

**INSTALLATION PROPERTY BOOK PROCEDURES
CREDIT CARD PURCHASES**

1. The following procedures **WILL** be adhered to in the purchasing of Property Book Items with the Government Purchase Card (GPC).

2. The Credit Cardholder will identify non-expendable items by using the following criteria:

- a. **EXPENDABLE:** Any item of Army Property coded with an ARC of "X" in the FEDLOG. Expendable items require no formal accountability after issue from a stock record account. Commercial and fabricated items similar to items coded "X" in the FEDLOG are considered expendable items. This includes all Class 1,3,5, (except 5L) and 9 items, and those class 2,4, and 10 items, which are not end items or have a unit price of less than \$300. Also included are items under \$2500.00 that begins with the following Federal Supply Class (FSC).

3510-Laundry and Drycleaning
4110-Refrigerators
4140-Fans
6240-Electric Lamps
7105-Household Furnishings
7110-Office Furniture
7125-Cabinets, Locks, Shelving
7195-Miscellaneous Furnishings and Fixtures
7210-Household Furnishings
7220-Floor Coverings
7230-Draperies, Awnings and Shades
7290-Miscellaneous Household and Commercial Furniture and Appliances
7310-Food Cooking, Baking and Serving Equipment
7320-Kitchen Equipment and Appliances
7350-Tableware
7820-Games, Toys and Wheeled Goods
7910-Floor Polishers and Vacuum Cleaning Equipment

b. **NON-EXPENDABLE:** An item of Army property coded with an ARC of "N" in the FEDLOG. Non-expendable items require property book accountability after issue from the stock record account. Commercial and fabricated items, similar to items coded "N" in the FEDLOG are considered non-expendable items. This category consists of end items of equipment, which are separately identified. It includes all class 7; all items assigned a LIN in SB 700-20 other than office furniture in the FSC indicated in an above and other class 2,3 and 10 end items.

c. When there is a doubt as to the accountability of an item, the request for purchase approval will be brought to ICPBO and the Property Book Officer will make the determination as to whether the item will be placed on the property books.

d. This may include tools and items indicated on FELOG as ARC "D" and any item that the property book officer considered pilferable.

3. PRIOR to purchase of equipment, which has been identified as Non-Expendable, the Credit Cardholder WILL coordinate with their unit ICPBO Hand Receipt Holder in completing the Request for Approval of Non-Expendable Property Memorandum (attached) NOTE: A separate Memorandum must be completed for EACH type of Non-Expendable property. The ICPBO Hand Receipt Holder WILL submit the completed Memorandum FOR APPROVAL to ICPBO, PRIOR to the purchase of the property. The Memorandum will include the following information:

- a. Assigned Hand Receipt Number.
- b. CTA/TDA/AR/LETTER Authorization for Acquisition of Property.
- c. Complete description of item being purchased.
- d. Cost per Unit
- e. Total Cost
- f. COMPLETE JUSTIFICATION for item requested to include catalog page for reference.

4. Additional authorization IS REQUIRED for the purchase of the following types of Non-Expendable property and must accompany the hand receipt holder's request for purchase approval on Non-Expendable Property.

a. ADP and software requests (i.e., computers, word processing equipment, typewriters and external memories, networking and radio equipment) MUST be accompanied by a DOIM Resource Management and Plans Division approved Capabilities Request (CAPR).

b. Audiovisual requests (i.e., Televisions, VCR, and Projectors, Cameras MUST be accompanied by a memorandum of Approval from the TASO.

c. A Memorandum of Approval MUST accompany request for Copiers from DOIM PRIOR to purchase.

5. Upon receipt of the completed Memorandum, Request for Purchase Approval of Non-Expendable Property, ICPBO will do the following:

a. Assign a document number to every item requested, annotating the number on the customer Request for Approval Memorandum.

b. Date Stamp the Request for Approval Memorandum and return a copy to customer.

c. Retain the original copy of the Request for Approval Memorandum in suspense until a copy of the Completion of Credit Card Purchase the Hand Receipt Holder furnishes document. (Fig 2 attached and Page F4 of the IMPAC Credit Card SOP from DOC).

6. Upon receipt of the signed Request for Approval from ICPBO, the hand receipt holder will provide the approval to the IMPAC Credit Cardholder, who will then proceed with the purchase of the non-expendable item. After the purchase, the cardholder will:

a. Fill out the Completion of Credit Card Purchase Form (Fig 4, IMPAC Credit Card SOP) and ATTACH a **copy** of the PURCHASE RECEIPT, annotate the document number and return all paperwork to the ICPBO Hand Receipt Holder. The ICPBO Hand Receipt Holder will furnish the paperwork to ICPBO.

b. The Hand Receipt Holder will retain the approval document(s) and original receipt(s) for their Records.

c. In reconciling the month end Credit Card Statement of Account; annotate the document number assigned to the purchase by ICPBO on the approval memorandum. Cardholders immediately upon purchasing items will make entries into the CARE Electronic Transaction Log. At the time of receipt approve purchase thru CARE prior to the Approving Official verifying transactions for payment...

7. AFTER completion of the CREDIT CARD PURCHASE FORM and a copy of the receipt are received by ICPBO, the following action will be taken by the ICPBO:

- a. Post the item(s) to the Installation Property Book.
- b. Prepare a hand receipt transaction for the Hand Receipt Holder to sign.
- c. Retain the original copy of the Completion of Credit Card Purchase as a supporting document.

8. ICPBO will be notified by Memorandum of any cancellations or changes in the purchase of the non-expendable equipment.

9. The POC for this action is ICPBO, (785) 239-2011, and FAX (785) 239-8801.

NOTE: Request for Purchase of Non-Expendable Property with the IMPAC Card can be FAXED to ICPBO AT 239-8801. If the item is a property book item, we will annotate the Document Number and fax it back to the unit hand receipt holder. If the item is not a property book item, we will annotate the request as expendable and fax it back to you. INSURE THAT THE HAND RECEIPT HOLDER from ICPBO SIGNS ALL REQUESTS.

DATE: _____

MEMORANDUM THRU:

FOR ICPBO (AFZN-DL-S-R-P), Bldg 229, Fort Riley, Kansas 66442

SUBJECT: Request for Purchase Approval of NON-EXPENDABLE Property.

1. Request approval for I.M.P.A.C Credit Card purchase is provided for the following non-expendable property/equipment.

- a. Hand Receipt Number: _____
- b. CTA/TDA/AR/LETTER Authorization: _____
Quantity Auth: _____ Quantity on Hand: _____ Quantity Due-In: _____
- c. Description of Requested Item:
 - (1) Nomenclature: _____
 - (2) Part Number/Stock Number: _____
 - (3) Manufacturer: _____
 - (4) Quantity Requested: _____ Cost _____
- d. Justification: _____

2. Hand Receipt Holder: _____ Phone: _____
(Signature) FAX: _____

3. I.M.P.A.C Credit Card Holder: _____ Phone: _____
(Signature) FAX# _____

AFZN-GL-S-PI
Chief, ICPBO

Eugene Douglas/9-2850

FOR:

Purchase of Requested Item(s) has been approved, per your request. Document Number for this purchase Is W800A8 _____.

DOREEN BURNETT
CHIEF, ICPBO

DATE: _____

SUBJECT: COMPLETION OF CREDIT CARD PURCHASE

TO: ICPBO, AFZN-DL-S-R-P, BLDG 229, FORT RILEY, KANSAS 66442

Request you add the following to **HR#**____. Supplies/Equipment for Document Number W800A8
_____ have been received.

Quantity Received: _____

NOMENCLATURE: _____

MANUFACTURER: _____

MODEL: _____

(Serial numbers and cost listed below)

SER: _____

COST: _____

Additional Information Attached: (**ATTACH COPIES OF THE PURCHASE RECEIPT, INSURE THAT CREDIT CARD NUMBER HAS BEEN DELETED/BLACKED OUT**)

REMARKS: _____

HAND RECEIPT HOLDER: _____

ADDRESS: _____ **HR:** _____

TELEPHONE: _____ **FAX:** _____

SIGNATURE: _____