



Dryden Flight Research Center
Edwards, California

DCP-A-010
Draft for Revision: B

Dryden Centerwide Procedure

CODE A

GOVERNMENT CREDIT CARD APPLICATION PROCESS

Electronically Approved by
Assistant Director for Management Systems

Document History Log

This page is for information purposes and does not need to be retained with the document

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		1/13/99		
Revision	A	4/16/99	All	Changed signature block from " Approval" to "Electronically Approved by". Added word "directly" to the Bank block. Deleted last decision block of "Program Coordinator" and modified last block. Changed Note 1 to "Credit Card file....".
Revision	B	2/14/03	All	Reworked entire document.

1.0 PURPOSE

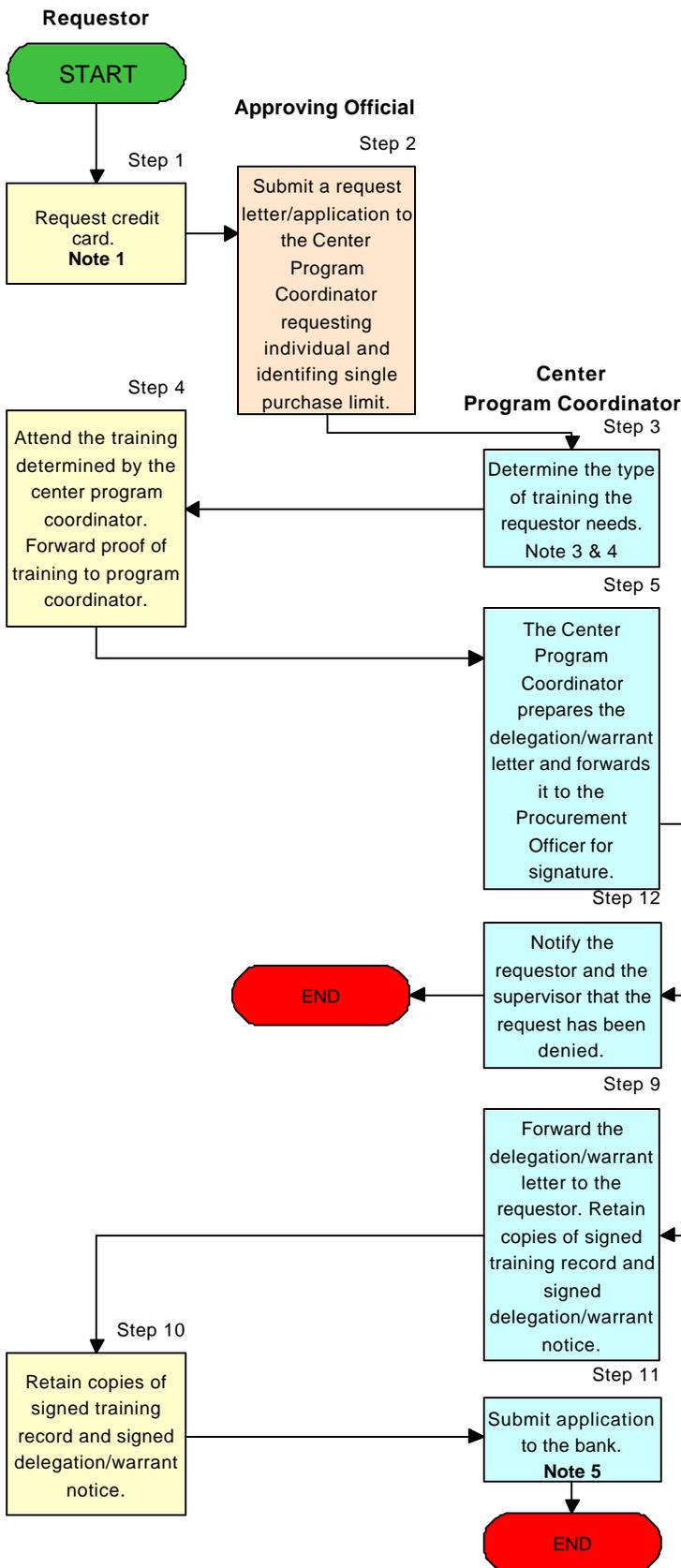
- 1.1 The purpose of this document is to describe the process for applying for and receiving the proper training to use a DFRC Purchasing Bank Card.

2.0 SCOPE & APPLICABILITY

- 2.1 This procedure applies to DFRC Government employees who are intending to use the Purchasing Bank Card.

3.0 OBJECTIVES

- 3.1 To assure training requirements are met prior to issuing a Purchasing Bank Card.
- 3.2 To ensure bank card users obtain the proper delegation/warrant.



Note 1:
The Requestor shall notify the appropriate approving official to request a Purchase Bank Card. The approving official is the immediate or higher level supervisor of the employee. Reference NFS 1813.301-72

Note 2:
Extenuating circumstances may dictate disapproval.

Note 3:
For single purchases over \$2,500 the required training is the 40-hour simplified acquisition training and specialized training, in addition to the training provided by the center program coordinator. For a single purchase limit of \$2,500 the required training will be provided by the center program coordinator .

Note 4:
The Center Program Coordinator shall notify the requestor what type of training is required and when the next training class is scheduled.

Note 5:
The Bank will issue the credit card directly to the cardholder.