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### 3-10. Property Accountability

a. Personnel who are entrusted with the acquisition of Government property are responsible for its proper custody, safekeeping, and accountability in accordance with AR 710-2 and AR 735-5. .

b. GPC Property Book Procedures:

(1) PBO approves purchases on purchase request form prior to delivery of the PR form to the cardholder; (2) Cardholder screens PR form to ensure PBO approval obtained prior to making the purchase:

(3) Cardholder provides purchase receipt to PBO within 5 days of obtaining the receipt per AR 710-2;

(4) Monitoring and oversight reviews must assess whether cardholders provided the GPC receipts to the PBO per AR 710-2; and

(5) Training must be updated to include the above procedures.