



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788150
TWENTYNINE PALMS, CALIFORNIA 92278-8150

MCCSINST 4200.1A

MCCS

10 AUG 2009

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 4200.1A

From: Director, Marine Corps Community Services
To: Distribution List

Subj: JPMORGAN CHASE GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM

Ref: (a) Marine Corps Community Services Non-Appropriated Funds Purchase
Card Standard Operating Procedures
(b) MCO P7010.20
(c) MCO P1700.27B
(d) 18 U.S.C. 287
(e) Paymentnet Internet Application
(f) Local Purchase Card Standing Operating Procedures (NOTAL)

1. Situation. To provide guidance on the Marine Corps Community Services (MCCS) use of the government purchase card using Non-Appropriated Funds (NAF). All MCCS Divisions, Branches and Departments under the cognizance of Twentynine Palms will make maximum use of this program by utilizing the references.

2. Cancellation. MCCSINST 4200.1

3. Mission. The Program is designed to replace most small purchases and payments including petty cash, check payment authorizations and low-dollar purchase orders. This instruction is applicable to all personnel, managers and supervisors accountable for NAF funds.

4. Execution. Managers will ensure the following procedures are adhered to in the administration of the Purchase Card Program.

a. Director's Intent and Concept of Operations

(1) Director's Intent. To provide Division Heads, Managers and Supervisors guidance on proper procedures for the Purchase Card Program.

(2) Concept of Operations

(a) Guidance is provided for implementation and use of the Government-Wide Commercial Purchase Card (GCPC) Program using reference (a). Included in this reference is a list of prohibited items for purchase, regulated purchase items, and prohibited actions with the purchase card. The purchase card should be used for all requirements under the NAF Competition Threshold. Cardholders will not separate or split requirements to avoid these limits. References (b) and (c) explain the proper and prohibited use of Non-Appropriated Funds.

(b) The purchase card shall only be used for authorized U.S. Government purchases. Purchases will be governed by the policies in reference (a). The cardholder will be held personally liable to the Government for the amount of any non-government transactions per reference (d).

(c) All transaction approvals and reconciliations are done in the internet application called PaymentNet, which is to be accessed at <https://www6.paymentnet.com>. Departments must ensure responsible individuals assign proper budget and object codes to each transaction.

(d) It is the policy of MCCS to make the best use of MCCS operating funds by ensuring all procurements for supplies/equipment/services are competitively and properly sourced for "best value" and "fair and reasonable pricing". Requester's will do due diligence in preparing their requests with three sources, comparing sources for the best value. Unless ordering against an existing Blanket Purchase Agreement (BPA), Cardholders will rotate sources wherever possible.

(e) Duties and Responsibilities (Reference (f))

1. Site Coordinator (SC). The Site Coordinator will be the Senior NAF Contracting Officer. The SC will serve as liaison between JPMorgan Chase and MCCS and provide JPMorgan Chase with all information as required.

2. Transaction Approver (TA). The TA is usually the cardholder's supervisor, but may be any person of authority assigned by the Division Head.

3. Cardholder. The Cardholder may be any Government employee who is designated by their Division Head and approved by the MCCS Director to use the purchase card.

4. Billing/Dispute Officer. The Billing Officer ensures that the statement is paid in a timely manner using Pay and Chase procedures.

(f) Review Official. The review official will be the Senior Management Analyst from Management Analysis and Control and work closely with the SC to maintain internal controls of program and provide required reports to higher headquarters.

(g) Purchases. There are several types of purchases, and each one is handled differently. **All purchases will require a POR be filled out and signed by TA or next supervisor in chain of command prior to making a purchase, thus certifying the availability of funds.** The Director's signature and the Budget Officer's signature are required for all purchases exceeding \$2,500. Further guidance and information refer to reference (f).

(h) Reconciliation of Statements

1. The reconciliation process is a two-part process, which should occur throughout the billing cycle using the transaction approval process in PaymentNet.

2. Cardholders will match all invoices/receipts to transactions in PaymentNet, verify charges, correctly assign the cost center and account number for each transaction.

3. TAs will approve all transactions throughout the cycle in PaymentNet. At the end of the billing cycle, verify that the Cardholder's report is correctly annotated with transaction details, cost centers, account codes, and has been signed by the Cardholder.

(i) Payment of Bills

1. It is imperative that the JPMorgan Chase statement be paid in a timely manner.

2. When the Cardholder turns in his/her statement, MCCS Accounting will debit the appropriate account and cost center for the charges if they differ from what was certified by the TA or the TA's default line of accounting.

(j) Purchase Card as a Form of Payment. Due to the strict contacting processes for all transactions purchases over \$2,500 these must go through the Purchasing and Contracting Division.

(k) Training and Documentation

1. As required by references (a) and (b), prior to issuance of the purchase card, all cardholders and TAs must receive training on DOD and DON policies and procedures as well as local internal operating procedures.

2. Every cardholder will read and sign a Purchase Card Prohibitions Signature Form which can be found in the enclosure.

3. The SC will maintain records for each participant of all training received. If participants get training in any manner other than local training, a copy of the Certificate of Training must be forwarded to the Program Coordinator.

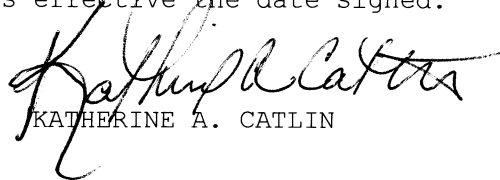
4. Training for PaymentNet is available on the shared P:\ network drive under the title "PaymentNet Cardholder and Transaction Approver Training.ppt."

5. Administration and Logistics. Distribution Statement A Instructions issued by the Director are published electronically. This instruction can be viewed at <http://www.mccs29palms.com/pages/mccsEmployees/mccsInstructions.html>.

6. Command and Signal

a. Command. This Instruction is applicable to Divisions, Branches and Departments within Marine Corps Community Services.

b. Signal. This Instruction is effective the date signed.


KATHERINE A. CATLIN

Distribution: A