

# Memo

Dated 10/16/01

**To:** ALL AREA EMPLOYEES  
Through: Executive Officer, Bemidji Area

**From:** Senior Contracting Officer, Bemidji Area

**Subject:** Government Purchase Card Process

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Attached is the Government Purchase Card Process that is to be used by all US Bank Purchase Card Holders. If there are any questions concerning this procedure, please call Mr. Dennis Murphy, Senior Contracting Officer at (218) 759-3391.

Dennis Murphy

Attachment

**Bemidji Area Indian Health Service**  
**CREDIT CARD PURCHASE PROCESS IMPAC**

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The following process/procedure shall be followed when making an IMPACT Government Credit Card purchase:

1. IMPACT Cardholder shall identify supplies/services items to be acquired.
2. The Cardholder shall ensure the purchases are within the Single Line Purchase Authority designated with the IMPACT card.
3. The Cardholder will contact the vendor to see if they will accept the IMPACT credit card.
4. If the vendor accepts the IMPACT credit card, the Cardholder may then procure the items/services/supplies needed and retain original copy of invoice.
5. If the purchase was made by telephone, the Cardholder shall enter the purchase into ARMS (via AD - Add New Request - Request for Credit Card Purchase).

OR

6. If the purchase was made off-site, **upon returning to the work-place**, the Cardholder shall enter the purchase into the ARMS as described above.
7. To enter a credit card purchase into ARMS, the Cardholder selects the menu item **AD - Add New Request**, then selects the appropriate CAN/Department Account the purchase is to be charged against. The dollar amount must be correct, **not an estimate**. Be sure to change the date on the ARMS request to the actual date of the purchase. Otherwise, the system will default to 30 days and the purchase will not show up correctly on the ARMS Credit Card Log. All other aspects of entering the credit card purchase information are the same as initiating a requisition in ARMS.
8. Only one signature is required to complete a Credit Card Purchase, that of the **Credit Card Holder** except when any 3100 Object Class Code is used.
9. The Cardholder must initiate all requests in ARMS before the end of the billing cycle, which is the last day of the month.
10. All receipts and requisitions for Credit Card purchases will be retained by the Cardholder. The only information Area Finance (AAO) will need to process the Credit Card purchase is: 1) the signed Statement of Account and 2) the approved ARMS credit card log.
11. At the end of each month after all purchases have been added in the ARMS, the Cardholder will receive a credit card statement called a "Statement of Account" from U.S. Bank.
12. The Statement of Account must match all entries in the Cardholder's ARMS log.

13. The Cardholder shall then print a copy of the ARMS log using the following procedure:
  - A. Enter ARMS
  - B. From the User Menu, select, "PD" - Print Documents
  - C. From the Print Documents Menu, select "CC" - Credit Card Report
  - D. The system will then ask for location; enter your location (BEM for Bemidji Office [NOT BEM ADMIN], R for Red Lake, W for White Earth, C for Cass Lake, ASH for Ashland, M for MDO)
  - E. The system will then ask for an Ending Date. Enter the last day of the month for which the Statement of Account indicates purchases were made. Example: 7/1/00.
  - F. The system will then ask for an Ending Date. Enter the day of the month for which the Statement of Account indicates purchases were made. Example: 7/31/00.
  - G. ARMS will then ask for the Cardholder's name. Cardholder should enter first few letters of his/her last name.
  - H. ARMS will prompt for:
    - I. Standard Report by Cardholder or
    - J. Finance Report by CAN
  - K. Card holder should select 2 - Finance Report by CAN
  - L. ARMS will then prompt "P" for Print or "B" for Browse. Enter "P" for Print and indicate the printer to which you wish to print.
  - M. Please note, your designated ARMS printer must be programmed to print "Landscape" before the report is printed.
  - N. The Cardholder is responsible for ensuring all information is on the ARMS log as required. This includes:
    - 1) Cardholder's name
    - 2) From and To dates
    - 3) Vendor address and Employer Identification Number (EIN)
    - 4) CAN
    - 5) Object Class Code
    - 6) Items Ordered
    - 7) Unit Cost
    - 8) Total Cost
14. The ARMS Credit Card Log and the Statement of Account must match.

15. When both documents (i.e. Statement of Account and ARMS Credit Card Log) have been reviewed and validated, the Credit Card Holder shall sign the Statement of Account on the reverse side and both documents shall be forwarded to the designated Approving Official.
16. The Approving Official shall also review and validate all purchases.
17. If the Approving Official concurs with all purchases, he/she must also sign the Statement of Account.
18. The Approving Official shall forward the signed Statement of Account and the Cardholder's ARMS Log to the Area Financial Management Branch, AAO, for payment to US Bank.
19. US Bank will process all Statements of Account within seven (7) days of the following month.
20. It shall be the responsibility of all Cardholders to contact US Bank if you have not received your Statement of Account.
21. If the Cardholder has not submitted the correct information to support the purchases on the Statement of Account, the Area Credit Card Coordinator will contact the designated Approving Official for immediate action and/or correction.
22. Continued failure to comply with the correct procedural guidelines will result in cancellation of the Cardholder's card.

All other questions and issues may be directed to the Area Credit Card Coordinator of the Area Contracting Officer.

THIS POLICY HAS BEEN IN EFFECT AREA-WIDE SINCE JANUARY 15, 1998.

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Dennis Murphy  
Contracting Officer, BAO

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Charlene Red-Thunder  
Executive Officer, BAO

