

Note: DOE Headquarters Offices and individuals wishing to obtain a delegation of Purchasing Authority for the use of purchase cards shall fill out the following application and submit the same to Ms. Deborah Black, MA-641 in Room 8111, 950 L'Enfant Plaza. Ms. Black can be reached on 7-1416 if there are any questions.

Recommendation for Delegation of Purchasing Authority Purchase Cardholder

The following findings and determinations are made pursuant to applicable laws and regulations.

1. There is a clear and convincing need to delegate purchasing authority [attach a Statement of Need]. **Requests must be supported by a justification which, at a minimum, must address: (a) a description of the types of items the nominee will purchase; and (b) the anticipated cost per transaction of the items to be purchased.**

2. _____ [insert cardholder name], the nominee is an employee of, or is detailed to the U.S. Department of Energy, or is an employee of a DOE Management and Operating Contractor

[insert DOE Office or M&O contractor name].

2. The requested single purchase limit for the nominated cardholder is \$3,000.00.

4. The nominated cardholder must meet the following minimum mandatory training requirements prior to receiving a delegation of purchasing authority:

Minimum Mandatory Training:

- **For buyers with a single purchase limit of \$3,000.00:**
 - GSA Online SmartPay training course found at:
<http://www.fas.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm>
[attach a copy of the SmartPay Training Certificate].
 - On-line Affirmative Procurement Training found at
<http://management.energy.gov/documents/APPandPurchaseCards0205Rev.ppt>
[attach a copy of the certificate].

- **For Approving Officials**

