



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5064

IN REPLY REFER TO
NAVFACNOTE 4200
FAC ACQ

NAVFAC NOTICE 4200

From: Commander, Naval Facilities Engineering Command

Subj: POLICY AGAINST USE OF GOVERNMENT PURCHASE CARD FOR
PROCURING FOOD OR DRINK AM 04-01

Ref: (a) ASN (FM&C) Memo of 18 Apr 03, Subj: Clarification of Use of Appropriated
Funds to Procure Light Refreshments
(b) EBUSOPSOFFINST 4200.1A, Encl (2) page 63

1. Purpose: To clarify existing policy regarding the purchase of light refreshments and meals using the Government Purchase Card (GPC).

2. Discussion: This Note is issued to resolve continuing discussions regarding the use of the purchase card to obtain light refreshments and meals for conferences or training sessions. There are two distinct issues involved: 1) the legality of paying for food and drink and the appropriate funds to do so; and 2) the policy for use of the purchase card. Ref (a) and (b) prohibit the use of appropriated funds and the use of the purchase card to acquire light refreshments at "conferences". Ref (a) does allow the use of appropriated funds to pay for food under certain circumstances and authorities, such as those relating to "training". Nevertheless, it is NAVFAC policy that the purchase of light refreshments or food or drink of any kind shall not be accomplished with the purchase card. This restriction on the use of the purchase card applies to both direct and indirect purchases of food or drink; i.e., food or drink may not be included in the cost of a room rental, instructor fee, etc., if the room rental, instructor fee, etc., is paid for with the purchase card. If the purchase of food or drink is otherwise deemed appropriate under existing guidance, it must be accomplished by means other than the use of the purchase card. The only exception to the above is where the purchase card is used in conjunction with a SF-1556 training request form to obtain training or conference admission from a commercial source and the provision of food or drink is included by such source as an incidental and non-separable portion of the registration fee.

3. Action: No food or drink will be purchased or paid for, directly or indirectly, by or with the purchase card. Cardholders do not have authority to purchase such items. Approving Officials do not have the authority to certify statements with such items included and Agency Program Coordinators shall identify and report any such purchases found during the Semi-Annual Purchase Card Review.

4. Cancellation: Until cancelled or superceded.


ROBERT M. GRIFFIN
By direction