DEPARTMENT OF THE ARMY
HEADQUARTERS EASTERN REGION
UNITED STATES ARMY CADET COMMAND
BUILDING 203, OLD IRONSIDES AVENUE
FORT KNOX, KY 40121-5610

REPLY TO ATTENTION OF:

ATOE-RM

15 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Policy Letter 13 – **Brigade Government Purchase Card (GPC) Billing/Certifying Official Requirements**

1. References.

a. Cadet Command Regulation 700-1, ROTC Standardized Logistics Policy and Procedures, dated 6 February 2003.

b. Department of the Army Government Purchase Card Standard Operating Procedures, dated 31 July 2002, located on the right side of the Cadet Command website.

2. The command continues to encounter problems in the area of approving/certifying the monthly GPC billing statement within timelines established IAW references above.

3. In order to provide appropriate oversight on the program, brigades will appoint an Alternate Certifying Official at brigade level. The Alternate Certifying Official will:

a. Obtain access to all GPC accounts within the brigade.

b. Periodically throughout each month, review GPC purchases and take appropriate action on unusual/questionable purchases IAW reference 1b.

c. Verify that all GPC accounts are certified within 3 workdays after the end of the billing cycle, usually the 23d of every month. Ensure all GPC users are maintaining the CARE purchase log.

d. Coordinate any changes in personnel changeover to ensure continuity of the program and/or perform duties of the billing official in their absence.

4. Training is available to each brigade, at their location. Establish an Alternate Certifying Official by contacting the Region RMD.

ROBERT J. FRUSHA
COL, IN
Commanding

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This memorandum supersedes Eastern Region Policy Letter 26, dated 30 Jan 04