

From: Head of Activity (or APC if so designated)
To: Cardholder (Full Name)

Subj: DELEGATION OF AUTHORITY TO USE THE PURCHASE CARD

1. You are delegated authority to purchase supplies and services using the Purchase Card (PC) to make transactions either "over the counter", "by telephone", or "over the INTERNET" (choose the appropriate methods). Your single transaction limit is \$_____ (NTE \$2,500).
2. Transactions may be made only to satisfy mission essential requirements, consistent with this command's organizational responsibilities and your billing cycle limit which is \$_____ (NTE \$9,999,000). This delegation of authority does not authorize you to make purchases that are the responsibility of another organizational element or required to be obtained from mandatory government sources of supply.
3. Transactions must be made in accordance with applicable laws, regulations, and instructions such as the Federal Acquisition Regulation (FAR), NAVSUPINST 4200.94 and this command's Internal Operating Procedures (IOP) which govern use of the card.
4. Your approving official, (Name of Individual) is responsible for review and approval of all transactions made using this authority which is effective upon receipt of a purchase card with your name embossed on it. This delegation of authority is valid as long as you are employed at this command or until formally suspended, modified, or revoked by the head of this command or his/her designee.

NOTE: YOU ARE PERSONALLY LIABLE TO THE GOVERNMENT FOR THE AMOUNT OF ANY ILLEGAL OR UNAUTHORIZED USE OF THE PURCHASE CARD. UNDER 18 U. S. C. 2987, UNAUTHORIZED USE OF THE PC COULD RESULT IN A FINE OF NOT MORE THAN \$10,000, IMPRISONMENT OF NO MORE THAN FIVE YEARS, OR BOTH.

SIGNATURE

CARDHOLDER ACKNOWLEDGEMENT

I _____ have reviewed this delegation of authority, understand the requirements, and accept the responsibilities associated with use of the PC.

Signature

Date

Copy to: APC
Approving/Certifying Official

SAMPLE C