

MEMORANDUM FOR: IMPAC Cardholder

FROM: Program Administrator, Office of Administrative and Management
Services, ARSM

SUBJECT: Delegation of Authority for Use of U.S. Government Commercial
Credit Card (Bankcard)

In accordance with the authority granted to me by the Director, Office of Procurement and Contracts, you are appointed as a purchasing agent of the Federal Government. This memorandum delegates limited procurement authority to you to use the Governmentwide Commercial Credit Card.

You will be issued a bankcard embossed with your name and account number. This delegation is effective upon receipt of your bankcard and will be subject to periodic review. This delegation of authority is valid until otherwise formally suspended, modified or canceled. The Approving Official, identified below, is responsible for the review and approval of all purchases made under this delegation.

Use of the bankcard requires adherence to the general and specific instructions governing the bankcard program contained in the attached information packet, and the HUD Handbook 2212.1, REV-2, Governmentwide Commercial Credit Card Program. Any questions you have concerning your Delegation of Authority, its effective date or the Bankcard Program should be directed to the Government Technical Representative, Wilma Robinson at (202)708-3339.

ORGANIZATION:
IMPAC CARDHOLDER NAME:
APPROVING OFFICIAL:
SINGLE PURCHASE LIMIT: 30-DAY LIMIT:

Attachment