## GOVERNMENT PURCHASE CARD (GPC) AUTHORIZED USERS

Any services to be furnished under this contract at or below the micropurchase shall be made via payment with GPC. The Contractor shall be provided orders via telephone, fax or email and shall accept the GPC as a method of payment.

**1. Authorized GPC holders.**

| Name Phone E-mail | Phone Number | Limitation |
|---|---|---|
| Ray Contreras (Primary)<br>Email: raymond.a.contreras1@navy.mil | (808) 471-3801 | $10,000 per day, $20,000 per month |
| Colleen Hee (Secondary)<br>Email: colleen.hee@navy.mil | (808) 471-3468 | $10,000 per day, $20,000 per month |

The Contractor shall be responsible for proper verification of authorized individual. The Contractor shall record the individual names of the persons that make orders on the GPC Monthly Reports as prescribed in the PWS at section 3.10.

**2. Purchase Limitation for GPC.** No individual order placed against this contract via GPC shall exceed the micropurchase threshold of $2,500.00 unless specifically approved by the Contracting Office or via an authorized GPC holder that has been **granted special authority** to exceed the micropurchase amount of $2,500 and/or their daily and monthly amounts listed above. Any orders ABOVE the micropurchase will be processed through the contracting office **by the use of Wide Area Workflow (WAWF)** via a task order or oral order authorized by the Contracting Officer.

**3. Pricing.** Prices in this contract are set by the established pricing listed in the contract.

## ORDERING PROCEDURES

The customer will provide the contractor with the following information as prescribed in the PWS at section 3.10:
(a) Item number, CLIN and description
(b) Quantity, unit price and total price
(c) Invoice number and delivery date
(d) Authorized GPC cardholder

The Contractor shall confirm orders within 24 hours of when they are placed and in the same manner they are received. The date the order is placed is the date that should be listed on the GPC template. Confirmation shall include the following:

**All Orders; Written or Oral.** At a minimum, each order shall contain the following:
(a) Date order was placed;
(b) Contract number and order number;
(c) Contract Item number/ CLIN and description,
(d) Quantity, unit price and total price;
(e) Delivery date or performance schedule;
(e) Packaging, and shipping instructions in accordance with PWS;
(f) Method of Payment/Authorized GPC cardholder