

Q. I know that the government is exempt from state and local sales taxes. The vendor wants a tax exempt letter. What should I do?

A. Tell the vendor the federal government is tax exempt which is stated on the card. Upon request there are tax exempt letters/forms available at the following website. <http://apps.fas.gsa.gov/services/gsa-smartpay/taxletter/letters08.cfm>.

Q. I have to make several purchases, how do I know if they are “Split-Purchases?”

A. If they are for the same mission/project, similar in design, purpose, use, vendor source, same unit/person, and a regular or re-occurring event it is most likely a “Split-Purchase”. You should contact the Government Purchase Card Agency Program Coordinator (APC) for assistance.

Q. Can the Government Purchase Card be used as a payment vehicle for recurring services?

A. Yes, as long as the total amount does not exceeds \$2,500.

Q. How long must I keep Government Purchase Card receipts, authorization memos, etc. on file after payment and statement closeout?

A. Billing Officials must maintain certified billing statements and supporting documents for 6 years, 3 months after final payment. Cardholders must maintain reconciled/approved Statements of Account and all transaction documentation (i.e. receipts, approvals, property book documentation) for three years after final payment.

Q. The business I want to purchase supplies from does not take credit cards. What do I do?

A. The Government Purchase Card is to be used as the method of purchase and/or payment for purchases at or below the micro-purchase threshold (under \$3000). Every possible effort should be made to find a merchant who will take a Government Purchase Card.

Q. Can I use the Government Purchase Card for my Government Travel purchases?

A. No. Official government travel should be on travel orders and you should use your Government Travel Card.

Q. Who do I have to get approval from before I can purchase supplies on my Government Purchase Card?

A. You will need to get approval from your chain of command, supervisor, Billing Official, Budget Analyst (for funding availability), and the appropriate Fort Sill directorate or directorates for your type of purchase.

Q. I don't think we are allowed to buy what my commander is asking for, what should I do?

A. Please contact the Fort Sill GPC APC (580-442-5229 or 580-442-6769) or SJA Administrative Law offices (580-442-2703) for assistance.

Q. As the current Fiscal Year comes to a close, when should I stop using my Government Purchase Card?

A. Contact your Budget Office.

Q. What purchases do I need to report to CPBO or my local Hand Receipt holder?

A. Your local Property Book Hand Receipt holder or S4 should be able to help you.

Q. Some vendors and sales representatives would like to get listings of Department of Defense (DoD) cardholders. What do I tell them?

A. Release of official listings (A/OPCs, Billing Officials, and Cardholder) is prohibited.

Q. Can I buy supplies from stores downtown rather than the “Base Supply Store” or GSA?

A. You are required to try and use the Government mandated FAR part 8 Required Sources of Supplies and Services. If you do your market research and provide enough (at least 3 sources) documentation showing FAR

part 8 required sources can't meet your mission requirements, you can research commercial options. If you still need more clarification contact your AOPC at 580-442-5229.