

COD DELEGATION OF AUTHORITY FOR THE GOVERNMENT PURCHASE CARD PROGRAM - CARDHOLDER MEMORANDUM

Date: _____

MEMORANDUM FOR: _____, TRICARE Management Activity (TMA)

SUBJECT: Delegation of Authority for the Government Purchase Card Program - Cardholder

References: (a) Federal Acquisition Regulation (FAR) Parts 3, 4, 8, and 13
(b) DoD Financial Management Regulation 7000.14-R, Volumes 4, 5, and 10
(c) TMA COD, Government Purchase Card Operating Procedures

1. You are hereby designated as a Government Purchase Card (GPC) Program Cardholder for the TMA _____. You completed the mandatory GPC training program and you are authorized to purchase supplies and services using your purchase card. The purchases must be for mission essential TMA requirements. This is supplies and services necessary for TMA employees to perform daily and direct job functions.
2. In executing your GPC responsibilities you must comply with the applicable laws and regulations, DoD and TMA policy, and your delegation of authority, as stated in this memorandum. Responsibilities are listed in the attachment. You alone, are authorized to use the purchase card issued in your name. Your purchases may be subject to disciplinary action for misuse. If the violation(s) are serious enough, the result may be civil, administrative, or criminal penalties.
3. You must not exceed your purchase authority, unless you receive the Agency/Organization Program Coordinator (A/OPC) approval.
 - a. Your single purchase limit:
 - (1) Single purchases of services must not exceed \$2,500.
 - (2) Single purchases of supplies must not exceed \$3,000.
 - b. Your billing cycle purchase limit must not exceed \$_____.
4. Your assigned Billing Official is: _____. You shall comply with your Billing Official's specific procedures to reconcile your account for each billing cycle and complete annual refresher training. In the absence of your Billing Official, your alternate Billing Official is: _____.

5. You shall sign the receipt acknowledgement below for your delegation of authority acceptance. Please forward a signed copy to: TRICARE Management Activity, Acquisition Management and Support, 5111 Leesburg Pike, Sky 5, Suite 550, Falls Church, VA 22041-3206, ATTN: GPC Program Manager, A/OPC, Mr. Robert Piston.
6. This delegation of authority is effective upon receipt of your name embossed purchase card. Your delegation of authority is valid until formally modified, suspended, or terminated, and your authority cannot be re-delegated. You must notify your Billing Official prior to separation from the TMA for transferring records and purchase card destruction.
7. If you have questions about your appointment or any other GPC Program questions, please contact the GPC Program Manager, A/OPC, Mr. Robert Piston, TRICARE Management Activity Acquisition Management and Support (AM&S) Contract Operations Division – Falls Church at: (703) 681-4584 or fax (703) 681-6036 or A/OPC email at: Gsasmartpay@tma.osd.mil.

Robert S. Piston

TRICARE Management Activity,
GPC Program Manager

Attachment: Cardholder Responsibilities

Delegation of Authority to establish a GPC purchase card account for: _____

Single purchase limit for services must not exceed \$2,500

Single purchases of supplies must not exceed \$3,000

Billing cycle purchase limit must not exceed \$ _____.

I reviewed the *TMA COD, GPC Operating Procedures*, in its entirety, which outlines the TMA policy for adherence to the GPC Program. I acknowledge receipt for this delegation of authority and I accept responsibility for the GPC purchase card account to be issued in my name.

Printed Name: _____

Signature: _____

Date: _____

Work Telephone: _____

CARDHOLDER RESPONSIBILITIES

1. The Cardholder must store the purchase card in a locked container, such as a locked cabinet or safe. If the purchase card is lost, stolen, or fraudulently used, the Cardholder must notify the supporting bank immediately and report the incident to his/her Billing Official.
2. The Cardholder shall complete required account reconciliation and report questionable purchase transaction to his/her supervisor, Billing Official, and/or the A/OPC.
3. All purchase requests are submitted by the requestor in writing. The Cardholder must comply with applicable laws, regulations, DoD and TMA policy, and his/her delegation of authority memorandum for the following:
 - a. Purchase justification and purchase limit.
 - b. Required signatures for: Component, Special Authorization (if applicable), and Billing Official approval.
 - c. Utilizing existing contracts.
 - d. Mandatory sources to include mandatory vendors for office supplies.
 - e. Restricted sources.
 - f. Prohibited/restricted purchases.
 - g. Accountable property reporting.
 - h. Tax exempt status.
 - i. Split purchases.
 - j. Funds availability/certification.
 - k. Receiving Official acceptance.
 - l. Account reconciliation.
 - m. Resolving disputes and processing credits.
 - n. Records retention.
 - o. Reviews and audits to include corrective action.