



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE SERVICES AGENCY

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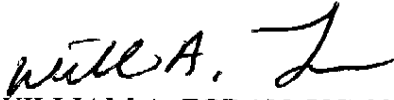
NAF Contracting Policy Memo 07-C-04

MEMORANDUM FOR NAF PURCHASE CARD CARDHOLDERS AND APPROVING OFFICIALS

FROM: HQ AFSVA/SVC  
10100 Reunion PL, Ste 304  
San Antonio TX 78216-4168

SUBJECT: Purchase Card Program Reconciliation and Review Procedures

1. This memorandum provides policy for the reconciliation and review procedures used in the NAF Purchase Card (P-Card) within Air Force Services. Transactions must be reviewed by cardholders and approved by their approving official (AO) within 4 business days of the transaction posting in the bank's online, web-based system: PaymentNet. A Cardholder is responsible for going into PaymentNet on a daily basis to ensure they review all transactions as they post in PaymentNet. Approving officials are responsible for going into PaymentNet on a daily basis to ensure their cardholders are reviewing their transactions and to approve all reviewed transactions within the four business days. Not receiving a notice from the bank, via e-mail, is not a valid excuse for not reviewing or approving transactions within the allotted time frame.
2. At the end of each month the cardholder is responsible for printing the "Statement of Account" report, this report replaces the normal bank monthly statement. The cardholder and the AO will annotate, if necessary, what the purchase was for; why the transaction(s) exported without review and why it was not reviewed prior to export. The report must be signed by both the Cardholder and the AO and a copy retained in their binders.
3. This memo is effective until changes are incorporated into AFMAN 64-302, Nonappropriated Fund (NAF) Contracting Procedures and the revision to AFI 34-275, Air Force Nonappropriated Fund (NAF) Government Purchase Card Program. If you have any questions, please contact my POC, Ms. Barbara Stewart, HQ AFSVA/SVCKB, DSN 487-6931.

  
WILLIAM A. FORAN, YC-03, DAF  
Director, NAF Purchasing

cc:  
Ms. Betsy Matich, SAF/AQCP