

MEMORANDUM FOR CARDHOLDER: NAME OF CARDHOLDER _____

SUBJECT: Delegation of Procurement Authority to Use the Government Purchase Card (GPC)

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"

2. You are hereby delegated procurement authority as a GPC Program Cardholder. You have successfully completed the mandatory GPC training, and you are authorized to purchase supplies and non personal services using the purchase card. Your **single purchase limit** has been established at **\$3,000**. You cannot exceed this limit without written approval of your Agency/Organization Program Coordinator (A/OPC). These limits below are set by statutes and may not be exceeded:

- a. Purchases of construction covered under the Davis Bacon Act (DBA) shall not exceed **\$2,000**.
- b. Purchases of services covered under the Service Contract Act (SCA) shall not exceed **\$2,500**.
- c. Purchases of services specifically exempted from the SCA such as training services, utility services, installation services, repair and maintenance services, etc. shall not exceed **\$3,000**. If you are uncertain whether the SCA applies to your purchase, you must contact you're A/OPC for guidance prior to making the purchase. Purchases of supplies shall not exceed **\$3,000**.

3. Monthly purchase limits must be established by the billing official in coordination with the resource manager/advisor designated to review the purchases. All purchases must satisfy a legitimate government need. The supplies and non-personal services you obtain with the GPC must be for official Government requirements and must be consistent with your assigned responsibilities and your card purchase limits, including commodity restrictions. This authorization does not exempt you from the requirement to obtain certain supplies from required sources of supply listed in Federal Army GPC Operating Procedures 03 May 2013 59

4. Regulation (FAR) Part 8, or from other organizations that have been given exclusive contracting authority for that commodity or service. You are required to obtain any pre-purchase approval required by your organization's policy and also to ensure that all accountable property is reported to the Property Book Officer. You are responsible for all transactions made with this card. You alone are authorized to use this card. You are subject to disciplinary action for misusing the Government Purchase Card.

5. Disciplinary action, to include the reduction of spending limits or suspension or termination of your card privileges, will occur if violations are identified. This delegation is valid until it is formally modified, suspended or canceled, and shall automatically terminate upon separation from the agency or upon reassignment to another office within the agency.

6. For assistance please contact the undersigned. Thank you in advance for effectively managing an important Army purchasing program.



Patrick R. Morris
ACC-NJ
AOPC

I HAVE REVIEWED THE ABOVE AND UNDERSTAND AND CONCUR WITH MY RESPONSIBILITIES IN CONNECTION WITH THE GPC PROGRAM

(SIGNATURE) _____ (DATE) _____