





How To Submit Purchase Order Requests (PORs)





USAG - Yongsan Religious Support Office Busiest & Most Complex In Army!

- 6 Chapels In Area II
- 21 Distinct Services Weekly
 - 80-Plus Diverse Ministries
- 7 Vibrant Post-Wide Gatherings Weekly
 - 4 Unique Professional Centers
 - 100,000 Served Annually





RSO TEAM VISION

- Best Ministry
 Doing the Right Ministry
- Best Methods
 Doing the Ministry Right
- Best Model

 A Spiritually Inspiring Example For All





DEMONSTRATED TRAITS

- Courteous
 - We demonstrate kindness
- Caring
 - We demonstrate goodness
- □ Competence
 - We demonstrate skill
- □ Excellence
 - We demonstrate superior mission accomplishment







UMT & Ministry Leader Training

1. Purchase Order Requests (PORs) & Process

2. Other Requests







How To Submit Purchase Order Requests (PORs)





WHAT'S A POR?

A Purchase Order Request (POR) is the official REQUEST you must submit to get the U.S. Government, via the Religious Support Fund Office, to pay for an approved purchase or expenditure.

All purchases / expenditures must be initiated via a "POR".





WHAT'S A PO?

A Purchase Order (PO) is the official US Government APPROVAL provided to you via the Fund Office after submitting a POR.

You can NEVER make any purchase / expenditure without an approved PO! This is illegal, and you can be held liable!

This means that you must pick-up your approved PO from the Fund Office on Friday 1200-1700.





THINGS YOU CANNOT DO

- ✓ Buy or contract for something without a) Asking via POR, and then b) Picking up an Approved PO FIRST
- Exceed amount approved on a POR / PO
- Switch / swap / change items / vendors / events with POs . . . Must use it for the purpose / event / time intended / requested

If you do, you can be stuck with the bill personally!





TO HELP US HELP YOU, PLEASE UNDERSTAND...

- ✓ Garrison CDR owns the CTOF on behalf of US. Gov't. It's not a "Church Treasury" it's a U.S. Gov't Non-Appropriated Fund entity with U.S. Gov't rules (often frustrating to us all!)
- ✓ Lose your cool; lose your privilege. Be Nice!
- Fixes are on the front end, not the back end. Submit correctly and give an extra week!





THE BASIC POR CYCLE

- Your Idea For A Purchase & You Fill Out A POR
- Sponsoring Chaplain Signs POR
- NLT MONs, 1630, You LOG-IN POR Into POR DROP-OFF LOG at South Post Chapel (SPC)
- POR Is "QC'd" For Correctness / Missing Data*
- FRIs, 1200-1700, You LOG-OUT PO From PO PICK-UP LOG & Schedule / Confirm Your Purchase
- ONLY THEN, Purchase May Be Executed
- Complete Purchase / Submit Receipts Per Instructions and According To Transaction Type

*If data is incorrect, Sponsoring CH is notified via email, Requester is cc'd, and POR is to be resubmitted by you for next week.





POR You Drop-Off

- In by MON, 1630, at SPC
- If LATE, will go to NEXT FRI



PO You Pick-Up

- Picked Up FRIs, 1200-1700
- Payment Scheduled Here







THE POR PACKET



- Just <u>One</u> Packet For <u>ALL</u>
 Types of PORs
- Comprehensive <u>Directions</u> For Each Type of Transaction
- A <u>"FAQs"</u> Section To Answer Common Questions
- Only Submit Pages You Need
- Incorrect Or Incomplete PORs Returned To Sponsoring CH For Resubmission Following Week





POR Page 1 – Cover Sheet



- Always the first page of ANY POR
- Select the type of transaction you are requesting from the 7
- Only one type of transaction per
- POR (separate PORs for separate vendors in most cases)
- Follow all step-by-step instructions and make sure to fillin "Tracking # From Drop-Off Log"





POR Page 2 – Approval Sheet

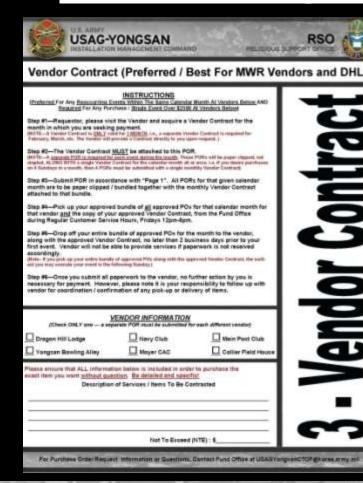


- Always the second page of ANY POR
- Once You Complete Transaction
 Information, Have Sponsoring
 Chaplain Sign (and if required by Chaplain have
 Ministry Leader / Coordinator / Treasurer / Or Other POC sign)
- Bottom Block Is For CTOF Manager Use
- All PORs MUST have a Sponsoring Chaplain Signature





POR Page 3 – Vendor Contract



- For MWR Vendors & DHL!
- A Vendor Contract is good for ONLY 1 month
- A separate POR still needs to be submitted for each date that you receive goods and/or services.
- Do NOT forget to submit a Vendor Contract along with your SIGNED PORs





POR Page 4 — Check in \$\$\$

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- For BUSINESS VENDORS taking checks in US Dollars
- For Korean business vendors, first confirm they take US Checks
- .. Many do NOT
- Ensure name of vendor to whom check is made out is correct





POR Page 5 - GPC (Gov't Credit Card)

| USAG-YONGSAN | | 2 | managio à | RSO | |
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| GPC-Gove | rnme | nt Purc | hase Car | d | |
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- ONLINE executed immediately on FRIs, 1200-1700, with PO
- 2-mile travel limit from USAG-Y in order to make vendor payment
- All GPCs purchases scheduled for next week at FRI PO pick-up.
 Bring your calendar to schedule!





POR Page 6 — Honorarium

| USAG-YONGSAN INSTALLATION MANAGEMENT COMMAND | RSO 💮 |
|---|--------------------|
| Honorarium Payment (1 Time Use AN | D Less Than \$250) |
| INFORMATION: | |
| Phone: | |
| Amount To Be Paid (NTE \$250): \$ | |
| Event Name: Date of Event: | _ .= |
| (Please Instade ALL Dates And Sentions) | 6 - Honora |

- 1 Request may be granted per Fiscal Year (FY) for an individual.
- > 2, request "NAF Contract"
- The request may <u>NOT</u> exceed \$250.00
- A detailed description of the event and the services to be performed by the person receiving the Honorarium <u>MUST</u> be provided in the space given.





POR Page 7 – Vendor Escort



- Check ahead of time with the Vendor to make sure they are willing to come On-Post AFTER the event to receive payment.
- Include all appropriate fees, taxes, and the VAT (if charged) in your requested amount.





POR Page 8 – Reimbursement



- ONLY the person listed on this page is APPROVED to receive reimbursement.
- Provide a general description of items to be purchased
- Include all local fees and VAT in your requested amount.





POR Page 9 – Reimb. Payment

| Reimbursement Payment For Off-Post Purchases Tracking # Fram CROP OFF Lagbook file The Tracking # Fram CROP OFF Lagbook Approved PO # | | AG-YONGSAN | RSO |
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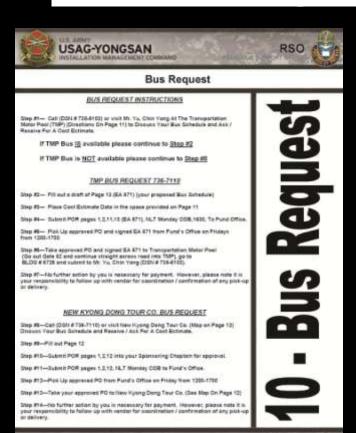
 Attach Page 9 on top of your approved Purchase Order (PO) packet (POR / PO / Receipts)

- Attached all DETAILED receipts for which you are requesting reimbursement to Page 9
- Remember that you will be reimbursed based upon the Fixed Government Rate. Slight loss may occur!





POR Page 10 – Bus Requests

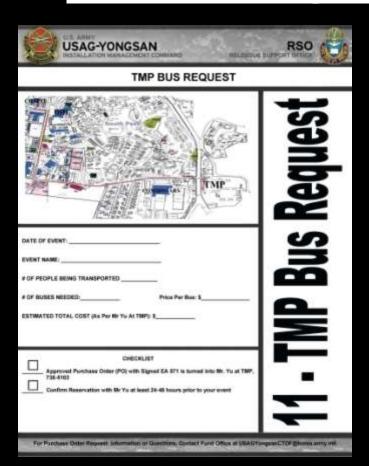


- There are TWO different types of Bus Requests depending on your situation
- Only Mr. Yu may determine if New Kyung Dong is an option.
- Follow ALL instructions listed step-by-step.





POR Page 11 – TMP Request



- Make sure that all information is correct and matches the information filled out on the EA 571.
- Submit Page 1,2,11, AND the EA 571 to the Fund Office (Page 13).





POR Page 12 – New Kyung

| USAG-YONGSAN INSTALLATION MANAGEMENT SCHMAAND MEL | RSO (SUPECIAL OFFICE |
|---|----------------------|
| New Kyung Dong Tour Bus Co | ompany |
| TMP | r Bus Co. Request |
| DATE OF EVENT: | |
| CHECKLIST Approved Purchase Order (PO) in turned into New Xyang Dong Tour Co. in ITMP, 735-719 Coeffins Reservation with Mr Ye at least 24-48 hours prior to your event | |

- •Make sure that all information is correct and matches the information filled out on the EA 571.
- Submit Page 1,2,12, AND the EA 571 to the Fund Office (Page 13)





POR Page 13 – EA 571

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- Attach this EA 571 to EVERY Bus Request that you submit to the Fund Office
- Ensure that all information is accurate
- Review Page 14 for detailed instructions on filling out the EA 571.
- Sponsoring Chaplain sign as the "OFFICIAL USER".





Understanding The PO

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- A PO is like a "Check"; Govt's promise to pay for specific item / service on a specific date
- Don't lose it accountable!
- Good only for that DTG!
- Cannot mix / match / swap!





THE BASIC POR CYCLE

- Your Idea For A Purchase & You Fill Out A POR
- Sponsoring Chaplain Signs POR
- NLT MONs, 1630, You LOG-IN POR Into POR DROP-OFF LOG at South Post Chapel (SPC)
- POR Is "QC'd" For Correctness / Missing Data*
- FRIs, 1200-1700, You LOG-OUT PO From PO PICK-UP LOG & Schedule / Confirm Your Purchase
- · ONLY THEN, Purchase May Be Executed
- Complete Purchase / Submit Receipts Per Instructions and According To Transaction Type

*If data is incorrect, Sponsoring CH is notified via email, Requester is cc'd, and POR is to be resubmitted by you for next week.





POR You Submit

- In by MON, 1630, at SPC
- If LATE, will go to NEXT FRI



PO You Receive

- Picked Up FRIs, 1200-1700
- Payment Scheduled Here







TEST YOURSELF ...

What Type Of POR Transaction Is The Correct One To Utilize?



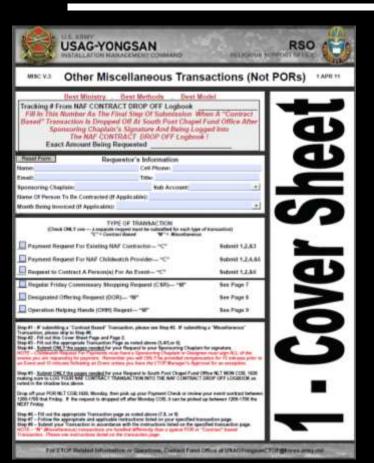


10-MINUTE BREAK





THE MISC. FORMS PACKET

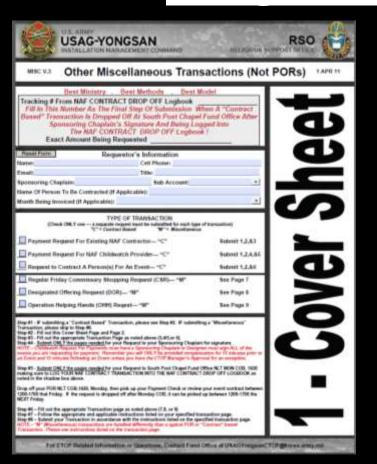


- Just One Packet For ALL
 OTHER FUND OFFICE FORMS
- Comprehensive <u>Directions</u> For Each Type of Transaction
- Only Submit Pages You Need
- Incorrect Or Incomplete Forms Returned To Sponsoring CH For Resubmission





Page 1 – Cover Sheet

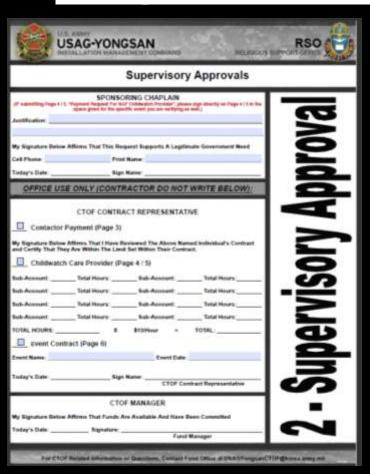


- Three "Contractor Based"
 Forms Require Page 1 & Logging
 Into Contract Drop-Off Log Book
 At Fund Office
- Other Three "Miscellaneous" Forms Are NOT Turned In Via Drop-Off Boxes – Single Page Forms Only
- Simply "Follow The Directions"
 On Cover Sheet & Each Page





Page 2 – Supervisory Approval



- For use with Page 3,4/5, and 6 only
- Fill In top block only . . . Rest of form is for Office use only





Page 3 – NAF Contractor Pymnt

| USAG-YO | NGSAN | RSO E |
|---|--|-----------------|
| MR V3 Payment R | equest For Existing NAF Con | tractor 1APE 11 |
| Contr | ractor's information | |
| Natur | Contractor's Title | |
| By signing believe Laffirm that the full my contract from the USAG-Yongs at hereby request payment for services | ioeing services nere performed in accombance with a Chapel Tithes and Offerings Fund and as such it residened. | 1.2 |
| Bignature: | - Date: | |
| Serv | ices Performed | 7 9 |
| | | |
| Type of Service Performed | | |
| Number of Units: x Per Unit | Price: = Total amount: | |
| Type of Service Performed: | | |
| Number of Units: x Per Unit | Price = Total amount | . 0 |
| Type of Service Performed | | 63 |
| Number of Units a Fer Unit | Price = Total amount: | |
| Type of Service Performed: | | |
| Number of Units a Fer Unit | Princ = Total amount | |
| Type of Service Performed: | | |
| Number of Units + Fer Unit | Price = Total amount | 122 |
| Type of Service Performed: | | 1 |
| Number of Units: a Fer Unit | Pries: - Total amount: | |
| | TOTAL AMOUNT OF REQUEST: | ~ |
| For ETOF Related Schools | effon or Guestions, Contact Fund Office of INAGEO | conclusion and |

- Fill in services performed info
- Ensure that the Contractor signs in the space provided in the top block.
- Turn in Pages 1,2,3





Page 4/5 — Childwatch Payment

| INSTALLA | TICH HANAGEMENT COMMAND | REFEREN | e Macou childre |
|--------------------------|--|--|-----------------|
| | Payment Request For I | NAF Childwatch Provi | der |
| | Event #1 | Date | |
| Actual Start Time: | Actual End Time: | Total Hours | ıa |
| hems | oring Chaelain/Designated Repres | entative | |
| Congregation Sub-Assuum | tehenation | | ı -≥ |
| Print Name: | Signature | | |
| | Event #2 | Date | |
| Actual Start Time: | Actual End Time: | Total Hours | _ |
| Second | oring Chaptero Designated Repres | extiative. | |
| Congregation/Bub-Account | Information: | | |
| Print Name: | Signature | | |
| | Event#3 | from . | - |
| Actual Start Time | Actual End Time: | | - |
| | oring Chaptaio/Designated Regree | | _ == |
| | Information | | - |
| | Signature | | |
| 1700 1000 | | | |
| | Event#4 | Dieter | |
| Actual Start Time: | Actual End Time: | Total Hours | - 3 |
| Saure | oring Chapters/Designated Repres | entative | _ |
| Congregation/Sub-Account | Selemation | | |
| Print Name: | Signature | | |
| | Event #5 | Date | |
| Annual Start Time | Autual End Time | | |
| 100 | ring Chapter Designated Represe | | _ |
| | icinal Chapterishmourides, finaces Indomination | Market Committee | |
| | Synahore | 70, | |

- Fill in services performed info
- Turn in Pages 1,2,4, (5+)
- Page 5 is to be used / copied if additional space needed
- Childcare workers maintain this form and request a sponsoring chaplain's signature at the completion of the event.





Page 6 — Request to Contract



- For An Event Singer, Speaker, Accompanist, Teacher, etc.
- IF over \$250, or IF Honorarium has already been given to person once during the Fiscal Year (FY)
- Provide clear cost estimates
- Follow steps





Page 7 — Commissary Run



- For Normal, FRI 11 AM, Post-wide Commissary Run
- If other time needed, submit a POR via standard timeline
- Must have Chaplain's signature
- YOU MUST BRING THIS FORM WITH YOU TO THE COMMISSARY. No exceptions (Having your Sponsoring Chaplain give verbal approval via phone is not acceptable.)
- •Be ready to check out at 11AM
- Items will be screened by the Fund Clerk when you check out.





Page 8 – Designated Offering (DO)



- At least 2 weeks out
- Sponsoring Chaplain signs
- Bring / send to Ms. Kim at Garrison Chaplain's Office
- Garrison will email / cc Fund
 Office / Requester
- PUT A COPY OF THE DO IN OFFERING
- Remind Chaplain Assistant





Page 9 – Op Helping Hand (OHH)



- Program sponsored by the Religious Support Office to assist Service Members and their families in need.
- Can only be given twice during a Fiscal Year (FY)
- Must receive the approval of the Unit / Sponsoring Chaplain and Fund Manager





Summary Of Enhancements



- Full-time Customer Care Rep!
- "ALL" Fund Office Forms
 Clarified, Step-By-Step
 Instructions Into 2 Packets: POR
 & Misc. Forms
- Goal is to be BEST FUND in the Army by balancing Army's needs and customer's desires w/ Care, Courtesy, Competence & Excellence





New Forms Used As Of Monday, 6 JUN 2011





THANK YOU!!!

Progress & Improvements Not Possible Without YOU & YOUR COOPERATION!