

## **GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM AT THE NAVAL OCEANOGRAPHIC OFFICE**

The Naval Oceanographic Office (NAVOCEANO) has implemented the Government-Wide Commercial Purchase Card Program and has found it to be a viable method of procuring supplies and equipment by means of a MasterCard credit card. There are two ways to use this card. One is a method of purchase for micro-purchases up to \$2,500 per single purchase and is used by field cardholders. The second is a method of payment and is used in conjunction with a purchase order issued by a contracting officer.

As a method of purchase, NAVOCEANO is currently experiencing increasing growth within its field cardholders. Field cardholders are the actual requesters of products. Rather than sending purchase requests through the supply system, requesters are now able to procure by means of the Government purchase card. Field cardholders can purchase needed items up to \$2,500 per single purchase which can consist of multiple items using the Government purchase card.

Government purchase cards are not subject to state or local sales tax. The card is imprinted with "US Government Tax Exempt."

When placing a telephone order, the cardholder will instruct the vendor to include the following information on the shipping document or packing slip:

- a reference number
- cardholder's name and code
- a building number, room number, street address, city and state
- cardholder's phone number
- the term Government purchase card purchase

It is very important for this information to be included in order to have the items delivered to the proper location.

If your company is interested in sending informative company literature to cardholders, it should be forwarded to the Contracting Division, Attn: Anne Reshew, Code N112, Building 9134, Stennis Space Center, MS 39522-5001 or FAX to (228) 689-8392 for dissemination to appropriate personnel.

For any questions regarding the Government Purchase Card Program at NAVOCEANO call Anne Reshew at (228) 689-8375 or Kay Berry at (228) 689-8372.

For information and/or assistance concerning MasterCard merchant set-up, call Citibank at 800-790-7206.