



DEPARTMENT OF THE ARMY
ARMY CORRECTIONS COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-6100

REPLY TO
ATTENTION OF

DAPM-ACC

27 January 2010

MEMORANDUM FOR ALL ARMY CORRECTIONS COMMAND (ACC) HEADQUARTERS
PERSONNEL

SUBJECT: Standing Operating Procedure #5, Requesting the Purchase of Supplies and
Equipment

1. Reference Army Contracting Command, National Capital Region Contracting Center (NCRCC) Purchase Card Operating Procedures, 1 October 2009
2. The authority and use of the Government Purchase Card (GPC) that has been provided to the ACC Headquarters is a means for making micro-purchases up to \$3,000.00 with a monthly limit of \$10,000.00. All rules, regulations, policies and procedures (in addition to the Federal Acquisition Regulation and the Defense Federal Acquisition Regulation) governing the purchase card program must be followed. In addition to overall regulations and policies developed by CCE, adherence to internal procedures is imperative to insure a successful program and that there is no conflict of interest concerning purchases. Specific roles and responsibilities are outlined in the Chapter 5 of the CCE SOP for designated GPC participants and they must successfully complete mandatory training prior to issuance of the authority and the purchase card. Refresher training must also occur on an annual basis; to include HQDA sponsored Ethics training.
3. GPC Participants are designated as follows. The ACC Headquarters Billing Official is Matthew Ponton and the Alternate Billing Official is Mary Gordon. The primary GPC holder is Nancy Milton with SSG Alain Nadeau as the secondary holder. All purchases will be conducted through the primary cardholder and billing official. If these individuals are not available and emergency purchases are necessary, the secondary cardholder and the alternate billing official will assume the action.
4. The following internal procedures are to be followed at all times for purchases under \$3000.00.
 - a. A monthly budget of \$500.00 is provided for purchase of general office supplies as indicated on the supply list that is posted. Staff members will annotate items needed on the list and the primary cardholder will manage these purchases. Primary cardholder is responsible for maintaining a spreadsheet of the monthly funding levels. When the funding level is low or depleted, the primary cardholder will request additional allocation from the alternate billing official by email.

DAPM-ACC

SUBJECT: Standing Operating Procedure #5, Requesting the Purchase of Supplies and Equipment

b. SMARTRIP CARDS. The primary card holder will be responsible for maintaining the current balances of all METRO SMARTRIP cards. When the level of any card gets low, the cardholder will request additional funds from the billing official. The cardholder will complete the action to add value at the Metro location once approved and tasked by the billing official.

c. Special/One-time purchases will be requested by the staff through their division chief or deputy director in the form of an email for authorization. When authorized for purchase, the request will be forwarded to the billing official, who will coordinate with the Budget Analyst for funds availability and then provide the tasking to the cardholder.

d. Once items have been purchased/delivered to the office, the General Supply Specialist will sign paperwork to indicate receipt of items and to determine what needs to be added to the property book. If General Supply Specialist is not available, another staff member within Resource Management Division will sign for purchases and provide copy of paperwork for property book. If anyone else in the office signs for receipt of items, they must ensure that paperwork is provided to the General Supply Specialist and the primary card holder for finalization of purchase.

e. Training Request/ Documentation. All training that will be paid using the GPC will require the completion of the Authorization, Agreement and Certification of Training (SF 182), through the requestor's supervisor, the ACC training officer (Operations Officer) and the Deputy Director. Once the form is completed and verified, the billing official will coordinate funding with the Budget Analyst and will assign to the cardholder for payment. The supervisor will schedule a follow-up after the scheduled completion of the training requirement and will have Section F of the SF 182 completed. The completed SF 182 will be provided to the cardholder and will remain in the purchase card folder for inspection purposes. If the training was not completed for any reason, a memorandum from the requester's supervisor will be forwarded to the billing official for necessary actions.

5. At the end of the monthly billing cycle, cardholders will approve their purchases in ACCESS On-Line and prepare a package of all signed receipts and supporting documents/authorizations for purchases to Billing Official for credit card statement certification.

6. Selection of Bidders or Vendors for Purchases over the \$3000.00 Limit: Requests, to include IT equipment, are to be coordinated through Division Chief or Deputy Director who will forward the request to purchase to the Billing Official. The mechanism for purchase, to include contracts will be determined by billing official and Budget Analyst in accordance with the Federal Acquisition Regulation. If a contract is necessary, approvals must be acquired in accordance with the procedures outlined in SOP #3, Contracting.

DAPM-ACC

SUBJECT: Standing Operating Procedure #5, Requesting the Purchase of Supplies and Equipment

7. This SOP will be reviewed annually when new NCRCC procedures are issued and changes will be made, if appropriate. Point of contact for this SOP is 
703-428-7697


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Chief, Resource Management Division