



Educational Technician Training Weapons Government Purchase Card Process



Basic Overview

This presentation is a basic Overview of how to start a purchase request.

Please reach out to your department Lead Ed Tech for department detailed process.

Required Documents for All Purchases (Note: All documents need to be in pdf format)

- Purchase Request
 - FY21 Purchase Form (Non Gift Fund Purchases) - <https://intranet.usna.edu/Comptroller/files/documents/1 - FY21 PC Order Form 19 May 20- SEP 2018 - 7200.11.pdf>
 - FY21 Gift Fund Purchase Form - <https://intranet.usna.edu/Comptroller/files/documents/Purchase%20Card/2 - FY21 PC Order Form 3 Sep 20 - GIFT FUNDS ONLY - SEP 2018 - 7200.112.pdf>
- Quote – must match purchase request
- Vendor 889 – needs to be signed current fiscal year (i.e. FY21 01 Oct 2020 to 30 Sep 2021)
 - Current USNA Database (can download file for inclusion in package)– <https://drive.google.com/drive/folders/1imJ7WmpPYra4Kf3iEmfRCeoN2mbD58Ft?usp=sharing>
 - Form - <https://intranet.usna.edu/Comptroller/files/documents/Purchase%20Card/889 Representation Form - 31 Aug 20.pdf>

Item Types which require Special attention or approval

- Advance Payments
- Advertising
- Business Cards
- Convenience Checks
- Hazardous Materials
- IT Supplies, Service and Equipment
- Memberships
- OCONUS
- Radioactive Materials
- Safety Review of Purchases
- Subscriptions
- Terms and Conditions
- Training, Education and Professional Development
- Third Party Payment
Vendor/PayPal

Prohibited Items For Purchase

- 1. Aircraft fuel and oil.
- 2. Appliances in the Workplace*
- 3. Asbestos and Asbestos - Containing Materials.
- 4. Buildings and/or Land, or Lease of Long-Term Rental*
- 5. Cash Advances
- 6. Cash Refunds*
- 7. Cellular Usage*
- 8. Christmas and other Seasonal Decorations*
- 9. Clothing, Safety/Specialty*
- 10. Commercial Vehicles*
- 11. End of tour give-away items*
- 12. Entertainment.
- 13. Facial tissue (Kleenex)*
- 14. Fireworks.
- 15. Food*
- 16. Gasoline or Oil for DON Vehicles and/or Vessels *
- 17. Gift Acceptance (Gift Cards/Checks, Rebates or Incentives)*
- 18. Give-away Items*
- 19. Hand Sanitizer*
- 20. Holiday and/or seasonal greeting cards.
- 21. Household Goods Transportation Services.
- 22. Incentive Music and Equipment*
- 23. Items or services not for Government use or of a personal nature*
- 24. Light Refreshments at Conferences.
- 25. Lodging and Meals.
- 26. Luggage.
- 27. Medical and Dental Care.
- 28. Membership Fees or Dues*
- 29. Monetary items or services*
- 30. Multi-year Memberships, Services, Subscriptions, and/or Warranties*
- 31. Name Tags.*
- 32. Ozone Depleting Substances.
- 33. Personal items.*
- 34. Personal Services.
- 35. Pesticides.
- 36. Post Office Box Rental*
- 37. Purchases from Government employees*
- 38. Radio Frequency and Wireless Devices*
- 39. Refreshments/Food*
- 40. Repair of GSA-leased Vehicles.
- 41. Reprographic Equipment*
- 42. Retirement Give-Away Items*
- 43. Transportation of household goods, freight and logistics shipments.
- 44. Travel, or Travel Related Expenses (Employee or Vendor)*
- 45. Uniform Items*
- 46. Unpriced Services
- 47. Vacuum Cleaners*
- 48. Water, Bottled*
- 49. Water Coolers in the Workplace

Mandatory sources

<p>OFFICE SUPPLIES - AbilityOne items from IB Supply or FedMALL</p> <p>An office supply/product is any commercially available off-the-shelf office item (except furniture) that you would find in an office setting (even if it is to be used in a lab or other area).</p>	<p>Items are available from AbilityOne. (Copier paper & Toner cartridges are the only exceptions).</p>	<p>Must purchase mandatory AbilityOne item (not vendor). Items are easily recognized by their 13 digit number (XXXX-XX-XXX-XXXX).</p>	<p><u>IB Supply</u> - May purchase directly from vendor, they are considered our Servmart. <u>FedMALL</u> - Must purchase via FedMALL <u>mandatory corridor</u> - Navy Contracts. (Review the contract number for every vendor that is listed in your shopping cart, you may have accidentally been taken out of the corridor.)</p>	<p>FedMALL Order confirmation must be attached to Purchase Card Order form.</p>	
<p>JANITORIAL / SANITATION ITEMS - AbilityOne items from IB Supply or FedMALL</p> <p>Incidental janitorial and sanitation supplies are a subset of office supplies and are routinely sold by office supply vendors.</p>	<p>Items available from AbilityOne.</p>	<p>Must purchase mandatory AbilityOne item. Items are easily recognized by their 13 digit number (XXXX-XX-XXX-XXXX).</p>	<p><u>IB Supply</u> - May purchase directly from vendor, they are considered our Servmart. <u>FedMALL</u> - Must purchase via FedMALL <u>mandatory corridors</u> - Navy Contracts. Review the contract number for every vendor that is listed in your shopping cart, you may have accidentally been taken out of the corridor.</p>	<p>FedMALL Order confirmation must be attached to Purchase Card Order form.</p>	
<p>★★★★★ MANDATORY FURNITURE BPA VENDORS - Furniture/ Filing and Storage Cabinets/ Shelves/ Mobile Carts/ Dollies/ Racks/ Multipurpose Seating/ Workbenches/ Worktables/ Warehouse Storage/ High Density Storage Cabinets/ Modular Cabinets.</p>	<p>Item is listed under one of the SINs ★★★★★</p>	<p>Must purchase from a mandatory BPA vendor.</p>	<p>Blanket Purchase Agreement (BPA) # must be put on Purchase Card Order form.</p>	<p>Blanket Purchase Agreement (BPA) # must be put on Purchase Card Order form.</p>	
<p>Item is listed under one of the SINs ★★★★★ - but does not meet minimum mission need.</p>	<p>Contact A/OPC for assistance. DO NOT PURCHASE FURNITURE FROM ANY OTHER VENDOR IF YOU CANNOT FIND REQUIRED ITEM. Only the Chief of the Contracting Office has authority to approve exceptions to this policy.</p>	<p>Contact A/OPC for assistance. DO NOT PURCHASE FURNITURE FROM ANY OTHER VENDOR IF YOU CANNOT FIND REQUIRED ITEM. Only the Chief of the Contracting Office has authority to approve exceptions to this policy.</p>			
<p>If you can't find item, or are not sure.</p>					
<p>PRINTING & DUPLICATION</p>	<p>Defense Logistics Agency (DLA) Document Services is the mandatory source. DLA Document Services does not have the authority to approve a waiver to use commercial print suppliers, only the Government Printing Office (GPO) has this authority [Section 504, Title 44 USC].</p>				<p>All Purchase Card orders must be placed thru Document Services Online (DSO).</p>
<p>BUSINESS CARDS</p>	<p>Lighthouse for Blind is the mandatory source if professionally printed/DoD EMALL or IB Supply for stock.</p>	<p>Must have prior written approval from the Superintendent (by position, not organization).</p>	<p>The approval must be attached to the Purchase Card Order form.</p>		
<p>HAZARDOUS MATERIAL</p>	<p>Fax the authorized Purchase Card Order Form and the vendor/merchant quote to Michael Kupferman, X34194 for approval.</p>				<p>The Chemistry Department is the only USNA Department exempt from the mandatory procedures for the purchase of HAZMAT. They will continue to follow the same procedures as in the past..</p>
<p>★★★★ The SIN (Special Items Number) is a description category for the type of furniture/item being ordered. See all SIN # descriptions - (711, 7111, 7112, 7113, 7118, 71118, 71200, 71204, 71301, 71310) for the complete list items.</p>					

Routing of Purchase Request

- Send email to AO
 - Include all documents in pdf format
 - Gift fund purchases
 - One purchase request package per email
- AO assigns Purchase Request to CH and enters in tracker
 - Forwards email to CH assigned and copies requestor
- CH completes document and sends to Budget / Research for RQ assignment
- Budget / Research returns to CH
- CH either:
 - Places order
 - Returns to requestor for ITPR process
 - *requestor obtains ITPR approval and returns to CH for order placement
- CH receives delivery
- Receiver eSigns purchase request

Sample Gift Fund Purchase Request

FY 21 PURCHASE CARD ORDER - GIFT FUNDS ONLY		Req. #: N0068G-21-RQ	PSC: 1		
Requested by: 2	Phone #: 3	Date: 4			
Merchant: 5	Point of Contact: 6	Phone #: 7			
ITEM #	CATALOG NUMBER AND COMPLETE DESCRIPTION OF ITEMS	QTY	UNIT PRICE	TOTAL PRICE	REC'D DATE
1				0.00	
2	8	9	10	0.00	
3				0.00	
4				0.00	
5				0.00	
ITPR Required <input type="checkbox"/> 14 HAZMAT <input type="checkbox"/> ACCOUNTABLE PROPERTY <input type="checkbox"/> Continuation page(s) total (if applicable)				\$ 0.00	
Other: merchant Surcharge (not to exceed 4% of purchase)					
NOTIFY VENDOR OF TAX EXEMPTION (ACCOUNT NUMBER 30005004)				Estimated Shipping	
				TOTAL PURCHASE PRICE	\$ 0.00
I have verified that every item is a necessary expense and meets minimum mission need.		I certify that the funds cited are properly chargeable and available for the purchase of items above.			
Cost Cntr/Sub-Cost Cntr Head signature: 11	Delegated Authorizing Official signature:				
Printed Name: 12	Date	Printed Name:	Date		
Research \$\$ Only: Research Office Authorization: Signature for Account: End use: Whose money? (e.g., dept? faculty member's research? Research Office (such as ONR-Midn) T&L? FDF?)					
Accounting Data - Gift Funds <input type="checkbox"/> 17X8733, 000 13		0 056521 2D Cost Code: 0068G1		Req. #: N0068G-21-RQ	
CFMS-C Tech Name:	Phone #:	Date entered in CFMS-C:	Amount Authorized \$ 0.00		
SCREEN ALL MANDATORY SOURCES BEFORE YOU MAKE YOUR PURCHASE & ATTACH SPECIAL APPROVALS IF REQUIRED					
★Purchase Can Not Be Made If Total Purchase Price Exceeds Amount Authorized★					
Cardholder Name:	Phone #:	Date Order Placed:	PIIN (BC) # N0068G-21-		
Cardholder Signature:	As an appointed USA Contracting Officer and Departmental Accountable Official, I have ensured that all purchases listed above are legitimate, fair, reasonably priced, screened for availability from mandatory sources, and all Purchase Card Program procedures were followed.				
Provide A Copy Of This Document To Your CFMS-C Technician After Purchase Is Made And PIIN # Has Been Assigned					
Receiver's Name:	Phone #:	Mail Stop #:	Date received:		
Receiver's Signature:	Receivers name, signature, phone #, mail stop #, and date received must be on this document, not the invoice, receipt, or packing slip.				
Payment / Statement Information:	Partial Payment/Credit: Statement Month: Amount:	Final Payment/Credit: Statement Month: Amount:	Total Cost:		
Provide a copy of your monthly statement and all backup documentation to your CFMS-C Technician					
SUBMIT ORIGINAL DOCUMENT WITH STATEMENT UNLESS IT IS A PARTIAL PAYMENT					

1. Account Name (i.e. Volgenau)
2. Requestor Name (Faculty member)
3. Requestor Contact number
4. Date request created
5. Merchant Name
6. Point of contact for merchant
7. Merchant phone number
8. Item complete description, including part number
9. Quantity for each line item (must match quote)
10. Price per unit (must match quote)
11. Cost Head Signature (person signing for account)
12. Cost Center Head printed name
13. BESA Code – 2 letters (i.e. FL, FK, FM)
14. Check if applicable

Note: All signatures need to be digital, no wet ink signatures permitted throughout the process

Sample Regular Purchase Request

FY 21 PURCHASE CARD ORDER		Req. #: N00161-21-RQ		PSC: 1	
Requested by: 2		Phone #: 3		Date: 4	
Merchant: 5		Point of Contact: 6		Phone #: 7	
ITEM #	CATALOG NUMBER AND COMPLETE DESCRIPTION OF ITEMS	QTY	UNIT PRICE	TOTAL PRICE	REC'D DATE
1	8	9	10	0.00	
2				0.00	
3				0.00	
4				0.00	
5				0.00	
<input type="checkbox"/> TPR Required 14 <input type="checkbox"/> HAZMAT <input type="checkbox"/> ACCOUNTABLE PROPERTY Continuation page(s) total (if applicable)				\$ 0.00	
Other: Merchant Surcharge (not to exceed 4% of purchase)					
NOTIFY VENDOR OF TAX EXEMPTION (ACCOUNT NUMBER 30005004)				Estimated Shipping	
				TOTAL PURCHASE PRICE \$ 0.00	
I have verified that every item is a necessary expense and meets minimum mission need.		I certify that the funds cited are properly chargeable and available for the purchase of items above.			
Cost Cntr/Sub-Cost Cntr Head signature: 11		Delegated Authorizing Official signature:			
Printed Name: 12		Printed Name:			
Date		Date			
Research \$\$ Only:		Signature for Account:			
End use:		Whose money? (e.g., dept? faculty member's research? Research Office (such as ONR-Midn) T&L? FDF?)			
Accounting Data: 1711804.22L1 000 0161P 0 056521 2D		Cost Code: 001611 13		Req. #: N00161-21-RQ	
CFMS-C Tech Name:		Phone #:		Date entered in CFMS-C:	
				Amount Authorized \$ 0.00	
SCREEN ALL MANDATORY SOURCES BEFORE YOU MAKE YOUR PURCHASE & ATTACH SPECIAL APPROVALS IF REQUIRED					
★Purchase Can Not Be Made If Total Purchase Price Exceeds Amount Authorized★					
Cardholder Name:		Phone #:		Date Order Placed:	
Cardholder Signature:		PIIN (BC) # N00161-21-			
<small>As an appointed USA Contracting Officer and Departmental Accountable Official, I have ensured that all purchases listed above are legitimate, fair, reasonably priced, screened for availability from mandatory sources, and all Purchase Card Program procedures were followed.</small>					
Provide A Copy Of This Document To Your CFMS-C Technician After Purchase Is Made And PIIN # Has Been Assigned					
Receiver's Name:		Phone #:		Date received:	
Receiver's Signature:		Mail Stop #:		Receivers name, signature, phone #, mail stop #, and date received must be on this document, not the invoice, receipt, or packing slip.	
Payment / Statement Information:		Partial Payment/Credit:		Statement Month:	
		Final Payment/Credit:		Amount:	
				Amount:	
				Total Cost:	
Provide a copy of your monthly statement and all backup documentation to your CFMS-C Technician					
SUBMIT ORIGINAL DOCUMENT WITH STATEMENT UNLESS IT IS A PARTIAL PAYMENT					

1. Account Name (i.e. NAVSEA)
2. Requestor Name (Faculty member)
3. Requestor Contact number
4. Date request created
5. Merchant Name
6. Point of contact for merchant
7. Merchant phone number
8. Item complete description, including part number
9. Quantity for each line item (must match quote)
10. Price per unit (must match quote)
11. Cost Head Signature (person signing for account)
12. Cost Center Head printed name
13. Account Number
14. Check if applicable

Note: All signatures need to be digital, no wet ink signatures permitted throughout the process

Links to Resources / Forms

- Comptroller Government Purchase Card Program-(contains links to forms and guides) <https://intranet.usna.edu/Comptroller/card2.php>
- ITSD Finance Department- (links to guides for ITPR and ITPRA) <https://intranet.usna.edu/Finance/index1.php>
- View Only DIV PCO Tracker (updated overnight)- https://docs.google.com/spreadsheets/d/1zmWGvQ3_n26tFl3H_MyG76FA8jVBqg02JpEzVOdrDs0/edit?usp=sharing