

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
APO AE 09630**

IMEU-VIC-MWC

20 November 2009

STANDING OPERATING PROCEDURE (SOP)

SUBJECT: NAF Purchases and Property Accountability

1. **REFERENCE:** AR 608-10, Child and Youth Services, 15 July 1997.
2. **PURPOSE:** To provide guidance on NAF purchases and property accountability.
3. **APPLICABILITY:** This SOP applies to the Vicenza Child, Youth & School Services (CYSS) Facility Managers and Hand Receipt Holders.
4. **PROCEDURES:**
 - a. Items and services to be purchased with NAF may be obtained by one of the following procedures and must be **delivered prior to 27 September of the same FY** in order to be charged to the current FY:
 - (1) Submitting a purchase request through PRISM
 - (2) Using a NAF IMPAC card if the amount does not exceed \$2,500 (services), or \$5,000 for items and with prior approval from card holder's Billing Official
 - (3) Petty cash, with prior approval for Facility Manager, from FMD
 - b. Any further information on how to obtain a NAF IMPAC card, or how to prepare a PRISM purchase request, will be provided by the NAF Contracting Office (643-7234).
 - c. Each Program Director will hold a hand receipt for all the equipment and furniture in their facility.
 - d. Any item purchased with a value exceeding \$500, or contains a serial number, will be reported to the NAF Property Book Office within 48 hours of purchase.
 - e. Before change of management, a complete inventory of all property will be conducted, in the presence of the new Director or the designee who has been selected to

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sign for property, and the new individual will sign the hand receipt if all items are accounted for and present.

f. Missing or stolen property and equipment should be immediately reported to the CYSS Coordinator. If appropriate, a Report of Survey will be initiated by the hand receipt holder.

g. Property that is transferred between CYSS activities will be detailed on DA Form 3161 (enclosed) and presented to the Property Book Office.

5. RESPONSIBILITIES: CYSS personnel trained to be PRISM requisitioners should submit completed PRISM requests to the Program Operations Specialist for approval. They will then be routed through FMD for processing with NAF Contracting Office.



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Coordinator, Child, Youth & School
Services

