

MEMORANDUM FOR BILLING OFFICIAL NAME: _____

1. You are advised to review and adhere to the following regulations needed to adequately perform the duties to which you have been assigned:

- a. Army Government Purchase Card Operating Procedures
- b. Army Federal Acquisition Regulation Supplement (AFARS), Part 5113.2 "Simplified Acquisition Procedures
- c. Defense Federal Acquisition Regulation Supplement (DFARS) Part 213.301 "Government-wide Commercial Purchase Card"
- d. Federal Acquisition Regulation (FAR), Part 13 "Simplified Acquisition Procedures"
- e. Department of Defense (DOD) Financial Management Regulation (FMR) Vol. 10, Ch. 23, "Purchase Card Payments"
- f. Section 3325 and 3528 of Title 31, United States Code
- g. DoD Directive 7000.14R, DoD Departmental Accountable Officials and Certifying Officers
- h. DoD FMR, Volume 5, Chapter 33, Certifying Officers, Departmental Accountable Officials, and Review Officials

2. You have successfully completed the mandatory training requirements, and occupy a position where your duties include the functions of a billing official/certifying official for (Activity's) purchase card program. Therefore, in accordance with the references in paragraph 1, and pursuant to the authority vested in the undersigned, I hereby appoint you as a billing official for your agency cited above.

3. This account is for supplies, non-personal services, and training purchases in accordance with the mission of your agency. As the primary billing official, you are responsible for certifying your cardholders' purchases for payment to:

DFAS INDIANAPOLIS

4. Your appointment is effective upon your signature and remains in effect until formally revoked in writing by the appointing official. Pre-purchase approval from you is required of your cardholders in accordance with the Army Government Purchase Card Operating Procedures and your local standard operating procedures. Property accountability must be reported to your Property Book Officer and Hand Receipt Holder.

5. Appointed certifying officers must complete an approved Certifying Officer Legislation training course within 2 weeks of their appointment and before actually performing as certifying officers, and provide a printed copy of the course completion certificate to their supervisor, who may specify any of these sources of training:

- A. <http://www.dfas.mil/fastrac/coltraining.html>.
- B. https://fm.csd.disa.mil/kc/login/login.asp?kc_ident=kc0014&blnAccess=TRUE.
- C. <https://www.defensetravel.dod.mil/Passport>

6. As an individual involved in approving the spending of public funds, you are held to a high standard of responsibility and accountability. Be advised that billing officials have pecuniary liability for any illegal, improper, or incorrect payment processed by the organization as a result of any payment that is found to be illegal, improper or incorrect. You must become thoroughly familiar with your responsibilities and accountability. Non-compliance with applicable laws and regulations may result in suspension of your account.

7. By signature below you acknowledge this appointment, and affirm you have read and understand your responsibilities as described in the following references:

- a. Title 31, US Code, Section 3325, Vouchers (<http://www4.law.cornell.edu/uscode/31/3325.html>)
- b. Title 31, US Code, Section 3528, Responsibilities and Relief from liability of certifying officials (<http://www4.law.cornell.edu/uscode/31/3528.html>)
- c. DoD Directive 7000.14R, DoD Departmental Accountable Officials and Certifying Officers (http://comptroller.defense.gov/fmr/12/12_19.pdf)

d. DoD FMR, Volume 5, Chapter 33, Certifying Officers, Departmental Accountable Officials, and Review Officials (http://comptroller.defense.gov/fmr/05/05_33.pdf)

8. Planning succession is crucial and required. When you process out, you must notify the A/OPC. Accounts without a primary and alternate billing official or have an alternate billing official without a primary billing official longer than 45 days will be suspended. Further, you must notify this office of any changes to your managing account so that your account can be brought up to date in a timely manner. NOTE: All nominations for account holders and changes to your current account must be submitted to your A/OPC.

9. Please promptly complete the following actions:

- a. Sign and date Enclosure 1, and return to your Level 4 A/OPC.
- b. Complete a DD Form 577 (Encl 2), and submit to the DFAS office cited below and your A/OPC.

*DEFENSE FINANCE AND ACCOUNTING SERVICE
VENDOR PAY PRODUCT LINE
ATTN: DEPT 3275 (IMPAC/CARE)
8899 EAST 56TH STREET
INDIANAPOLIS, INDIANA 46249-3275*

c. Retain a copy of all documents for your records for audit review purposes.

10. You are required to return your acknowledgement statement to your Level 4 A/OPC immediately upon signing and dating below.

11. Thank you in advance for ensuring the U.S. Army maintains a sound Government Purchase Card Program.



Patrick R Morris
ACC-NJ GPC Program
AOPC

BILLING OFFICIAL/CERTIFYING OFFICER'S ACKNOWLEDGEMENT OF RECEIPT, UNDERSTANDING AND CONCURRENCE OF HIS/HER APPOINTMENT AND RESPONSIBILITIES:

By signature hereon, I acknowledge my appointment as a purchase card billing official/certifying officer. I have read and understand my responsibilities as cited above. I understand my right to request relief of liability for payments certified due to an inadvertent administrative error. I further understand that this appointment remains in effect until revoked in writing by the appointing official (or his/her successor).

Billing Official Signature _____ (Date) _____