

## ORDERING OFFICER NOMINATION

**1. NOMINEE** *(To be completed by nominating official in requiring activity)*

a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE/PAY BAND	c. TITLE
d. ORGANIZATION/OFFICE SYMBOL		e. TELEPHONE <i>(Include Area Code)</i>

f. This individual is fully qualified to serve as Ordering Officer. It is in the best interest of the Government and the mission of this activity to assign an Ordering Officer to place orders for: *(Nominating official to identify requirement; items to be purchased)*

Annual DoD Ethics Training has been completed. *(If required training is not yet completed, it is scheduled for completion within 30 days of Ordering Officer appointment.)*

There are no known personal conflicts of interest.

A current OGE 450 is on file. *(If not, it must be submitted within 30 days of delegation to the Office of General Counsel and annually thereafter.)*

**2. PURCHASE CARD APPROVING OFFICIAL/CERTIFYING OFFICIAL** *(To be identified by nominating official in requiring activity)*

a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE/PAY BAND	c. TITLE
d. ORGANIZATION/OFFICE SYMBOL		e. TELEPHONE <i>(Include Area Code)</i>

**3. NOMINATING OFFICIAL**

a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE/PAY BAND	c. TITLE
d. ORGANIZATION/OFFICE SYMBOL		e. TELEPHONE <i>(Include Area Code)</i>
f. SIGNATURE		g. DATE <i>(YYYYMMDD)</i>

**4. THROUGH CONTRACTING OFFICER**

CONCUR

a. SOLICITATION/CONTRACT AWARD NUMBER	b. CONTRACT AWARD IS ANTICIPATED BY: <i>(NOTE: Normally, it takes 30 days to establish a purchase card account.)</i>	
c. PROPOSED MAXIMUM SINGLE PURCHASE ORDER LIMIT <i>(Not to exceed \$100,000)</i> \$	d. PROPOSED MONTHLY PURCHASE ORDER LIMIT \$	
e. NAME <i>(Last, First, Middle Initial)</i>	f. ORGANIZATION/OFFICE SYMBOL	g. TELEPHONE <i>(Include Area Code)</i>
h. SIGNATURE		i. DATE <i>(YYYYMMDD)</i>

**5. TO PURCHASE CARD OFFICE (For action)** *(NOTE: The completed Ordering Officer Nomination form and a copy of the Delegation of Contracting Authority for Government Purchase Cardholder are to be provided to the Contracting Officer by the Purchase Card Program Office.)*