

# **SPAWAR Government Commercial Purchase Card (GCPC) Policy Notice (S-PCPN 005-12)**

## **Required NERP Documentation**

### **Effective Immediately**

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

**PURPOSE:** The purpose of this document is to ensure that CHs and AOs scan required supporting documentation for purchases executed in Navy ERP.

**OVERVIEW:** To ensure the integrity of the GCPC Program Purchase Request Process in Navy ERP, it is mandatory to use DMS to scan documentation that supports the purchase. Scanned supporting documentation in Navy ERP will allow paperless, required review by AOs & APCs. It will also expedite internal GCPC audits.

It shall be mandatory that the following documentation, be attached to the NERP Purchase Request (line 1) using DMS (See Navy ERP Deskguide and Joint GCPC Stand Down ppt. for details on how to use DMS):

1. Completed Purchase Card Request Form
2. Vendor invoice with required receipt and acceptance documentation (stamp with name & signature of receiver, date of receipt & AOs initials: See SPAWAR GCPC Program Policy Guidance Sept 2011, pg 15, *Receipt and Acceptance* September 2011)
3. AO must initial or sign vendor invoice/receipt and ensure CH scans into DMS
4. Attach any special approvals outside of Navy ERP workflow
5. Any additional documentation to support the legality and compliance of the purchase and provide a clear audit trail i.e. dispute documentation; waivers supporting not using mandatory sources; explanations for unusual MCC purchases; IT documentation

**Note:** Scanned documentation in Navy ERP does not take the place of the requirement to keep paper files that contain original documentation related to a purchase.

As mandated by the DoD Financial Management Regulation (FMR) Vol 5, the original, unaltered purchase documentation must be kept for at least 6 yrs 3 mos.

### **ACTION/GUIDANCE for AOs/CHs**

- All Cardholders will ensure they attach the required documentation in Navy ERP.
- AOs will ensure all necessary documentation is attached in Navy ERP during Monthly and PAT reviews.

**ACTION/GUIDANCE for Level 4/5 APCs**

- Level 4/5 APCs shall update IOPs; update internal and Navy ERP training to contain mandatory requirements for minimum supporting documentation to be input in NERP using DMS.
- Level 4/5 APCs will ensure required documentation is attached in Navy ERP during the Monthly and PAT reviews.

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