

SPAWAR Purchase Card Policy Notice S-PCPN 2013-006 – Requirements for purchases over \$3,000.

11 June 2013
Effective Immediately

PURPOSE: This S-PCPN addresses approval requirements for purchases made with card over \$3000 (except for DAPs or training)

OVERVIEW: Cardholders may currently use the card for purchases over \$3000 when the following conditions are present:

1. Appropriate Letter of Delegation (explains specifics of authority)
2. Appropriate single and monthly purchase card limit in Citibank
2. Must use Simplified Acquisition Procedures and GSA schedule

ACTION/GUIDANCE:

It shall be an additional mandatory requirement that all transactions over \$3000 with the exception of DAPs and Training must be coordinated with the local level 5 APC. Written APC approval is required. A copy of the written approval should be in the transaction file.

APC coordination and approval for purchases over \$3000 will provide contract knowledge assistance for the cardholders and mitigate risk for these higher dollar transactions.

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