



Mission and Installation Contracting Command



Government Purchase Card Operating Procedures

19 October 2012

- c. Interest begins accruing 30 days after the cycle closes.

25. Lost or Stolen Card.

- a. Cardholders must immediately notify US Bank at the following number: (888) 994-6722. The bank will mail a new card within two business days of the report.

- b. Cardholders must report to billing official by next business day after discovery of lost or stolen card.

NOTE: A card that is subsequently found by the cardholder after being reported lost or stolen will be given to the A/OPC for disposition. The billing/certifying official will forward a memorandum to the A/OPC requesting cancellation of the old account number, specifically stating that the lost/stolen card had been found and subsequently destroyed.

- c. The Government will not be liable for any unauthorized use of the GPC. “Unauthorized use,” means the use of the credit card by a person other than the cardholder, who does not have actual, implied, or apparent authority for such use, and from which the government receives no benefit.

26. Out-Processing Policy. Billing officials and cardholders, to include convenience check writers must adhere to out-processing procedures outline in the enclosed MICC Out-Processing Policy Letter, (Appendix F “Forms”).

27. GPC Reporting. A/OPCs shall submit all reports NLT the fifth of each month. If the fifth falls on a weekend or holiday, reports shall be submitted the last duty day prior to the weekend or holiday. A/OPCs shall submit an annual surveillance plan NLT 5 October, each year. Surveillance and CAR reports shall be submitted monthly and Office of Management and Budget (OMB) reports shall be submitted quarterly. A CAR is required for all orders between \$3,000 and \$25,000. See FAR 4.606, Reporting Data. Report actions by using the Product and Service Codes (PSC) that fits the preponderance of items/services purchased.

MICC OUTPROCESSING PROCEDURES

1. References.

- a. DA Government Purchase Card Operating Procedures.
- b. AR 600-8-101, Personnel Processing, 15 August 2003.

2. Purpose. To provide guidance to billing officials (BO), cardholders, to include convenience check writers, on out-processing procedures of the MICC Government Purchase Card (GPC) Program.

3. Proponent. The proponent for this policy is the Mission Installation Contracting Command.

4. Process. This process applies to all military and Department of Defense civilian employees utilizing the MICC GPC Program.

5. Responsibility. Commanders and supervisors have the responsibility to ensure all personnel, military and civilian, out-process the GPC Program before leaving their organization.

6. Procedures:

a. All billing officials, military or civilian, are required to notify their Level 4 Account Organizational Program Coordinator (A/OPC) of any cardholder (CH) being transferred, terminated, in absent without leave (AWOL) status, retiring or have otherwise no further need or use for the GPC. BOs are required to notify their A/OPC when transferred, on temporary duty (TDY) or retiring. Commanders and supervisors, who have a BO/Alternate BO that is not available to notify their A/OPC because of AWOL, termination, illness or otherwise, will notify the A/OPC as soon as possible in writing.

b. Military CHs out-process through their BO/Alternate BO. If the CH is unable to out-process through their BO/Alternate BO, they will out-process through the unit or Battalion S-1. It is the responsibility of the CH to destroy their card in the presence of their BO/Alternate BO. If the BO is not present then the alternate BO; if this is not possible the unit First Sergeant (1SG) or Commander. Commanders must ensure Soldiers have cleared their GPC account before final out-processing. The BO, alternate BO, 1SG or Unit Commander must notify the A/OPC in writing, e-mail or a local form, when the card has been physically destroyed.

c. Civilian cardholders will out-process through their BO/Alternate BO. If the CH is unable to out-process through the BO, they will out-process the Alternate BO. It is the responsibility of the CH to ensure they have destroyed their card in the presence of their BO, unit 1SG or unit Commander. The BO, or Alternate BO, 1SG or Commander must notify the A/OPC in writing, e-mail or local form when the card has been physically destroyed.

d. All military BOs and Alternate BOs will out-process the GPC Program at their unit level. If unit out-processing is not possible, they then can out-process through their Battalion S-1. If

these options are not available, they must out-process through their supervisor or resource manager. The BO, Alternate BO, and supervisor shall fill out, sign and return the MICC GPC Out-processing Form for Billing Officials (enclosed), to their local A/OPC. When the BO and Alternate BO are located near their A/OPC, the A/OPC will sign this out-processing form.

e. All civilian BOs and Alternate BOs will out-process the GPC Program at their unit level. The BO and Alternate BO, with the supervisor shall fill out, sign and return the MICC GPC Out-processing Form for Billing Officials to their local A/OPC. When the BO and Alternate BO are located near their A/OPC, the A/OPC will sign this out-processing form.

f. Commanders will ensure BO and cardholders clear their GPC accounts before final out-processing at the unit level. Reviews should be made to ensure BO's and CH's accounts have been cleared through A/OPC.

g. Sixty days prior to departure of the BO or cardholder, Commanders or supervisors will nominate a replacement. This allows the replacement to receive formal and on-the-job training while the current BO and CH are at organization.

h. When BO and CH are at a remote location and cannot out-process through the unit or battalion, they will out-process the GPC Program through their supervisor or resource manager.

i. The BO and CH will ensure all transactions and statements have been certified and approved in Access on Line (AXOL) prior to departure from their organization. CHs will provide their files and records to the BO and notify them of outstanding purchases that have not processed in AXOL, including outstanding credits and disputes. All CH files and records provided to the BO are maintained six years and three months from the date of the last statement then destroyed.

j. When a permanent replacement for a BO is not available, the Alternate BO will assume temporary duties for a period not greater than 60 days. When a permanent BO is not in place within the 60 days, the Commander, supervisor or appointing official will submit a written justification to their A/OPC stating why an extension is needed. The A/OPC will review the request and provide a response within three days to the requestor.

k. A signed copy of the enclosed MICC Out Processing Form for Billing Officials shall be turned into the local A/OPC Level 4 signed by the BO, supervisor, resource manager, 1SG, or Commander, immediately.

**MICC Government Purchase Card Program (GPC) Out-processing Form
For Billing Officials**

Supervisors:

Supervisors of the billing official are responsible to ensure a replacement is assigned 30 days prior to the departure of the billing official or alternate billing official.

The replacement must have all purchase card training required by MICC and take over duties as the billing official prior to the departure of the current billing official.

Billing Officials:

Billing officials are responsible to ensure their billing cycles are certified in Access On Line (AXOL) before leaving the organization. The supporting files and documents must be present and available for audit. Billing officials are required to provide all supporting files and documents to the new billing official. Any charges, rebates and credits must be cleared and problems solved prior to transferring to the new billing official.

You must notify the MICC Agency Program Coordinator if your organization has not assigned a replacement or an alternate billing official. Your account will be suspended until a new billing official is appointed to the account.

My AXOL user ID is:		
Orders terminated:	Date:	Yes
		No
DD Form 577 (Section IV) is complete and has been forwarded to my payment office, a copy is enclosed.		Yes
		No
Until a new billing official is appointed to this account, the alternate billing official of record assigned to this account is:		
<hr/> A copy of the appointment letter is attached		

By signature hereon, I acknowledge out-processing of the MICC Purchase Program as a billing/certifying official. I have read and understand my responsibilities as outlined above. I understand my right to request relief of liability of payment certified due to an inadvertent administrative error. I further understand that this letter will remain in effect until revoked in writing by the appointing official or their successor.

_____ Billing Official	_____ Date
_____ Supervisor of Billing Official	_____ Date