



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-FHL-ZA

25 April 2011

MEMORANDUM FOR United States Army Garrison, Fort Hunter Liggett (USAG FHL)
Soldiers and Civilians

SUBJECT: FHL Policy #31, Government Purchase Card Program

1. REFERENCES.

- a. AR 710-2, Supply Policy Below the National Level, Revised 25 February 2008.
- b. AR 715-XX, Government Purchase Card Program, Revised 21 April 2007.
- c. Mission & Installation Contracting Center (MICC) Fort Dix – Government Purchase Card (GPC) Standard Operating Procedure (SOP) September 2009.

2. PURPOSE. To provide guidance and establish responsibility for the Government Purchase Card Program for the USAG FHL.

3. APPLICABILITY. These procedures are applicable to all Directorates, Civilians, and Military personnel assigned to or under the operational control of USAG Fort Hunter Liggett.

4. POLICY. Personnel performing duties of Cardholder and Approving/Certifying Official duties will be appointed in writing in accordance with the Government Purchase Card Program procedures. Only Card Holders are authorized to make purchases with the GPC. Directors with GPC Cardholders will be the approving authority for requests originating in their Directorate and will exercise oversight and compliance with the above references and other publications related to the GPC Program.

5. PROCEDURES. Currently, the DOL is responsible for processing GPC Requests. Directors will submit their requests to the DOL for processing. Each Director is the approval authority for requests originating in their Directorate, and after approval, requests will be routed through Resource Management for accounting and fund control.

- a. Purchase limitations shown on the GPC request form for supplies, services and construction will not be exceeded. Requirements exceeding the purchase limitation will not be split to circumvent the purchase limitations but will be ordered on a purchase request in General Fund Enterprise Business System (GFEBs) for contracting.

- b. Requests for Information Technology (IT) equipment must have an FHL Form 10-A, CAPR, approved by Network Enterprise Center (NEC) attached to the request.

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c. Accountable items, including IT items, will be reported to the Property Book Officer by the GPC Approving Official and issued to the requestor on hand receipt in accordance with accountability procedures.

d. Only mission essential or mission related items or equipment are authorized for purchase with the Government Purchase Card.

e. The GPC Account will be certified monthly by the Approving Official/Certifying Official within 5 days following the end of the Billing Cycle.

6. PROPONENT. The office of the Director of Logistics is the proponent for this policy at (831) 386-2012.



JAMES M. SURIANO
COL. CA
Commanding