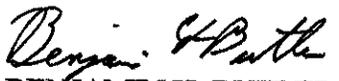


MEMORANDUM FOR See Distribution

SUBJECT: Appointment Memo No. 04-01 , Appointment of Authorizing Officials for Additional Personal Property Items

1. All Division Chiefs of the Little Rock District are appointed as Authorizing Officials for new personal property items with a purchase price of less than \$50,000. They are authorized to delegate this authority, one staff level, for items up to \$15,000 and must provide the Property Book Officer in the Supply Branch with a copy. All individuals appointed as authorizing officials must be in the grade of GS-12 or higher.
2. Authority: ER 700-1-1, dated 2 October 2000.
3. Purpose: To ensure the timely processing of authorization documents and purchase of authorized personal property items. To ensure the authorization of personal property items is in compliance with all applicable regulations.
4. The point of contact is Anita Walters at extension 6173.


BENJAMIN H. BUTLER
Colonel, EN
Commanding

DISTRIBUTION H
+Cy appointees
+Property Book Officer