

Report Date: 17 Sep 2014

**Summary Report for Individual Task
805D-208-2002**

Process Expenses for the Chapel Tithes and Offerings Fund (CTOF) using the Government Purchase Card (GPC).

Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Chaplain School foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Given a Chapel Tithes and Offerings Fund (CTOF) funds office, A Command Master Religious Program (CMRP), access to the Chaplain Income Procurement System (CHIPS), pens, stapler, calculator, and local SOP. This task should not be trained in MOPP 4.

Standard: Process expenses for the Chapel Tithes and Offerings Fund (CTOF) using the Government Purchase Card (GPC) in the correct manner. Fill out the purchase request by Government Purchase Card without error. Ensure the purchase was made

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Create Government Purchase Card purchase request.
 - a. Access the Chaplain Income Procurement System (CHIPS).
 - b. Identify and select you location.
 - c. Select GPC Purchase Request.
 - d. Select add document under the GPC Purchase Request tab.
 - e. Enter the requestor's phone number.
 - f. Select the appropriate unit.
 - g. Select the appropriate vendor. (if the vendor is not available you will have to add the vendor).
 - h. Select a card holder.
 - i. Enter the date the items are required.
 - j. Enter a brief description of what the requirement is in the requirement block.
 - k. Enter the line items information giving the item description, quantity, unit cost and total cost. Multiple items may be entered in this section.
 - l. Enter the funding information giving the payment location, department, general ledger accounting codes (GLAC), and amount. Multiple funding sources may be entered in this section.
 - m. Select the submit button at the bottom of the page.
 - n. Print the form.
 - o. Submit the printed form for fund manager approval.
2. Ensure purchase is executed.
 - a. Provide the approved GPC purchase request form to the card holder.
 - b. Ensure the GPC card holder provides the funds office with a copy of the receipt showing approved purchases along with approved GPC purchase request signed by the individual who received the items (this cannot be the card holder signing the request).
 - c. Ensure items that are non expendable and meet requirement to be added to the non-appropriated hand receipt are annotated on the non-appropriated hand receipt.
 - d. Once items are on the non-appropriated hand receipt issue items to program element representative.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Soldier must be able to process expenses for the Chapel Tithes and Offerings Fund (CTOF) using the Government Purchase Card (GPC). Purchase request form must be completed with no errors. Soldier must ensure purchase takes place for approved items.

Evaluation Preparation: Setup: Provide the Soldier with the equipment and/ or materials described in the conditions statement.

Brief Soldier: Tell the Soldier what is expected of him/her by reviewing the task standard. Stress the importance of accurate documentation.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Created Government Purchase Card purchase request.			
2. Ensured purchase is executed.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	DA PAM 165-18	Chaplaincy Resources Management	No	No
	FM 1-05	Religious Support	Yes	No
	JP 1-05	Religious Affairs in Joint Operations	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is a continual process. Always be alert to ways to protect our environment and reduce waste.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None