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 14 – **Government Purchase Card (GPC) – Authorized Purchases**

1. References.

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

b. Army Standing Operating Procedures, General Services Administration (GSA) Smart Pay Purchase Card Program, undated. (A copy is available from Region RMD.)

c. HQDA Mandatory DOD EMALL Procedures for Purchasing Office Supplies, dated 1 October 2002. (A copy is available from Region RMD.)

2. Policy.

a. GPC holders are required to attend formal training at their support installation prior to obtaining a card. This training provides the user with all the requirements and information concerning authorized and unauthorized uses of the card.

b. The GPC can only be used to purchase:

(1) Expendable/consumable office supplies through EMALL, if available, per reference 1c. Card holders are not authorized to make these purchases at WALMART, Office Depot, etc.

(2) TDA/CTA authorized items. GPC holders must follow the specific guidance in the authorization documents, where in some instances brigade (cameras, televisions, etc.) or region (furniture, computer equipment, etc.) approval is required prior to making the purchase. Brigade or region is required to assign control numbers and maintain a log on any items they approve.

c. With ANY purchase, PRIOR written approval is required.

3. AAA and other like organizations routinely review/audit government purchases and have found instances of wrongful use of the GPC and/or using an unauthorized source and consider these violations an attempt to commit fraud against the US Government. If you follow these

This memorandum supersedes Eastern Region Policy Letter 27, dated 30 Jan 04

simple rules, there will not be a problem and if in doubt, contact the Region RMD before you make a commitment.

4. "COMMITTED TO EXCELLENCE!"

ROBERT J. FRUSHA
COL, IN
Commanding

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