

	A	B	C	D
1	Supply/Service	Approved/Unapproved	POC / Mandatory Source	Comments
2	Adhesives	Controlled Items - The HazMat store on post is on a Government contract.		Controlled Items - The HazMat store on post is on a Government contract.
3	Agreements / Contracts	Unauthorized	POC: GPC Team	No authority is delegated outside the MICC Office
4	Ammunition	Unauthorized	Ammunition POC: Joe Blevins 545-1250	All ammunition is unauthorized including BBs and paint balls.
5	Audio speakers	No approval necessary	No mandatory source	
6	Awards	Maximum purchase price of \$75.00	Not authorized for mementos, giveaways, or awards for Morale, Welfare, Recreation (MWR) functions, such as Organization Day or Christmas Party events.	The purchase of awards must be IAW AR 600-8-22, Mission-related awards only
7	Banners	DLA (formerly DAPS)	POC: Chuck Lavert 545-4967, 545-7164	Must be purchased from DLA
8	Barbecue Grills	Unauthorized	Cannot be purchased with appropriated funds	
9	Blank CDs and DVD	Purchase only from the Base Supply Center or the Army Office Supply BPA (found on DoD Email)	BSC, DoD Email (Army Office Supply BPAs)	BSC: BLDG 2385, Indianhead Road or DoD Email: https://dod-email.dla
10	Buildings - Rental	Contact GPC Team for a list of all the pre-approvals. (SJA, Corps of Engineers and MICC Contracting Officers at a minimum)	Contact GPC Team for a list of all the pre-approvals. (SJA, Corps of Engineers and MICC Contracting Officers at a minimum)	Contact GPC Team for a list of all the pre-approvals. (SJA, Corps of Engineers and MICC Contracting Officers at a minimum)
11	Business Cards	Unauthorized	Unauthorized	Business cards may be printed on an office printer using cardstock on existing software. The cardstock may be purchased with the GPC.
12	Camera, Photo Equipment	No approval needed	No mandatory source	
13	Car Port	Approval necessary from DPW	Must be approved by DPW. POC: Mr. John Gray, 706-545-3506	Contact the Master Planning Division 545-2364
14	Cell Phone Bills	Monthly cell phone bills are paid with the unit's GPC. If monthly bills are greater than \$2,500 a month, the single purchase limit can be increased, or cardholder can be issued a special card for the purpose of bill payment only with a higher single purchase limit.	Only bills on contract with Fort Benning (ie. Verizon, Windjammer)	Upon departure of the Cardholder paying bills, the accounts must be transferred to another cardholder. Bills must be tracked carefully and cardholders are required to have an invoice in the purchase files for each payment.
15	Ceremonial Guns	Unauthorized	Unauthorized	Exceptions must be approved by Rick Parker 545-4448
16	Class II Items	Unauthorized, must be acquired thru LRC	LRC POC: Joe Blevins 545-1250	Exceptions must be approved by Joe Blevins or Rick Parker (SJA) 545-4448
17	Cleaning Supplies	Purchase only from the Base Supply Center or the Army Office Supply BPA (found on DoD Email)	BSC, DoD Email (Army Office Supply BPAs)	BSC: BLDG 2385, Indianhead Road or DoD Email: https://dod-email.dla
18	Clothing	Unauthorized	SJA POC: Mr. Richard P. Parker 545-4448	Any exceptions must come from SJA
19	Coffee Pot	No approval necessary	No mandatory source	MUST be purchased for a common area, not for an individual's office
20	Coins	DRM or G8	Contact your Budget Analyst	Contact your Budget Analyst, some commands cannot exceed \$5K within a Fiscal Year. Must be used as an Award, not a giveaway item. Policy letters available on GPC Website
21	Computers	Your IMO must contact NEC or G6 for approval	CHESS & GSA purchase AFTER NEC or G6 approval	Must be entered on a hand receipt

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22	Conference, Seminar, Symposia, and other meetings	Registration fees are authorized with the GPC. Individuals must complete SF182.	No mandatory source	Contact your Budget Analyst, some commands have more restrictions. Registration and room rental is authorized. Food, lodging and travel are NOT authorized
23	Construction Materials	Requirement/Project cannot exceed \$2,000	Must be approved by DPW. POC: Mr. John Gray, 706-545-3506	Any changes to buildings must be approved by the local DPW
24	Construction Services	Requirement cannot exceed \$2,000	Must be approved by DPW. POC: Mr. John Gray, 706-545-3506	Any changes to buildings must be approved by the local DPW
25	Construction, greater than \$2,000	Unauthorized with the GPC Card	Unauthorized	Must be purchased on a contract written by a MICC Contract Specialist.
26	Copy Machine Purchase	Your IMO must contact NEC or G6 for approval		Must be entered on a hand receipt
27	Copy Machine Rental	If purchasing, Your IMO must contact NEC or G6 for approval the machine being hooked up to the local LAN lines	Currently, there is a Service Contract on post. Contact G6 or NEC. If your unit does not qualify for the existing contract, contact MICC for a Contract for your organization/unit	MICC Service Contract POC: Division Chief for Services, MICC Svc Div, 706-545-7403
28	Degrees and Higher Education	The GPC is Not authorized to pay for a degree program	Unauthorized	Mission related College Courses, not intended for a degree are authorized (see Training)
29	Drinking Water	Unauthorized	Unauthorized	If your building has no running water may be authorized with the GPC only IF approved by DPW POC: Mr. Richard Hines, 706-545-4310
30	Durable Property	Entered on a Hand Receipt		Entered on a Hand Receipt
31	DVD Movies	Unauthorized	Unauthorized	
32	DVD Players	No approval necessary		
33	Edgers	No approval necessary	No mandatory source	Must be entered on a hand receipt
34	Flags, Guidons, Streamers	MUST have LRC approval prior to purchase.	Institute of Heraldry, POC: Joe Blevins 545-1250	"CSM streamers" are not authorized.
35	Floor Strippers (chemical)	HAZMAT store on post is mandatory - Statement of NonAvailability is only good up to \$3500		Controlled Items - The HazMat store on post is on a Government contract.
36	Food	Unauthorized	POC: Mr. Richard P. Parker, SJA, 706-545-4448	For Ethnic Heritage Luncheons, room rentals are authorized. Any food/catering must have SJA approval.
37	Furniture (greater than \$3,500)	No approval necessary	\$25K Card users MUST purchase furniture from UNICOR	Complete the > \$3,500 purchase form
38	Furniture (less than \$3,500)	No approval necessary	UNICOR is NOT mandatory for purchase, but prices MUST be compared between UNICOR and commercial sources.	Purchases under \$3,500 must be searched in the UNICOR website. Save the price comparison data in your GPC files. www.unicor.gov
39	Gazebo - Purchase	Approval necessary from DPW	Must be approved by DPW. POC: Mr. John Gray, 706-545-3506	Contact the Master Planning Division 545-2364
40	Gerber Knives	Unauthorized	Unauthorized	This is a weapon and a personal item
41	Gifts	Unauthorized	Unauthorized	
42	Giveaway Items	Unauthorized	Unauthorized	
43	Gloves, work	Unauthorized	This is clothing	Any exceptions must come from SJA
44	GPS	Handheld, vehicle or watch with GPS: Your IMO must contact NEC or G6 for approval	CHESS & GSA purchase AFTER NEC or G6 approval	Also must be entered on a hand receipt
45	Guest Speakers	Only \$2,000 or less		
46	Guidons	Unauthorized, see Flags, Guidons and Streamers	Should be ordered from Institute of Heraldry. POC: Mr. Joe Blevins - 706-545-1250	

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47	Gym Equipment	Unauthorized	Exception/Approval SJA, Richard P. Parker 545-4448	Ft. Benning gymnasiums are the only organizations authorized to own exercise or gym equipment
48	Hazardous Materials (HAZMAT)	HAZMAT store on post is mandatory - Statement of NonAvailability is only good up to \$3500		Controlled Items - The HazMat store on post is on a Government contract.
49	Heaters (personal space heaters)	Unauthorized, this is a personal item	Unauthorized	DPW approval for any waivers
50	Herbicides (Round Up)	Unauthorized	Unauthorized	Controlled Item
51	Ice Machine	Approval necessary from SJA - POC: Richard P. Parker	Approval necessary from SJA - POC: Richard P. Parker	
52	Ice-BLOCK Ice for training events Only	No approval necessary	BUCK Ice: 706-322-5451	Buck Ice is the contracted source for Fort Benning. William Denton is POC at LRC.
53	Information Management Items	Your IMO must contact NEC or G6 for approval	CHESS & GSA purchase AFTER NEC or G6 approval	Durable property items must be entered on hand receipts.
54	Knives, Gerber	Unauthorized	This is a weapon	
55	Land - Lease (Rental)	Cannot exceed 30 days	MICC Service Contract POC: Division Chief for Services, MICC Svc Div, 706-545-7403	Must be purchased by the contract specialists at MICC
56	Lawn Mowers	No approval necessary	No mandatory source	Must be accounted for on a hand receipt
57	Mementos	Unauthorized	Unauthorized	
58	Microphones	No approval necessary	No mandatory source	
59	Microwave	No approval necessary	No mandatory source	MUST be purchased for a common area, not for an individual's office; Hand receipt this item
60	Monitors	Your IMO must contact NEC or G6 for approval	CHESS & GSA purchase AFTER NEC or G6 approval	Must be accounted for on a hand receipt
61	Mouse pads	No approval necessary	No mandatory source	
62	Office Supplies	Purchase only from the Base Supply Center or the Army Office Supply BPA (found on DoD Email)	BSC, DoD Email (Army Office Supply BPAs)	BSC: BLDG 2385, Indianhead Road or DoD Email: https://dod-email.dla
63	Paint	HAZMAT store on post is mandatory - Statement of NonAvailability is only good up to \$3500		Controlled Item: ALL types of paint (spray, latex, etc) need approval from DPW first, then purchase from HazMat Store
64	Paintball	Unauthorized.	HQDA message 041752Z	Unauthorized for purchase per HQDA message 041752Z
65	Personal Grooming Items	Unauthorized.	Unauthorized	
66	Personal Items	Unauthorized.	Unauthorized	
67	Pesticides	HAZMAT store on post is mandatory - Statement of NonAvailability is only good up to \$3500		Controlled Items - The HazMat store on post is on a Government contract.
68	Picture Frames	Authorized. But please purchase reasonably priced frames for awards.	No mandatory source	
69	Picture Framing Service	Authorized.	No mandatory source	
70	Printers	Your IMO must contact NEC or G6 for approval	CHESS & GSA purchase AFTER NEC or G6 approval	Must be entered on a hand receipt
71	Printing Service	Must purchase ONLY from DLA (formerly DAPS) - Cannot purchase from Office Depot, Office Max, Kinko's, or any other commercial source.	If DLA cannot fulfill requirement, DLA will send it out for completion.	Cannot purchase from any commercial source. GPO can contract out, but units cannot.
72	Projectors	No approval necessary	No mandatory source	
73	Radio, Two- Way	Your IMO must contact NEC or G6 for approval	CHESS & GSA purchase AFTER NEC or G6 approval	Must be entered on a hand receipt
74	Radios	TNo approval necessary	No mandatory source	

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75	Rank, Insignia, DUI, Ribbons and Awards on uniform	Unauthorized, must be acquired thru Army Supply System	POC: Joe Blevins 545-1250	Exceptions must be approved by Joe Blevins or Rick Parker 545-4448
76	Rechargeable Batteries	HAZMAT store on post is mandatory - Statement of NonAvailability is only good up to \$3500		Controlled Items - The HazMat store on post is on a Government contract.
77	Re-enlistment Items	Re-enlistment Office	Contact the Re-enlistment Office for instructions.	If purchased with the GPC, cannot exceed \$50 per person.
78	Refrigerator	No approval necessary	No mandatory source	MUST be purchased for a common area, not for an individual's office; Hand receipt this item
79	Registration for Sporting Events	Entertainment is unauthorized	Exceptions SJA, Richard P. Parker 545-4448	
80	Rental of equipment	Cannot exceed 30 days with the GPC. Anything over 30 days requires a Contract by the MICC office.	MICC Service Contract POC: Division Chief for Services, MICC Svc Div, 706-545-7403	Must be purchased by the contract specialists at MICC
81	Security Cameras	DES or G2	DES or G2	Per G6/NEC, Security Cameras CANNOT be accessed from the computers on post
82	Services	Requirement cannot exceed \$2,500	If the requirement for the year is known to exceed \$2,500, then it needs to be requested on a Contract with MICC.	MICC Service Contract POC: Division Chief for Services, MICC Svc Div, 706-545-7403
83	Services , greater than \$2,500	Unauthorized with the GPC Card	MICC Service Contract POC: Division Chief for Services, MICC Svc Div, 706-545-7403	Must be purchased by the contract specialists at MICC
84	Shredders	ALL shredders need DTPMS Security DIV approval. Your IMO must request this.	High priced shredders must be accounted for on a hand receipt	
85	Signs	Must be purchased from DLA (formerly DAPS)	If DLA cannot fulfill requirement DLA will send it out for completion.	Cannot purchase from any commercial source. GPO can contract out, but units cannot.
86	Software	Your IMO must contact NEC or G6 for approval	Your IMO must contact NEC or G6 for approval	
87	Software Licenses & Upgrades	Your IMO must contact NEC or G6 for approval	Your IMO must contact NEC or G6 for approval	
88	Solvents	HAZMAT store on post is mandatory - Statement of NonAvailability is only good up to \$3500		Controlled Items - The HazMat store on post is on a Government contract.
89	Splitting requirements	Unauthorized	Unauthorized	A split requirement is defined as multiple purchases of the same or similar items purchased from the same or similar vendors on the same day, consecutive days, or multiple days within a short period of time, and the total of all purchases exceeds the micro-purchase limit (\$3,500 for supplies, \$2,500 for services, \$2,000 for construction).
90	Sports equipment	No approval necessary	Fed Log, Federal Supply System. POC: LRC. Exception from SJA - POC: Richard P. Parker	Fed Log, Federal Supply System carries some sports equipment. Check there first.
91	Storage - Rental	Contact GPC Team for a list of all the pre-approvals. (SJA, Corps of Engineers and MICC Contracting Officers at a minimum)	Contact GPC Team for a list of all the pre-approvals. (SJA, Corps of Engineers and MICC Contracting Officers at a minimum)	Contact GPC Team for a list of all the pre-approvals. (SJA, Corps of Engineers and MICC Contracting Officers at a minimum)
92	Storage Buildings - Purchase	Approval necessary from DPW	Approval necessary from DPW	Contact the Master Planning Division 545-2364
93	Storage Shed	Approval necessary from DPW	Must be approved by DPW. POC: Mr. John Gray, 706-545-3506	Contact the Master Planning Division 545-2364
94	Supplies	Requirement cannot exceed \$3,500	Requirement cannot exceed \$3,500	
95	Supplies greater than \$3,500	Can only be purchased with a \$25K Card from a contract, via GSA Advantage, CHESS or DoD Email	Item must be on contract. Quotes "open market item" means 'not on contract'. Cardholder must compare three purchase prices and must purchase from the vendor with the lowest price.	> \$3,500 form must be submitted and documented. Cannot purchase from local vendors or vendors on the internet.

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96	T Shirts (i.e. PT, esprit de corps)	Unauthorized	Unauthorized: see Clothing	Any exceptions must come from SJA
97	Tape recorders	No approval necessary	No mandatory source	
98	Televisions	No approval necessary	No mandatory source	
99	Third Party Vendors (Paypal, Amazon)	Third Party Payments are online payment processors that provide merchants a way of accepting credit cards. These purchases are considered high-risk. Invoices and receipts must show what was purchased or paid with the GPC.	Make every attempt to choose another merchant with whom to procure the goods and and/or services.	If it is still found necessary to procure through using a third party payment merchant, the approving officer must ensure adequate supporting documentation showing that there was a detailed review of the purchase and that use of the third party payment merchant was unavoidable.
100	Thumb drives	Unauthorized	NEC & G6 will not approve this type of purchase	
101	Training	Documented & approved on SF Form 182	No mandatory source	Must be signed and approved by 1) Training Officer, 2) Supervisor and 3) Approving Authority (director or commander)
102	Trophies & Plaques	Maximum purchase price of \$75.00	Not authorized for mementos, giveaways, or awards for Morale, Welfare, Recreation (MWR) functions, such as Organization Day or Christmas Party events	IAW AR 600-8-22, Mission-related awards only
103	Two-Way Radios	Your IMO must contact NEC or G6 for approval	Your IMO must contact NEC or G6 for approval	Must be accounted for on a hand receipt
104	Vehicle Rental	MUST use the Vehicle Rental Card for any amount	Transportation Office POC: Mr. Martin Hannigan	Cannot contact rental car companies directly. Must get approval from Transportation Office.
105	Walkie-talkies	Your IMO must contact NEC or G6 for approval	Your IMO must contact NEC or G6 for approval	Must be accounted for on a hand receipt
106	Weapons and weapons parts	Unauthorized (for ceremonies, see Ceremonial Guns)	POC: LRC Joe Blevins 545-1250	All weapons are unauthorized including any gun which fires a projectile, including BB guns; all weapons used for martial arts training are also unauthorized.