

# **SPAWAR Purchase Card Policy Notice (S-PCPN 002-12) Purchases over Micro-purchase Limit**

**Feb 2012**

**Note: Level 5 APCs – It is your responsibility to give this information widest dissemination to include AOs, CHs, requestors and anyone using the Government Purchase Program.**

**PURPOSE:** This S-PCPN is a reminder to all CHs and AOs that all purchases over \$3,000 (\$2,500 for services, \$2000 for construction) require use of a contract by a contracting officer. Those without authorization over \$3,000 (over micropurchase threshold) may not under ANY circumstances use their card to make a purchase over their limit. .

**OVERVIEW:** Except for training and DAPs, all actions over \$3,000 (\$2,500 for services, \$2,000 for construction) REQUIRE A CONTRACT to be used by a “CONTRACTING OFFICER”. The card can be used as “payment” against a new or existing contract vehicle.

**ACTION/GUIDANCE:** In the event that there is an emergency requirement for a transaction over \$3000, (\$2,500 for services, \$2000 for construction), contact your contracts/SAP office immediately. If you have any questions please call the SPAWAR level 3 APC.

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