

UNIT 3. PROCUREMENT DOCUMENTS

LESSON 2. PURCHASE CARD TRANSACTION WORKSHEET (DHS-1501)

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UNIT 3. PROCUREMENT DOCUMENTS

Lesson 2. Purchase Card Transaction Worksheet (DHS-1501)


Introduction

Lesson Overview	This lesson describes the process of completing a Procurement Card Transaction Worksheet (DHS-1501).
Objective(s)	<p>After this lesson, students should be able to:</p> <ul style="list-style-type: none">Given the Basic Daily Food Allowance (BDFA), CGDF monthly folder, a computer with access to the CS Portal, any relevant job aids and additional applicable references COMPLETE a Purchase Card Transaction Worksheet (DHS-1501) for 1 month of operation with 100% accuracy.
References	<ul style="list-style-type: none">Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009

Lesson Structure

Lesson Structure and Required Materials

This table explains this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Adam Shelton at Adam.C.Shelton@uscg.mil

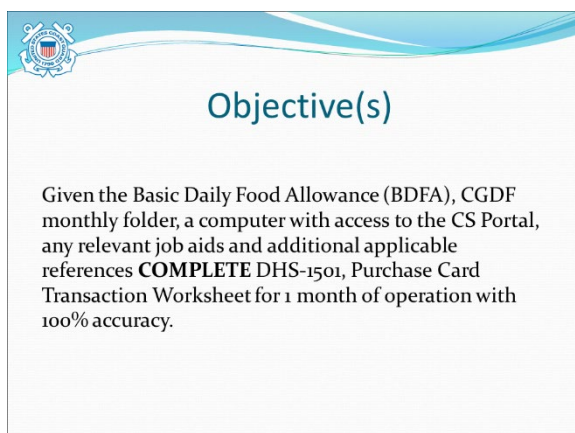
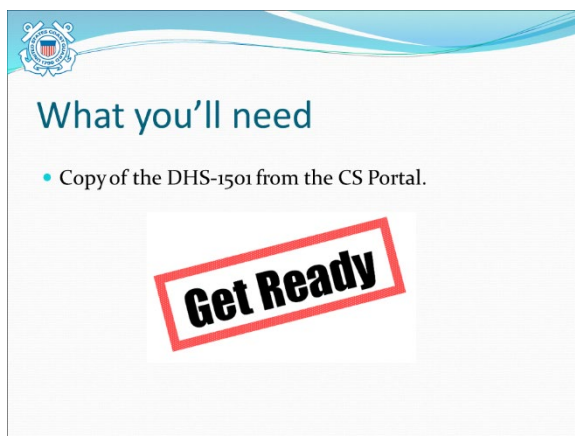
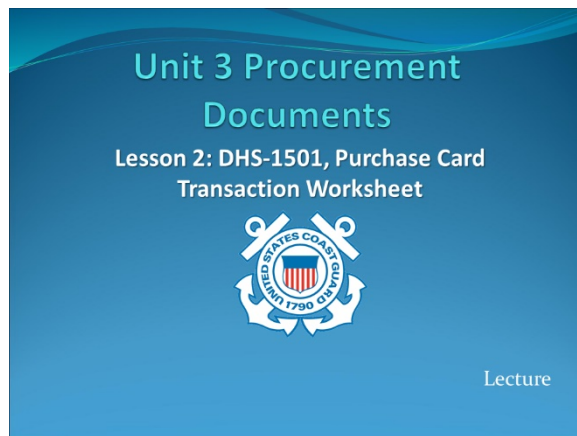
Lesson Title	Lesson 2. Procurement Card Transaction Worksheet (DHS-1501),
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> Expect this lesson to take approximately 1 hour
Paper Materials 	Paper "FSO-PVA Forms Packet" <ul style="list-style-type: none"> Refer to Purchase Card Transaction Worksheet (DHS-1501) Paper Job Aid Booklet: <ul style="list-style-type: none"> JA, "How to Complete a Purchase Card Transaction Worksheet (DHS-1501)"
1. Develop Knowledge	This lesson begins with an online PowerPoint presentation followed with a video demonstration on how to Complete a Purchase Card Transaction Worksheet (DHS-1501). See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Practice	This lesson offers one practice on creating a Purchase Card Transaction Worksheet (DHS-1501). See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in completing a Purchase Card Transaction Worksheet (DHS-1501). See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	

Knowledge Development: Purchase Card Transaction Worksheet (DHS-1501)


Instructions:
Online
Presentation

1. Access paper Job Aid, “How to Create a Purchase Card Transaction Worksheet (DHS-1501)”
 2. Go to milSuite.mil (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
 3. Click on “Knowledge Development” link under Unit 3, Lesson 2
 4. Listed on this screen are the materials you need to complete this demonstration.
 - Presentation DHS-1501
 5. Optional: After viewing presentation, refer to the slides in this section as a refresher.
 6. Email instructor with any questions, if needed.
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Purchase Card Transaction Worksheet (DHS-1501) Slides




Purchase Card Transaction Worksheet (DHS-1501) Slides, (Continued)





Overview of Procurement

- Procurement is the process of buying food to execute your approved CGDF menus.
- You need approval to purchase the food.
- You need to document how much money you spend during the operational month.
- The DHS-1501, Purchase Card Transaction Worksheet process must be completed in conjunction with the Procurement Request to obtain approval for purchasing food.



DHS-1501 - Just the Facts


- Beginning of the Month
 - The DHS-1501 must be completed in conjunction with the monthly Procurement Request for your dining facility.
 - The DHS-1501, Purchase Card Transaction Worksheet must be approved by the CO/OIC and the AO before making any purchases for the month.
- End of the Month
 - At the end of the month, you must return to the DHS-1501 to enter the total amount spent by the purchase card during the operational period, date and digitally sign.
 - The DHS-1501 must be filed on the left side of your monthly folder.

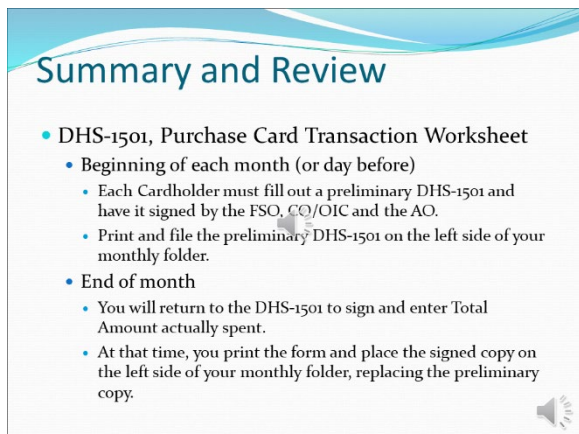
DHS-1501, Purchase Card Transaction Worksheet

(MANDATORY DHS REQUIREMENT: THE DHS FORM 1501 MUST BE FILLED OUT COMPLETELY. FAILURE TO COMPLY WILL RESULT IN A TIER VIOLATION.)

PURCHASE CARD TRANSACTION WORKSHEET				
1. Name of Cardholder: CS1 Smith	2. Cardholder Telephone Number: (123) 456-7890	3. Cardholder Email Address: smith@uscg.mil	4. Component: USCG	5. Program/Office: Galley
6. Requester Name: CS1 Smith	7. Requester Phone Number: (123) 789-4560	8. Date of Request: 5/1/2020	9. Procurement Request Number: 20-11-12345-008	
10. Ship to Address: 123 Main St		11. City: Coast Guard Town	12. State: CG	13. Zip Code: 12345
14. Vendor Name: Various Vendors		15. Vendor POC: See Invoices/Receipts	16. Vendor Phone Number:	
17. Vendor Address: See Invoices/Receipts		18. City:	19. State:	20. Zip Code:
21. (a) REQUIRED SOURCES for SUPPLIES		(b) REQUIRED SOURCES for SERVICES		(c) SPECIAL APPROVALS NEEDED

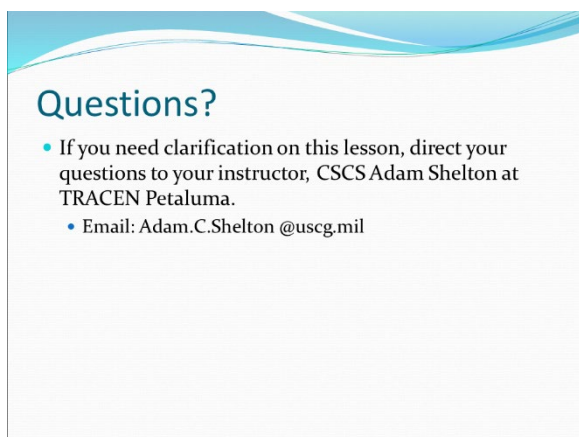


Purchase Card Transaction Worksheet (DHS-1501) Slides, (Continued)



Summary and Review

- DHS-1501, Purchase Card Transaction Worksheet
 - Beginning of each month (or day before)
 - Each Cardholder must fill out a preliminary DHS-1501 and have it signed by the FSO, CO/OIC and the AO.
 - Print and file the preliminary DHS-1501 on the left side of your monthly folder.
 - End of month
 - You will return to the DHS-1501 to sign and enter Total Amount actually spent.
 - At that time, you print the form and place the signed copy on the left side of your monthly folder, replacing the preliminary copy.



Questions?

- If you need clarification on this lesson, direct your questions to your instructor, CSCS Adam Shelton at TRACEN Petaluma.
 - Email: Adam.C.Shelton @uscg.mil

Knowledge Development Demonstration: Purchase Card Transaction Worksheet (DHS-1501)

**Instructions:
Video Demo**

1. Access your paper Job Aid Booklet for the Job Aid, “How to Create a Purchase Card Transaction Worksheet (DHS-1501)”
 2. Go to milSuite for course materials (link below):
 3. <https://www.milsuite.mil/book/groups/fso-pva-course>
 4. Click “Knowledge Development” link under Unit 3, Lesson 2.
 5. Click on the Video Demonstration link:
 - a. DEMO_U3L2_DHS-1501
 6. View Video Demonstration while following along with your Job Aid steps and, as needed, referring to your paper DHS-1501
 7. During or after viewing this video demonstration, write down any questions for instructor that will help you complete the practice activity in the next section.
-

Practice: Purchase Card Transaction Worksheet (DHS-1501)

Access Practice Materials Online

Instructions: Online Practice

Access paper Job Aid, “How to Complete a Purchase Card Transaction Worksheet (DHS-1501).”

1. Go to milSuite.mil for practice materials (link below):

<https://www.milsuite.mil/book/groups/fso-pva-course>

2. Click “Practice” link under Unit 3, Lesson 2
3. Listed on this screen are the materials you need to complete your practice activity.
 - PRACTICE DHS-1501
 - Video – Purchase Card Transaction Worksheet (DHS-1501)

Practice Scenario

You are the FSO on the CGC HAWKSBILL. The following are at your unit:

CO: LT Erin Sheridan

Approving Official: Unit’s XO, LTJG Avery M. Clearwater

You are preparing for June’s subsistence needs.

Instructions #1:

Complete Purchase Card Transaction Worksheet (DHS-1501) at the beginning of June 2020. Close and save the document. Your monthly budget will be your total operating allowance from your Practice Procurement Request (PR) in Lesson 1.

Save the file as “DHS-1501 PRACTICE – Beginning of month (Your last name)”

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Practice: Purchase Card Transaction Worksheet (DHS-1501), Continued

Instructions: Practice, (cont.)

Instructions #2:

Return to the DHS-1501 as if it is the end of the month and complete the form with the actual amount spent by your purchase card utilizing the snippet of the Supply Fund Report (SFR) provided.

Save the file as “DHS-1501 PRACTICE – End of month (Your last name)”

Amount	PDate	PDesc	MCC	MCC Desc
224.05	200224	cold cut sandwich meats, mustard, cheese	5411	GROCERY STORES SUPERMARKETS
667.66	200224	dry goods, produce, milk, vegetables, soda	5411	GROCERY STORES SUPERMARKETS
186.10	200218	dry goods, produce, milk, vegetables, soda	5411	GROCERY STORES SUPERMARKETS
301.15	200213	sausage, steaks, chicken breast	5541	SERVICE STATIONS
10.07	200212	chicken breast	5541	SERVICE STATIONS
274.96	200210	dry, produce, goods	5411	GROCERY STORES SUPERMARKETS
79.32	200213	milk, creamer	5411	GROCERY STORES SUPERMARKETS
18.64	200225	cooking oil, tortilla	5411	GROCERY STORES SUPERMARKETS
2188.42	200203	meat, dairy, produce, frozen, dry goods	5411	GROCERY STORES SUPERMARKETS

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Practice: Purchase Card Transaction Worksheet (DHS-1501), Continued

Instructions: Practice, (cont.)

1. Completed Assessment Forms

Create EMAIL to instructor CSCS Shelton
(Adam.C.Shelton@uscg.mil):

- Subject: U3L2 PRACTICE (Your Last Name)
- Attachment: Your practice doc(s)
- Body of Email: Include this description
 - Unit/Lesson # and Practice (U3L2 DHS-1501)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Practice

10. Your instructor will contact you with feedback using the email and phone number you included in your email.

11. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ul style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.4. Pursue action determined with instructor in Step 3.

End of Practice

Assessment: Purchase Card Transaction Worksheet (DHS-1501)

Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
 - Given the Basic Daily Food Allowance (BDFA), CGDF monthly folder, a computer with access to the CS Portal, any relevant job aids and additional applicable references **COMPLETE** a Purchase Card Transaction Worksheet (DHS-1501) for 1 month of operation with 100% accuracy.
2. Questions are not permitted during an assessment.
3. You are allowed three attempts to pass this assessment.
4. Performance Criterion for Successful Assessment Outcome:
 - Completed DHS-1501 including lines 1-15, 17, 21-28.
5. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, "Create Purchase Card Transaction Worksheet (DHS-1501) to review this assessment. If you did not download the PTC Booklet at the start of this course, the PTC Booklet can be found on this course's milSuite site.

Continued next page

Assessment: Purchase Card Transaction Worksheet, Continued

Instructions: Assessment, CONT.

Access Assessment Materials Online

1. Access the paper Job Aid, “Job Aid: Purchase Card Transaction Worksheet (DHS-1501) in your Job Aid Booklet.
2. Go to milSuite for practice materials (link below):

<https://www.milsuite.mil/book/groups/fso-pva-course>

3. Click “Assessment” link under Unit 3, Lesson 2
4. Listed on this screen are the materials you need to complete your practice activity, including:
 - ASSESSMENT – DHS form 1501

Complete Assessment

6. Using your Job Aid, “How to Create a Purchase Card Transaction Worksheet (DHS-1501)” for guidance and the parameters below, complete the PR for one month.

7. PTC Assessment Scenario

You are the FSO on the CGC HAWKSBILL. The following are at your unit:

CO: LT Erin Sheridan

Approving Official: Unit’s XO, LTJG Avery M. Clearwater

You are preparing for July’s subsistence needs.

Continued next page

Assessment: Purchase Card Transaction Worksheet, Continued

**Instructions:
Assessment,
CONT.**

Instructions #1:

Complete Purchase Card Transaction Worksheet (DHS-1501) at the beginning of July 2020. Close and save the document. Your monthly budget will be your total operating allowance from your Assessment Procurement Request (PR) in Lesson 1.

Save the file as “DHS-1501 ASSESSMENT – Beginning of month (Your last name)”

Continued next page

Assessment: Purchase Card Transaction Worksheet (DHS-1501), Continued

Instructions: Assessment, CONT.

Instructions #2:

Return to the DHS-1501 as if it is the end of the month and complete the form with the actual amount spent by your purchase card utilizing the snippet of the Supply Fund Report (SFR) provided.

Amount	PDate	PDesc	MCC	MCC Desc
67.53	191029	Donuts, pastries	5462	BAKERIES
1442.95	191029	Meats dairy, produce	5411	GROCERY STORES SUPERMARKETS
722.71	191022	produce, hashbrowns, chips, taco shells, meats, dry goods	5411	GROCERY STORES SUPERMARKETS
785.59	191015	juices, ice coffee, mahi mahi, beef jerky, sausage, cheese, frozen goods	5411	GROCERY STORES SUPERMARKETS
211.30	191008	water, Gatorade, sweet tea	5411	GROCERY STORES SUPERMARKETS
464.82	191008	eggs, bacon, produce, sushi, bread,	5411	GROCERY STORES SUPERMARKETS

Save the file as “DHS-1501 –ASSESSMENT - End of month – (Your Last Name)”

8. Completed Assessment Forms

Create EMAIL to instructor CSCS Shelton
(Adam.C.Shelton@uscg.mil):

- Subject: U3L2 ASSESSMENT (Your Last Name)
- Attachment: Your assessment doc(s)
- Body of Email: Include this description
 - Unit/Lesson # and Assessment (U3L2 DHS-1501)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Continued next page

Assessment: Purchase Card Transaction Worksheet, Continued

Instructions: Receive Instructor Feedback on Assessment
Practice,
CONT.

9. Your instructor will contact you with feedback using the email and phone number you included in your email.
10. Instructor feedback on your practice:

IF	THEN
Your assessment was correct	Congratulations! You have demonstrated proficiency in an important FSO skill.
Your assessment had errors.	<ol style="list-style-type: none">1. Take notes capturing instructor feedback.2. If needed, ask the instructor questions to clarify your errors.3. Discuss with instructor if you are ready to attempt a second assessment or if you want to go back and do another practice before attempting assessment again.4. Pursue action determined with instructor to successfully pass your assessment.

End of Assessment