

CHAPTER 11

GOVERNMENT PURCHASE CARD

11000 INTRODUCTION

1. The General Services Administration Federal Supply Service has contracted with CitiBank to provide commercial purchase cards, hereafter referred to as Government Purchase Cards, to use in support of official government purchases. The program is intended to streamline payment procedures and reduce the administrative burden associated with traditional and emergency purchasing of supplies and services. This chapter provides guidance on the appropriate use of the purchase card by MOMAG personnel.

2. NAVSUP's policy is to use the purchase card for purchases not exceeding \$2,500 that are required for mission readiness. The Commanding Officer/Officer-in-Charge shall manage the Government Purchase Card Program to ensure all transactions are in accordance with reference (g), this instruction, and any other applicable internal regulations.

3. Periodic inspections will be conducted by COMOMAG and FISC San Diego to ensure compliance of procedures. Non-compliance will result in program suspension.

4. Although certain items are authorized for purchase by NAVSUP, the item may be prohibited from being bought on the purchase card. Refer to the prohibited or restricted item listing prior to each purchase.

11001 DEFINITIONS

1. Agency/Organization Program Coordinator (APC): The individual designated by COMOMAG to perform contract administration within the limits of delegated authority. The APC shall have overall responsibility for the management, administration, and day-to-day operations of the Government Purchase Card Program. He/she will also determine who the approving officials and cardholders will be and has the authority to remove and/or change approving officials and cardholders.

2. Approving Official (AO): An individual who a number of cardholders has under his/her purview. The AO has two main functions; he/she approves purchase card procurements prior to the order being placed with the vendor and he/she collects all cardholder(s) statements of account and reviews them to verify that all transactions made were for necessary government purchases and in accordance with federal acquisition regulations. The AO is also the certifying

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officer for his/her cardholder(s) and in that capacity must certify the monthly billing statement and forward it to the appropriate office for payment. The approving officials for MOMAG are the COMOMAG Supply Officer or the cognizant unit/detachment CO/OIC.

3. Purchase Card Administrator (Administrator): The administrator coordinates all phases of the Government Purchase Card Program. He/she is responsible for all external correspondence concerning issuing/alteration of cards and problem resolution. The administrator for MOMAG is the COMOMAG Alternate Program Coordinator.

4. Cardholder(s): Those individuals who are issued a purchase card. The appointment as cardholder is made on a letter of authority and lists both the dollar limitations and the scope of authority for use of the card. Each cardholder must receive training regarding the proper use of the program. Training documentation must be maintained by the approving official.

5. Billing Cycle: The thirty-day billing period cardholders may use their purchase card. For DON the billing cycle ends on the 21st of each month.

6. Credit Limits: Maximum spending limits are established by federal procurement laws and higher echelon policies and procedures. Within these boundaries, the APC establishes the individual monthly spending limits. Any monthly spending limit may be assigned in increments of \$100.

a. Single Purchase Limit: The maximum dollar amount that a cardholder may spend on a single transaction. The single purchase may consist of many items handled as one transaction. The maximum single purchase limit is \$2,500. The maximum purchase amount must be specifically annotated on the cardholder's designation letter. Requirements may not be split or "piece milled" to remain under the specified single purchase limit. This threshold amount is set by NAVSUP and cannot be changed by COMOMAG.

b. Cardholder Monthly (30 Day) Limit: The maximum dollar amount that a cardholder may spend in any 30-day cycle. The specific amount for each cardholder must be annotated in his/her designation letter and may not exceed \$5,000. The 30-day limit is established when the cardholder's account is established.

7. Cardholder's Statement of Account: Within five working days after the end of the monthly billing cycle, each cardholder will receive a statement of account which lists all transactions made during the current billing cycle.

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8. Designated Billing Office Contact: The appropriate MOMAG/MOMAU designated billing office will receive the official invoice from the bank and will be responsible for payment of the invoice. The designated billing office's contact is:

DFAS-OPLOC Norfolk (Code IEBC)
ATTN: Demonica Parker
9712 Virginia Avenue
Norfolk, VA 23511-3297

Commercial: (804) 444-4050
DSN: 564-2139/2198

9. Disputes: Instances where the transactions on the cardholder's statements do not agree with entries in the log or retained receipts. This may include circumstances where the cardholder did not make the transaction or the amount of the transaction is incorrect. The dispute office contact for MOMAG is the Administrator.

10. Purchase Card: The purchase card is the credit card-like purchase account established with the bank that enables properly authorized government personnel to buy and pay for mission requirements.

11. Purchase Card Log: A manual or automated log on which the cardholder documents screening for mandatory government sources and individual transactions using the purchase card. Entries in the purchase card log should be supported by internal command documentation. If an automated log is used, a printout must be maintained.

11002 STANDARDS OF CONDUCT

1. Employees of MOMAG hold a public trust and their conduct must meet the highest ethical standards. All agency employees shall use this card only to purchase supplies within the guidance of this program. Cardholders and approving officials acknowledge that making false statements on purchase card records may provide support for removing the employee from federal service. Wrongdoers may be punished by fine, imprisonment, or both as stated in Section 1001, Title 18 United States Code. Unauthorized use shall have the meaning as set forth in footnote 22, Section 226.12, Title 12 Code of Federal Regulations.

2. Unauthorized use means the use of a purchase card by any person other than the cardholder whose name appears on the purchase card. Unauthorized use also includes using a purchase card to purchase any

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item not intended for government use or any item on the list of prohibited items.

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Standards of conduct training must be completed prior to becoming an AO or cardholder and annually thereafter. Completion shall be reported to COMOMAG Supply Officer.

11003 LOST OR STOLEN CARDS

Should you lose your card, realize that it has been stolen, or notice a fraudulent charge on your statement, notify the approving official, administrator, and CitiBank immediately. To reach the CitiBank Customer Service Center, call 1-800-790-7206, 24-hours a day, 7 days a week. If outside the continental United States, call CitiBank collect at 904-954-7850. Cards that have been reported lost or stolen are immediately blocked from use. If unauthorized transactions appear on your memo statement, contact the CitiBank Customer Service Center.

11004 DISCONTINUING CARDHOLDER USE

The approving official will collect and destroy the purchase cards of transferring cardholders 60 days prior to their scheduled transfer date. The approving official will notify the APC, in writing, of card destruction. The administrator will record the cancellation of the cardholder's warrant and cancel the cardholder's account.

11005 TRAINING REQUIREMENTS

1. Prior to issuing a purchase card, all prospective cardholders and cognizant approving officials must receive orientation on local operating procedures. In addition, prospective cardholders and approving officials must successfully complete at least one of the following:

a. Purchase card training and interactive customer assistance CD-Rom

b. NAVSUP Commercial Purchase Card Course for Micro-Purchasers, recommended for individuals who have purchase authority to use the purchase card only

c. NAVSUP Simplified Acquisition Course

d. Purchasing Fundamentals (PUR 101)

e. Contracting Fundamentals (CON 101)

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2. Periodic refresher training is recommended for cardholders and others involved in the process to ensure compliance with and understanding of contracting authority and local operating procedures.

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11006 PURCHASE CARD ISSUE TO CARDHOLDERS

To change or add cardholders, the approving official must submit a letter or naval message to COMOMAG Supply Officer certifying that the training requirements of par. 11005 have been accomplished. Cards will be mailed to the approving official for issue to the cardholder.

11007 CARD SECURITY

The unique purchase card that the cardholder receives has his/her name embossed on it and may be used only by that person. The card was specifically designed showing the seal of the United States with the words United States of America imprinted on it to avoid being mistaken for a personal credit card. It is the cardholder's responsibility to safeguard the purchase card and account number when in his/her possession. The cardholder must not allow anyone to use his/her card or account number. A violation of this trust shall require the card to be withdrawn from the cardholder with the possibility of subsequent disciplinary action.

11100 PURCHASE PROCEDURES

1. Prior to initiating a purchase, the cardholder must ensure the requirement has been screened for use of the required sources of supply and documented as such:

a. Federal Prison Industries, Inc. (Also referred to as UNICOR.)

b. Committee for Purchase from People who are Blind or Severely Disabled (NIB/NISH) under the Javits-Wagner-O'Day (JWOD) Program.

2. Once it has been determined that mandatory sources are not required, initiate the purchase action by completing a Purchase Order Request, Figure 11-1. Using the purchase order request facilitates the requirement-validation process. The requester and the cardholder are responsible for ensuring the request is prepared and properly approved prior to making the purchase. The purchase order request must be completely filled out per FISC San Diego inspection guidelines.

Figure 11-1. Purchase Order Request

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3. The cardholder must ensure sufficient funds are available to pay for the purchase.
4. The cardholder shall solicit a quotation and document the merchant's quote.
5. If the merchant's price is fair and reasonable, the cardholder may proceed to purchase the supplies.
6. Whether the purchase is made over-the-counter or over via the telephone, the cardholder shall ensure the following:
 - a. That he/she is not the requisitioner unless the goods are delivered, inspected, and accepted by another activity's personnel or the approving official specifically approves the purchase.
 - b. Merchants are reminded not to charge sales tax, unless the location of the merchant's business is in a state that does not afford the federal government a tax exempt status under its state and local laws, e.g., Arizona or Hawaii.
 - c. The quantity and quality of the items furnished are in accordance with the agreement with the vendor.
 - d. Any fee paid by merchants is not added to the price of items.
 - e. The material is not a restricted item. Refer to Appendix B.
 - f. The purchase total including shipping is less than the \$2,500 limitation. You may not split purchases into more than one transaction to remain below the \$2,500 limit.
 - g. Any special approval required for the purchase must be obtained before actually purchasing the item.
 - h. The material conforms to all NAVCOMPT and TYCOM regulations governing appropriate charges for a given cost code.
 - i. The item is a mission requirement.

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j. If the material is being shipped, inform the vendor that the government credit card number is not to be put on receipt.

7. Every cardholder will maintain a log of all procurements. A sample of the log is shown in Chapter 2, Figure 2-2. The log must be kept current and ready for review/audit at all times. As an addendum to this log, the cardholder is required to maintain a copy of each

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purchase card PAF and DD Form 1149 along with any supporting documents.

8. Ensure contacted vendors understand that you will be using a Master Card for payment, as vendors may not understand the term purchase card. Any vendor who accepts commercial Master Card must accept the government purchase card.

11101 RESTRICTED ITEMS AND SPECIAL APPROVALS

The cardholder and the requester must ensure all items identified for procurement via the purchase card are not restricted items. The cardholder and requester are also responsible for ensuring that all special approval paperwork is completed prior to purchasing the item. Restricted items are listed in Appendix B.

11102 VENDOR SELECTION

1. Priority should be given to local vendors, as long as they are able to provide fair and reasonable prices and delivery in a timely manner. Consider these items when selecting a vendor:

a. Rotate vendors. Locate and establish several businesses for material purchases. Try not to use the same vendor repeatedly.

b. Avoid conflicts of interest. Do not purchase items from friends or relatives. Do not make purchases from businesses in which you have a financial interest.

c. Avoid questionable items. Do not purchase items that are questionable in price, authorization, requirement, and/or quality. Check with the approving official prior to making a purchase if unsure. Approving officials should contact COMOMAG Supply Officer prior to purchasing the item if the item(s) is/are questionable.

11103 METHOD OF PURCHASE

1. Purchases will be made either over the counter or via the telephone. Telephone purchases should be limited to emergencies and orders made to out-of-town vendors.

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a. Over-the-counter purchases. The cardholder will take the purchase card PAF listing specifications to the vendor's place of business, present his/her with the purchase card, and pick up the item(s). Immediately upon completing the purchase, a log entry must be made in the purchase log to document the full price of the purchase. The purchase documents must be signed by the approving

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official. The original purchase documents shall be maintained on file for five years.

b. Telephone purchases. The cardholder phones in requirements that will subsequently be delivered either to the activity or picked up by a Supply Department representative. If a person other than the cardholder will be picking up the item, make sure the vendor is aware of the individual's name and that the individual may not sign the purchase card receipt. Also ensure the vendor is aware of the following information:

- (1) The purchase will be made using a Master Card credit card.
- (2) The price quoted must be firm and fixed (includes shipping charges).
- (3) Sales tax may not be assessed to the purchase.
- (4) No bills may be submitted until items are shipped.
- (5) The requisition number must appear on all documentation, including shipping labels.
- (6) Documentation (flimsy or invoice) must be itemized, including quantity, unit price, extended price, and any applicable discounts.

c. When making telephone purchases, a purchase card purchase order request must be completed prior to placing the order. After the order has been placed, a log entry must be made in the purchase log for the full purchase amount. Should the final price differ from the price obligated in FASTDATA, one of the following must occur:

- (1) The cardholder should attempt to reconcile the price difference with the vendor. If this fails, a Government Cardholder Dispute Form, Figure 11-2, should be completed. The Government Cardholder Dispute Form Program Administrator should be contacted for assistance if necessary. The dispute form is available on the CITI Direct web page.

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(2) If reconciliation cannot be accomplished prior to the close of the billing cycle, the difference must be posted as the receipt price in FASTDATA. This difference posting is imperative for ensuring the entire MOMAG reconciliation process can be completed in a timely manner.



DRAFT
GOVERNMENT CARDHOLDER DISPUTE FORM

INQUIRER'S NAME: _____ DATE: _____
CARDHOLDER'S NAME: _____
ACCOUNT NUMBER: _____

CARDHOLDER - PLEASE PROVIDE A COPY OF ANY INFORMATION/FORMS REQUESTED BELOW ALONG WITH THE STATEMENT THE DISPUTED CHARGE APPEARS:

PLEASE MAIL TO:
GOVERNMENT CARD SERVICES
P.O. Box 45134
Jacksonville, FL 32232-5134

This form must be filled out completely and forwarded to Citibank and the appropriate Agency officials (as determined by your internal procedures) within 60 calendar days of receipt of your invoice.

AGENCY ORGANIZATION PROGRAM COORDINATOR - THIS IS TO NOTIFY YOU OF AN ERROR ON MY BILLING STATEMENT:

DATE: _____ DOLLAR AMOUNT OF CHARGE: \$ _____

MERCHANT: _____

CARDHOLDER SIGNATURE: _____

Please read carefully each of the following descriptions and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 1-800-790-7206 (overseas call collect 0-904-954-7850). We will be more than happy to advise you in this matter.

- UNAUTHORIZED MAIL OR TELEPHONE ORDER**
I have not authorized this charge on my account. I have not a date of merchandise by phone or mail, or received any goods or services.
- DUPLICATE PROCESSING- THE DATE OF THE FIRST TRANSACTION WAS** _____
I have not authorized this charge on my account. I have not a date of merchandise by phone or mail, or received any goods or services. My card was in my possession at all times.
- MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$** _____
(Please provide a separate statement detailing the merchant's name, and the expected date to receive my merchandise.)
I have not authorized this charge on my account, but I have not received the merchandise or service. I have contacted the merchant but the amount was not refunded.
I have not authorized this charge on my account. I have contacted the merchant on _____ (date) and cancelled the order. I will refuse delivery should the merchandise still be received.
- MERCHANDISE RETURNED IN THE AMOUNT OF \$** _____
I have not authorized this charge on my account, but the merchandise has not been received.
I have enclosed a copy of my receipt or UPS receipt.
- CREDIT NOT RECEIVED**
I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed.
- DIFFERENCE IN AMOUNT**
The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ _____.
- COPY REQUEST**
I request this charge be voided and a copy of the sales draft for my records.
- SERVICES NOT RECEIVED- Please enclose a separate statement with the date of the merchant contact and response.**
I have been billed for this transaction, however, the merchant was unable to provide the services.
I paid for my purchase. My card number was used to secure this purchase, however, the final payment was made by check, cash, or another credit card. (Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.)
- NOT AS DESCRIBED**
The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must specify what goods, services, or things of value were received. The cardholder must have attempted to return the merchandise and state so in his/her complaint.)
- If none of the above reasons apply:**
Provide a complete description of the problem, successful resolution and outstanding issues. Use a separate sheet of paper and sign and date your description.

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Figure 11-2. Government Cardholder Dispute Form

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11104 DETERMINATION OF FAIR AND REASONABLE PRICE

When determining fair and reasonable prices for purchase card purchases, follow the guidelines and regulations established in reference (g). This guidance will help ensure all purchases are made in compliance with federal and defense acquisition regulations.

11105 IMPORTING A CREDIT CARD TRANSACTION INTO FASTDATA

Shortly after the purchase has been made, a charge will be posted to the credit card by the vendor, thus generating a file (MPC file), which will be distributed to the Supply Department via e-mail or Winsalts. It is imperative that when using the utilities menu in FASTDATA, the file is uploaded in order to officially obligate the funds for the purchase. The upload of such file will be accomplished through the external interface, followed by the import external transactions option into FASTDATA. Once the file has been uploaded and reviewed, each document must be accepted. In order to accept a document into FASTDATA, the Storekeeper will use the file menu, pick the accept a document option, and enter the document number of the transaction being accepted.

11200 MATERIAL RECEIPT

1. Once the cardholder or designated representative picks up merchandise from the vendor, he/she must carefully inventory it to ensure a complete delivery is made. This is especially important if the vendor has assembled merchandise or otherwise manipulated it prior to delivery. Contact the item end user to answer any questions regarding quality or identification of the material. The end user is the best source of information to answer questions regarding material acceptability. Although purchases made using the purchase card are covered by consumer protection clauses, do not accept material of questionable quality.
2. Prior to accepting any merchandise, the cardholder must review the vendor's documentation to ensure that no unauthorized charges, i.e., sales tax or surcharges, have been added. Material received must be itemized on the purchase card charge slip, cash register receipt, or on an invoice. The itemization must include each item by name since part numbers are difficult to cross-reference.
3. Receipt of each item shall be entered into FASTDATA under receipt process after reallocation.

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11201 SIGNING THE CARD RECEIPT

1. When conducting an over-the-counter purchase, i.e., the cardholder goes to the vendor's place of business, review the charge slip for price accuracy and sign the receipt on the "cardholder" line. The cardholder is the only person authorized to sign the receipt in this block. Take the customer copy of the receipt. This copy will be used to enter the purchase on to the purchase log, and will become part of purchase card program records.

2. If conducting a telephone receipt, another individual may pick-up the merchandise. In this case, that individual may not sign the receipt as the cardholder. He/she may sign the invoice or sales slip, but the only person who may sign the purchase card receipt is the cardholder. Prior to signing the invoice or cash register sales slip, the designated representative must inventory the merchandise and verify that he/she is receiving the proper merchandise. Also review the sales documentation to ensure there are no unauthorized charges. The individual receiving the merchandise must be identified to the vendor and must show the vendor his/her military identification prior to receiving the merchandise. If the vendor does not forward a charge slip with the merchandise, contact them and have them send an itemized invoice directly to the cardholder for receipt in the FASTDATA system and retention in program records.

11202 SHIPPING/RECEIVING DOCUMENTATION

If the vendor must ship material, it may be shipped directly to the command. Material may not be shipped to a member's home address.

11203 RECEIVING THE ITEM

Once material procured using the purchase card arrives either through shipping or over the counter, turn the material over to the requester. The requester must sign and date the documentation to certify that he/she is taking custody of the merchandise. The requester will also print his/her full name clearly on the documentation. A receipt signature by someone other than the cardholder must be present on every receipt. This is a NAVSUP requirement for separation of function.

11204 RECEIPT DOCUMENTATION/RETENTION

The cardholder will conduct a final review of the receipts for each purchase and audit them against the purchase order request form. Once the receipts have been compared, staple them together and file them in the purchase card file. This is the primary audit trail for purchase

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card procurements and will make reconciliation of the cardholder's statement of account much easier. The purchase order request form, receipts, and any other supporting documentation will be retained for five years.

11300 STATEMENT RECONCILIATION

1. Each purchase card transaction should appear on the CITIBANK web site at least two days after purchase. The purchase cardholder should perform a reallocation on each transaction if needed. All purchase card transactions will be assigned to the default line of accounting (T3T). The purchase card log should have the original "CC" number and the "CC" numbered reallocation. See Figure 11-3. The purchase card billing cycle ends on the 21st of each month. On approximately the 24th of each month, the cardholder will log on to the CitiDirect web site and review the purchase card charges through the end of the billing cycle. To aid in reconciliation, each cardholder must maintain a purchase card file containing the following items:

a. The current month purchase receipts and current Government Cardholder Dispute Forms.

b. Disputed items that have not been resolved.

c. Receipts for material received but not billed.

2. Each cardholder must reconcile his/her statement within two working days after the e-statement becomes available. The following subparagraphs outline the reconciliation process:

a. Reconcile the purchase card file to the cardholder purchase card log. Upon review of the statement of account, the cardholder will reconcile the items contained in that statement, ensuring all documentation in the cardholder file has a matching entry in the log book. He/she must ensure all documentation is properly annotated with the correct identification number, that quantities and prices are correct, and that any required special approval forms are properly completed and attached to related requisitions.

b. Reconcile the log to the statement of account. Each item on the statement of account should have a corresponding entry in the log. Contact the vendor if an item has been purchased and received but is not reflected on the statement of account within 30 days. Review and track items not billed to prevent later mistaking an authorized charge on a subsequent statement as an unauthorized/unallocated charge.

c. Material Not Received. Determine if material not received on the last billing cycle has been received by reviewing material

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receipts and the log. If the material has been received, put the Government Cardholder Dispute Form with the receipt paperwork, mark the dispute form as "OK", and forward the paperwork to the administrator/approving official with the reconciliation package.

d. Material Not Received But is Charged on Current Statement of Account. Purchase card "pay and confirm" procedures dictate that material billed but not received be processed and submitted for payment subject to subsequent verification of receipt and acceptance. If the item(s) is/are not received and accepted within 45 days after billing, a Government Cardholder Dispute Form should be completed and submitted for credit processing. Retain a copy in the cardholder purchase card file for use when reconciling the next statement.

e. Material Received and on the Current Statement of Account. Match charges on the statement of account to individual receipts to determine if the charges are authorized. Forward the receipts for authorized charges with the cardholder statement of account for payment. This should purge the file of material received and purchase card cancellations.

f. Material Received but not on Current Statement of Account. When material is received but not billed within thirty days, contact the vendor to see why billing has not occurred.

g. Current Statement Determination. Determine if actions directed by the Government Cardholder Dispute Form for the current and last billing cycle (generated by the cardholder upon receipt of last statement of account) are reflected on the current statement of account.

h. Previously Unbilled Item Reflected on the Statement of Account. Mark "OK" on the retained copy of the Government Cardholder Dispute Form and forward it with the reconciliation package. This should purge the file of completed Government Cardholder Dispute Forms. Annotate the log and statement of account to reflect that the item has been billed.

i. Disputed Item Not Reflected on the Statement of Account. Contact the administrator for immediate action with the bank. The administrator will provide instructions for the retained copy of the Government Cardholder Dispute Form after contacting the bank. Annotate the statement of account as directed by the purchase card administrator.

j. Unauthorized Charges. Items billed without matching receipts are unauthorized charges. Contact the vendor to determine if the charge is appropriate and/or request a credit to the account. If the

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item remains in dispute, annotate the statement of account and complete a Government Cardholder Dispute Form. If the vendor will be processing a credit to the account, forward the Government Cardholder Dispute Form with the reconciliation package. Retain a copy in the cardholder file. This copy will be used to verify the credit on the next statement of account. If the vendor is not processing a credit, sign and forward the Government Cardholder Dispute Form to the administrator for immediate processing. Retain a copy for the reconciliation package and annotate the appropriate entry in the statement of account as an unauthorized charge.

k. Discrepancy Reporting. If discrepancies exist, contact the vendor and initiate corrective action. Annotate the item in question on the statement of account appropriately. Complete a Government Cardholder Dispute Form and send it to the administrator along with the reconciliation package. Attach any supporting documentation required, i.e., refund voucher, credit voucher, proof of shipping for returned items, etc. Maintain a copy in the cardholder file to identify the discrepancy resolution on the next month's statement of account.

11301 COMOMAG CERTIFICATION

1. Once the AO has submitted the AO billing account statement he/she will then forward a copy of that months certification with log and all documentation via FEDEX or fastest traceable means.

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DATE	DATE	FASTDATA	VENDOR	ITEM	NB JOB	TOTAL	CC #	CC #	MONTH
ORDER'D	REC'D	REQ #	NAME	DESCRIPTION	ORDER#		ORIGINAL	REALLOC	CERT'D
6/27/02	6/27/02		GSA			\$ 97.53	02CCMMMMN	02CCMMMMV	7/29/02
6/27/02	6/27/02		GSA	SUPPLIES		\$ 280.88	02CCMMMMN	02CCMMMMV	7/29/02
7/16/02	7/16/02		BIRDS STAMP	PLATE SIGN		\$12.00	02CCMMMMR	02CCMMMMT	7/29/02
7/16/02	7/16/02		WALL-MART	COFFEE POTS		\$32.00	02CCMMMMR	02CCMMMMR	7/29/02
7/17/02	7/17/02		LOCK DOC	KEYS		\$4.47	02CCMMMMR	02CCMMMMT	7/29/02
6/26/02	6/26/02		DELL	DELL EQUIPMENT		\$1,185.99	02CCMMMMN	02CCMMMMV	7/29/02
6/21/2002	6/21/2002		LOCK-DOC	KEYS		\$8.94	02CCMMMMN	02CCMMMMT	7/29/02
						\$ 1,621.81			
			OUTSTANDING:						
			<i>SIGNS TODAY</i>	<i>BRASS PLATE/NAME TAG</i>		<i>\$18.50</i>			
			SIGNS TODAY	SIGN		\$30.00			

Figure 11-3 Purchase Card Log

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11302 APPROVING OFFICIAL RECONCILIATION

1. At the close of each billing cycle, a billing account statement will be available to each approving official for verification on the CitiDirect web site. This e-statement contains a summary and detail segments for all purchase activity during the billing cycle.
2. After COMOMAG account certification, each cardholder will forward a reconciliation package to the approving official. This package will consist of the following:
 - a. Cardholder Purchase Card Log
 - b. Cardholder Statement(s) of Account
 - c. All purchase card customer copy receipts (packing lists or flimsies)
 - d. Cash register receipts or invoices listing dollar amounts
 - e. Government Cardholder Dispute Form(s)
 - f. Purchase Order Request form.
 - g. Any and all purchase card documentation related to purchases (Hazmat, ADP, etc.).

11303 APPROVING OFFICIAL REVIEW AND SIGNATURE

1. The approving official is responsible for ensuring all purchases made by the cardholder were appropriate and accurate, and must resolve all questionable purchases with the cardholder. In the event an unauthorized purchase is detected, the approving official will notify the APC. After review, the approving official will:
 - a. Sign each cardholder's monthly statement of account as supervisor.
 - b. Submit the approving official billing account statement on-line for payment.

11304 ABSENCE OF THE APPROVING OFFICIAL

Approving officials may delegate one-time authority to certify purchase card purchases for payment. This authority will be for no more than one billing cycle. If circumstances requires

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someone other than the approving official to certify longer than one billing cycle, contact the COMOMAG Supply Officer so a temporary approving official may be appointed.

11305 REFUNDS AND CREDITS

1. Refunds. If an item is to be returned, the cardholder must receive refund documentation from the vendor. Cash may not be accepted as a refund for a purchase card transaction. If a vendor will not provide a refund, retain the merchandise and contact the administrator immediately.

2. Credit. If the cardholder determines that an inappropriate or unauthorized charge was applied, the cardholder must contact the vendor for resolution. The vendor should apply a credit for the amount questioned, or refund the entire purchase amount and re-bill for the correct amount. If the cardholder cannot obtain a credit/refund voucher, complete a Government Cardholder Dispute Form and retain it until you receive the monthly statement of account. If the credit is reflected on the statement, destroy the Government Cardholder Dispute Form. If the credit is not reflected, forward the dispute form with the reconciliation package. Retain a copy for reconciliation with future statements.