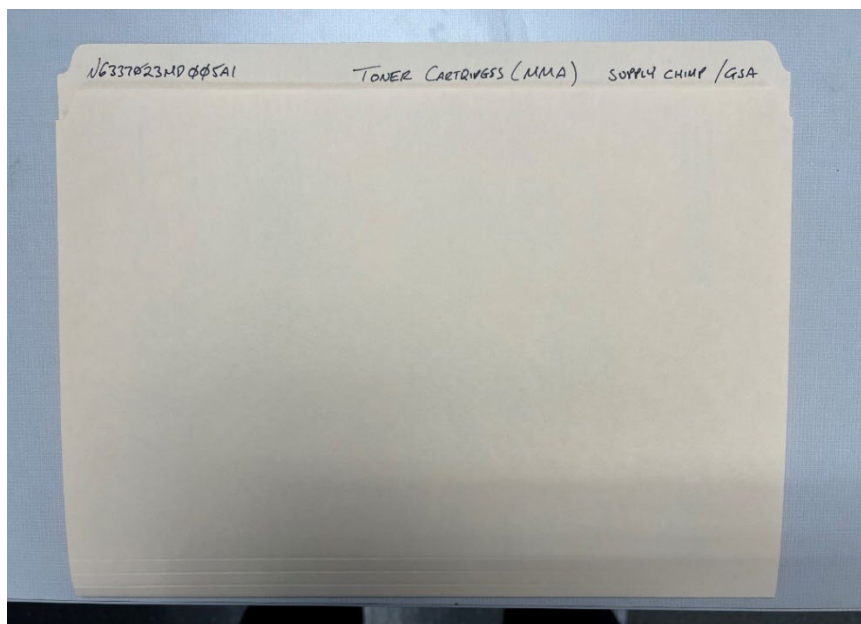
Figure 14.1.Hardcopy retained records example.

Electronic Record Folder / Subfolder Organization Example:

- a. Each GPC participant folder can be organized by FY, with monthly subfolders.

- b. Monthly folders can contain individual folders for each GPC transaction, organized by locally created document number.

- c. Each individual folder will contain all required information for that transaction (Supply Request, 889 Vendor Verification, PORF, etc.)
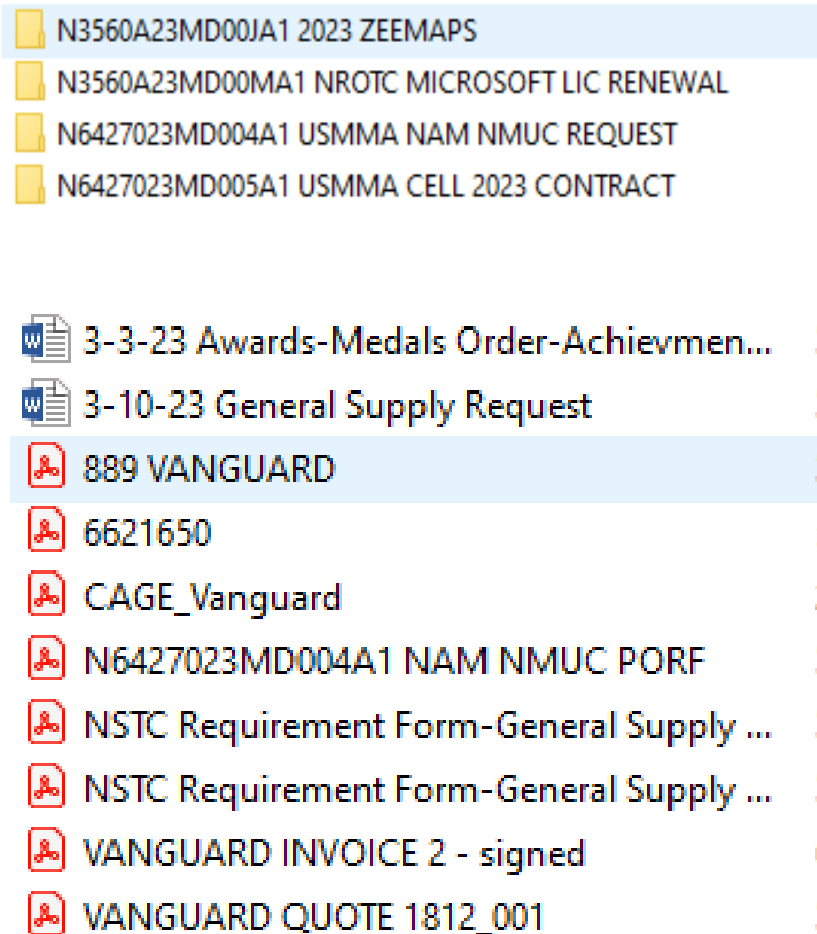
N3560A23MD00JA1 2023 ZEEMAPS
N3560A23MD00MA1 NROTC MICROSOFT LIC RENEWAL
N6427023MD004A1 USMMA NAM NMUC REQUEST
N6427023MD005A1 USMMA CELL 2023 CONTRACT

3-3-23 Awards-Medals Order-Achievmen...
3-10-23 General Supply Request
889 VANGUARD
6621650
CAGE_Vanguard
N6427023MD004A1 NAM NMUC PORF
NSTC Requirement Form-General Supply ...
NSTC Requirement Form-General Supply ...
VANGUARD INVOICE 2 - signed
VANGUARD QUOTE 1812_001

Figure 14.2.Electronic Records folder / folder contents organization example.

15. Best Practices

The following items are recommendations based on the processes used by NSTC N4 to manage it's own program, as well as items of note taken from multiple Unit Level IG Inspections.

- a. Screen all requirements for accuracy, validity and legality. Reference the 4200.99D, the NAVSUP P486, the ROD and the Supply Binder. Certain requirements if determined to be questionable should be routed to N9 for approval, N8 for funding and N4 for operational compliance.

- b. Ensure that a request (either a Supply Requirement Form or an email) is received and retained in the transactional folder to establish the need.

- c. Ensure the vendor chosen is registered in the System for Award Management (SAM) and is active with no restrictions.

- d. Ensure the quote is tax free and that shipping charges are itemized and easy to determine.

- e. Follow the 1 Vendor/1 PORF/1 Funding Document methodology.

- f. Ensure the Funding Document in NERP is itemized by individual line items, not written as a Lot Purchase.

- g. Ensure on the PORF, that the Requestor and the OPTAR Funds/Cardholder are not the same person (3-way separation of duties).

- h. Ensure the Receipt or Invoice (once received) states in some form "Paid in Full" or shows a $0.00 amount due and is stamped with the 5 elements of receipt.

- j. Ensure that both physical and electronic copies of each transaction are maintained locally.

- k. If the Receipt / Invoice has either an increase or decrease in price for a line item, that the appropriate change is made to the Funding Document in NERP BEFORE allocation in US Bank to avoid ZRM errors. For increases PR to PO, for decreases PO to PR.

- l. Ensure that at the end of each cycle, the AO and the Cardholder sit down and review the US Bank Statement, the GPC Log and the Transactional Files for legitimacy and accuracy in order to approve the statement on time.

In conclusion, this document has detailed the procedures for NROTC Unit personnel to utilize the Government Purchase Card (GPC) and Convenience Checks for procurement. To ensure compliant, auditable, and effective use of these tools, all personnel must adhere to these guidelines:

- **Ensuring proper documentation.**
- **Staying within spending limits.**
- **Maintaining accurate records.**
- **Strictly following established procedures outlined in referenced regulations.**

By diligently adhering to these practices, NROTC Units can maintain fiscal responsibility and support their mission effectively.

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