

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

AFZT-DOC

18 February 1999

MEMORANDUM FOR _____

SUBJECT: Appointment as Certifying Official

1. You presently occupy a position wherein your duties include the functions of a purchase card certifying officer. This memorandum is formal notification that you are hereby appointed as a purchase card certifying officer to the following disbursing office: **DEPARTMENT OF THE ARMY, US ARMY FORT DIX, ATTN: AFRC-FA-RMM (VENDOR PAY), FORT DIX, NEW JERSEY 08640-5240.**
2. As a purchase card certifying officer you will be responsible for certifying payment vouchers and documents for the following type of payments: Government Purchase Card Contractor Invoices covering purchases and services obtained with the Government purchase card.
3. You must become thoroughly familiar with your responsibilities and accountability. You must acknowledge this appointment and that you have read and understand your responsibilities and accountability by signature below. In addition, you must complete DD Form 577, Signature Card, for each disbursing office identified above. Upon completion, the original copy of this appointment, acknowledged by you, the original DD Form 577, and any other information contained in your letter of instruction should be mailed to the disbursing office noted above. Copies should be retained in your files, and a copy of all documents forwarded to the undersigned. For all documents you certify under this appointment, your signature must be in the form indicated by you in Block 5 of the DD Form 577.

PAMELA A. LUTZ
Agency Program Coordinator
IMPAC Credit Card Program

ACKNOWLEDGMENT: By signature hereon, I acknowledge my appointment as a certifying officer. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment I certify that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor).

(Signature)