



FLEET AND FAMILY READINESS PROGRAMS  
COMMANDER, NAVY REGION MARIANAS  
PSC 455 BOX 152  
FPO AP 96540-1000

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REGION MARIANAS FLEET AND FAMILY READINESS STANDARD OPERATING  
PROCEDURE 003A

Subj: NAF PURCHASE CARD PROGRAM

Ref: (a) EBUSOPSOFFINST 4200.2  
(b) BUPERSINST 7043.1B  
(c) Navy-Wide Operating Procedures for the use of the  
Purchase Card for Commander Navy Installations  
Command (CNIC) Nonappropriated Fund Instrumentalities  
(d) DOD 5500, 7-R, Joint Ethics Regulation

1. Purpose. To establish standard operating procedures for the use of the NAF Purchase Card Program within the Fleet and Family Readiness Programs (F&FRP), Commander Navy Region Marianas.

2. Cancellation. F&FR SOP 003 is cancelled in its entirety and replaced with this SOP, version 003A.

3. Background. The purchase card program provides NAF personnel a convenient and commercially available method to efficiently make purchases, usually at the merchant point of sale. This program reduces the need for petty cash fund transactions and streamlines the payment process by reducing the number of checks processed for individual purchases.

4. Policy. Per reference (a), the purchase card is the preferred method to acquire supplies or services valued at or below \$5,000. Use of the purchase card may not be appropriate or cost effective when; 1) the nature of the supply or service necessitates a written contract or purchase order to incorporate specific terms and conditions; or 2) the source of supply does not accept the purchase card.

5. Responsibilities. A NAF Contracting Officer will be the Agency Program Coordinator (APC) for the NAF Purchase Card Program. Commander, Navy Region Marianas or designee will serve as the Head of Activity (HA) and will also ensure that the APC conducts semi-annual and annual reviews per reference (b), chapter 5. A complete list of APC responsibilities is listed in reference (b), chapter 2. All procurements utilizing the

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purchase card must follow the regulations contained in references (a), (b), and (c). The APC will be appointed in writing by the Head of Activity.

a. Approving Officials (AO) will be appointed by the APC to review and approval all credit card purchases. A complete list of AO responsibilities is listed in reference (b), chapter 2. The AO(s) will be appointed in writing. Each AO may only have a maximum of seven (7) cardholders assigned to them.

b. Cardholders (CH) are individual employees approved by the APC. Cardholders will be appointed in writing. Cardholders must protect the NAF credit card when not in use. Cardholders may NEVER use the NAF purchase card for personal purchases.

c. The designated Billing Officer (Accounting Supervisor) will be responsible for entering certified statements into the AIMS accounting system for payment.

d. The Accounting Supervisor will ensure that the monthly statements are entered in the current month so that they are paid within the terms of the credit card banking agreement.

## 6. Procedures.

a. The responsibility for proper use of a credit card begins with the cardholder. After identifying a valid need, the cardholder obtains a price from a vendor, and prepares a purchase request form (PR). This PR with any supporting documentation is provided to the appropriate official who approves the purchase. The Fleet Recreation Director approves purchases for the Fleet Recreation and Child Care programs. The Housing Director approves purchases for the Visitors Quarters (VQ) program. The Regional Program Director (N-9) approves purchases for the N-94 Program.

b. The approved PR is forwarded to Accounting, where it will be screened for compliance with budget. If the purchase falls within the budget submitted by the program/activity manager, the PR will then be forwarded to the F&FRP Regional Program Director (N9) for final approval. If there is no budget available for the purchase, the Approving Official will be notified, and an alternative budget or funding source will be requested.

c. Once the approval is received, the card holder may purchase the goods or services using the NAF credit card. The credit card holder is responsible for having an authorized

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receiver print and sign their name and date stamp the credit card slip/invoice, documenting the fact that the goods or service has been received into the NAF system and that the quantities and process conform to the approved PR.

d. In case of an emergency where lack of time or unusual circumstances prohibit the approval process, a verbal approval may be obtained from the appropriate approving official; however, within two business days, a PR must be completed and routed to properly document the approval.

e. The credit card holder maintains the credit card invoices, slips, and receipts and properly completes a monthly credit card log. This log contains the received invoices, credit card slips stamped "Received", approved PR forms, and any other documents pertaining to that credit card holder purchases during that accounting period. All credit card logs must have individual lines completed for each purchase, and must contain the proper accounting data so that purchases can be charged to the proper accounts. The log is signed, and all documents are turned into the accounting office no later than 5 days from the end of the credit card period.

f. Documentation is the key to a successful program. Procedures for each level of the program (APC, AO and CH) must be followed to insure that the proper documents are kept on file for reference and review.

7. Action. Individuals (designated by positions/title) listed in this SOP will familiarize themselves with the contents of all references as well as other pertinent directives in carrying out their credit card purchasing responsibilities.

8. Training. Prior to designation as a program participant via a letter of designation, all prospective APCs, AOs, and CHs shall successfully complete mandatory training in DoD policies, DoN NAF policies and procedures, as well as, local internal operating procedures. The initial training requirements mandate that potential program participants take the appropriate role based DoN NAVSUP Computer Based Training (CBT) and the Defense acquisition University (DAU) Computer Learning Center (CLC) DoD Government Purchase Card Tutorial, or other training in lieu thereof, approved in writing by DoD PCPMO (Purchase Card Program Management Office). Links to the training are available at the CNIC Millington Detachment website under facilities and acquisitions section ([www.mwr.navy.mil](http://www.mwr.navy.mil)).

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a. Annual Training. Annual Ethics training is required by all program participants. On-line training is available on the NAVSUP website pertaining to the purchase card program. For those participants responsible for over \$100k in purchases, a confidential financial disclosure report (OGE Form 450) must be completed and submitted to the Office of the General Counsel (OGC). Command ethics training is required.

b. Refresher Training. Bi-annually all participants must successfully perform the appropriate role based training located on the NAVSUP website in the purchase card program section. All certificates will be kept on file by the APC.



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NAVAL BASE GUAM