



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 13TH SUSTAINMENT COMMAND (EXPEDITIONARY)
BUILDING 39009, SUPPORT AVENUE
FORT HOOD, TEXAS 76544

**COMMAND POLICY
NUMBER 13**

AFVG-CG

8 FEB 11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 13th Sustainment Command (Expeditionary) Policy Memorandum, Procedures and Delegation of Signature Authority for Purchase Requests.

1. REFERENCES: OPORD PW 10-04-252 (Corps Acquisition Review Board [CARB] Procedures), 23 Apr 10.
2. PURPOSE: To establish the policy regarding approval and validation requirements for purchase requests.
3. APPLICABILITY: Headquarters, 13th Sustainment Command (Expeditionary) and all subordinate personnel and organizations assigned or attached to the 13th ESC.
4. BACKGROUND: This policy is published in an effort to provide guidance regarding the approval and validation requirements for purchase requests.
5. PROPONENT: The proponent for this policy is the ACoFS, Comptroller.
6. POLICY:
 - a. This policy applies to all funding venues including General Fund Enterprise Business System (GFEBS), Purchase Requests, Government Purchase Card (GPC) and Temporary Duty Travel (TDY). No further delegation is authorized.

(1) Approval thresholds (subject to availability of funds):

- <\$3,000 – Company Commander or Logistics Officer
- >\$3,000 to <\$10,000 – Battalion Commander, ESC Staff Officer (LTC/O5)
- >\$10,000 to <\$25,000 – Brigade Commander, ESC Staff Officer (COL/O6)
- >\$25,000 to <\$50,000 – ESC Deputy Commander or Chief of Staff
- >\$50,000 – ESC Commanding General
- >\$200,000 – III Corps Deputy Commander (DCG)

(2) Validation thresholds (Validation ≠ funding):

- All IT/automations equipment – G6 Validation
- <\$25,000 – ESC Staff Validation
- \$25,000 and above – Internal Validation (IVB) Board (CARB as required)
- \$200,000 and above – Corps Acquisition Review Board (CARB)

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b. Budget representatives provide Letter of Justification (LOJ), three cost estimates, document number/PBO endorsement, legal review (\geq \$3,000), endorsements (i.e. S6 endorsement; lease vs. purchase analysis) and statement of work (service contracts) to the Resource Management office.

7. EXPIRATION: This policy supersedes Command Policy Memorandum 19, dated 1 May 2008 and remains in effect until superseded or rescinded.



TERENCE J. HILDNER
BG, USA
Commanding

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