

SPAWAR Purchase Card Policy Notice (S-PCPN 003-12)

Mandatory Use of a Purchase Card Request Form

Note: Level 5 APCs - It is your responsibility to give this Policy Notice widest dissemination to include all AOs, CHs and requestors in the Government Purchase Card Program.

PURPOSE: This S-PCPN makes it mandatory for a requestor to submit a completed “Purchase Card Request Form” to a Cardholder, effective 20 March 2012.

OVERVIEW: To ensure there is a clear audit trail, appropriate “Separation of Function” and a standard process for SPAWAR purchase card requestors, it has been determined that it will be mandatory for all requestors to submit a completed “Purchase Request Form” to Cardholders for every requested purchase with the exception of training and DAPs. Cardholders will not process a request without an applicable Purchase Card Request Form after the close of the March cycle.

ACTION/GUIDANCE:

1. The Purchase Card request Form [SPAWARSYSCENLANT 4200/5 \(Rev. 4/15\)](#) contains all the required information, with the exception of the necessity for a BFM signature.
2. The linked form is recommended for SPAWAR requestor use.
3. Changes made to the form must be approved by the SPAWAR Level 3 APC, Randy Grau.
4. Completed Purchase Card Request Forms will allow the requestor to fully document the requirement.
5. Requestor will submit the completed form, along with applicable required forms (i.e., EIT, HAZMAT etc) to their assigned cardholder.
6. The Cardholder will review the Purchase Card Request form and attachments to ensure it is complete.
7. Based on the information on the Purchase Card Request Form, the cardholder will create a Purchase Request in NERP.
8. The Purchase Card Request Form will be scanned in DMS along with any attachments i.e. EIT etc
9. NERP Deskguide rules and processes will be followed for approval, receipt and acceptance reconciliation, certification and payment.

If you have any questions please call the SPAWAR level 3 APC, Randy Grau.

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