

MEMORANDUM FOR: Sandra K. Easter, Contracting Officer

SUBJECT: Appointment Memo 03-08 , Appointment of Payment Certifying Officer for the Government Purchase Card

1. References:

- a. Title 31, US Code Collection, Sec 3325 and 3528, 19 October 1994.
- b. DoD Directive 7000.15, DoD Accountable Officials and Certifying Officers, 8 July 1998.

2. Authority: DoD FMR Vol 5, Ch 33, Accountable Officials and Certifying Officers, August 1998.

3. Purpose: You occupy a position where your duties include the functions of Payment Certifying Officer for Government Purchase Card Approving Official. This memorandum is formal notification that you are hereby appointed a Certifying Officer to:

USACE Finance Center
5722 Integrity Drive
Millington, TN 38054-5005

4. As a Certifying Officer, you will be responsible for certifying vouchers and documents for payment. Certifying Officers have pecuniary liability for any illegal, improper, or incorrect payment processed by the Department as a result of any inaccurate or misleading certification. This means that you may have to repay the total amount of any payment that is found to be illegal, improper, or incorrect. You must become thoroughly familiar with your responsibilities and accountability. By your signature below, you acknowledge this appointment and affirm that you have read and understand your responsibilities as described in the above references.

5. After obtaining signatures below, maintain a copy for your records, and forward the original to the Deputy Director of Finance (CEFC-F) at the USACE Finance Center.

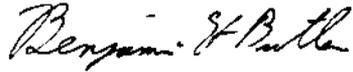
6. Period of Appointment: Effective as of the date of this memorandum and will remain in effect until revoked in writing by the Appointing Officer or successor and will automatically be terminated on your reassignment.

7. POC: Mr. Thomas McCrary, Chief of Resource Management, 501-324-5757.

CESWL-RM (37)

8 Feb 03

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Government Purchase Card


BENJAMIN H. BUTLER
Colonel, EN
Commanding

CF:
CEFC-F

ACKNOWLEDGEMENT

By signature hereon, I acknowledge my appointment as a Certifying Officer. I have read and understand my responsibilities and accountability. I understand my right to request relief of the liability for any payment I certify that is determined to be illegal, improper, or incorrect. I realize that I am authorized to further delegate this appointment and that is this appointment will remain in effect until revoked in writing by the Appointing Officer or successor.


SANDRA K. EASTER
Certifying Officer