

P-CARD Holder

Position Description

The P-CARD Holder is responsible for upholding P-CARD purchasing rules and making purchases for eligible transactions.

Responsibilities

1. Upon arrival at the Local Assistance Center (LAC), the P-CARD Holder is to sign in and check in with the LAC Manager
2. Address purchasing policy issues
3. Ensure P-CARD purchases are made in accordance with P-CARD Training
4. Get approval for purchases
5. Obtain and document quotes for purchases over \$1000
6. Forward verified transactions via Oracle to the approving official
7. Access Oracle to enter descriptions, POETA, and verify each transaction before sending transactions to approving official

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding authority or assignment
- Sign in and wear the "P-CARD Holder" vest
- Check in with LAC Manager
- Check in with Oversight Team Purchasing Representative
- Review P-CARD purchasing rules and guidelines for acceptable and non-acceptable transactions
- Verify contact information
- Contact counterparts in home agency and establish lines of communication

Operational Phase Actions

- Review position responsibilities
- Refer media to Communications Specialist
- Attend ongoing situation briefings
- Consult with P-CARD Representative on Oversight Team for clarification
- Report situation status and resource status to the LAC Manager and your home agency, as necessary
- Advise LAC Manager or P-CARD Representative for issues affecting operations
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known
- At the end of each shift, sign out and return the vest

Deactivation Phase Actions

- Participate in the Demobilization Plan
- Demobilize when authorized by the LAC Manager
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed, close out activity logs, return all checked out equipment, and provide all documentation to Administrative Support prior to your release and departure from the LAC
- Contact your regular supervisor and notify of him/her of deactivation
- Leave forwarding information, including cell numbers and email
- Sign out and turn in vest
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

