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NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:
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Ser21B1/0068
PC00-12
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From: Commander, Naval Supply Systems Command

Subj: USE OF THE PURCHASE CARD WITH TRANSPORTATION AND TRANSPORTATION SERVICES

Ref: (a) General Services Administration R161600Z Aug 99
(b) NAVSUP Policy letter PC00-05 of 15 Dec 99

1. Reference (a) provided notice of a revision to the General Services Administration (GSA) Express Small Package Contract (GS-23F-9656D) with Federal Express (FedEx). The GSA contract now authorizes DoN purchase cardholders to use their purchase card to ship items using the FedEx contract and obtain the GSA negotiated FedEx rate when shipping administrative small packages under 150 pounds. Administrative shipments are generally defined as shipments of materials consisting of items such as general correspondence, personnel/payroll records, laboratory samples (except for samples paid for by the Service-wide transportation (SWT) fund) electronic storage media (computer tapes, floppy discs, videos, etc) blueprints or other legal, financial, contracting documents. Activities wishing to establish new accounts or convert existing accounts to allow use of the purchase card must call the Federal Express Government Customer Account Services at 1-800-645-9424.

2. DON purchase cardholders are not authorized to use their purchase card to ship logistics items or pay for cargo shipments except for emergency shipments where the activity or base transportation officer is not available. In those instances the purchase card may be used for logistics shipments using locally available funds. Reference (b) provides guidance on the DoN decision to utilize the U.S. Bank product Powertrack to track and authorize payments for logistics and cargo shipments. The DoN point of contact for the Powertrack contract is Mr. Richard Morrow who can be reached at DSN 646-5485 or commercial 757-443-5486.

3. The purchase of or payment for shipments of household goods using the purchase card is not authorized. 41 CFR 101-41.304-2 prohibits the use of commercial forms and procedures for transportation services.

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The DON Service Member Arranged Move (SAM) Program has obtained the necessary waivers from GSA which authorize DON purchase cardholders to use the purchase card in support of household goods moves within that program.

EVA M. ROBINSON
By direction