

SAMPLE DELEGATION OF CONTRACTING AUTHORITY LETTER

MEMORANDUM FOR *(Cardholder's Name and Title)*

FROM: *(Name and Title of HCA designee)*

SUBJECT: Delegation of Contracting Authority for Government Purchase Card Use

You have successfully completed the mandatory Government Purchase Card training program. You are, therefore, authorized to obtain supplies and non-personal services and to pay for them using the Government-wide Purchase Card. Any single purchase may not exceed *(cardholder's single purchase limit)*, nor may your total monthly purchases exceed *(cardholder's monthly limit)*.

The supplies and non-personal services you obtain with the purchase card must be for official Government requirements and be consistent with your assigned responsibilities and your card purchase limits, including commodity restrictions, set by your billing official. This authorization does not exempt you from the requirement to obtain certain supplies from required sources of supply listed in Federal Acquisition Regulation (FAR) Part 8, or from other organizations which have been given exclusive contracting authority for that commodity or service.

All purchases using the purchase card shall comply with applicable laws and regulations, including but not limited to the FAR and AFI 64-117. If you purchase such supplies or services, you shall be subject to fines and adverse disciplinary action for misusing the purchase card.

Your billing official will periodically review your use of the purchase card. He/she may determine that you no longer need to use the card and cancel it. He/she may also confiscate your card or, in less severe cases, reduce your monthly purchase limit to \$0.00 until such a time that satisfactory remedial training has been accomplished. The types of violations which may result in cancellation or suspension of the account include but are not limited to: allowing someone else to use your card; failing to perform timely reconciliation; or failing to resolve disputed charges.

When you separate from *(insert name of activity)*, through dismissal, retirement, transfer, or for any other reason, this delegation is automatically terminated and the purchase card must be returned to your billing official for destruction.