

15 September 1997

MEMORANDUM FOR Ms Mona Tyler, General Services Administration, PO Box 17735,
Washington, DC 20005

SUBJECT: Approving/Certifying Official Delegation of Authority

1. You are designated as the Approving Official/Certifying Officer for the purpose of purchasing supplies and services using appropriated funds. These purchases will be made by Credit Cardholders appointed by the Director of Contracting using the Government I.M.P.A.C. VISA Credit Card. Your Contracting Officer and Program Coordinator for the VISA Credit Card Program is the Director of Contracting (DOC), Fort Lewis, WA.
2. You are responsible for: approving your organization's credit card SOP; ensuring your cardholders' purchases are authorized and consistent with the unit's mission; purchases are supported by an authorization document; ensuring mandatory sources of supplies are used when required; and ensuring all accountable property purchased is reported to your Property Book Officer/Hand Receipt Holder. Your purchases cannot exceed the single purchase limit of \$2,500.00 and any monthly purchase limit established by your Resource Management Office. Additionally, you will be responsible for certifying payment vouchers and documents for the following types of payments: Government Purchase Card Contractor Billing Statements covering purchases of supplies and services obtained with the Government purchase card. By submission of a completed DD Form 577, Signature Card, you acknowledge this appointment and the responsibilities associated with the Government Purchase Card program.
3. All purchases must be made in accordance with applicable laws, regulations and directives to include the Federal Acquisition Regulation (FAR), the Army Federal Acquisition Regulation (AFARS), and the Directorate of Contracting I.M.P.A.C. Credit Card SOP, 715-2.
4. This delegation shall automatically terminate upon separation from your current agency or upon reassignment to another office within the same agency.
5. Points of contact are Nan Space or Edith Smith at (253) 967-2151 extensions 262 or 235 respectively.

JAMES N. EDWARDS
Director of Contracting

