

DEPARTMENT OF THE ARMY  
U.S. ARMY FORT DIX  
DIRECTORATE OF CONTRACTING  
FORT DIX, NEW JERSEY 08640-6150

AFZT-DOC-C

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Delegation of Authority

1. You are hereby delegated authority to purchase supplies and services and pay for such purchases using the Government-Wide Commercial Credit Card (VISA), provided the amount of any single purchase does not exceed \$2500.00.
2. Supplies or services may be purchased consistent with your organizational responsibilities and monthly purchase limits established by the Approving Official designated to review your purchases and in accordance with legitimate mission requirements. This delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply or services for which procurement responsibility has been assigned to another organizational element.
3. All purchases must be made in accordance with applicable laws and regulations, including, but not limited to, the Federal Acquisition Regulation, any supplements thereto, and the Fort Dix Standard Operating Procedures for the Government-Wide Commercial Credit Card Program.
4. This delegation does not authorize you to purchase any of the supplies or services listed in the Standard Operating Procedures under Paragraph G, Unauthorized Use of the Card.
5. This delegation shall automatically terminate upon separation from the agency.

NAME  
Contracting Officer

ACKNOWLEDGMENT:

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)