

GOVERNMENTWIDE PURCHASE CARD CERTIFICATION FORM

NOTE: Before the Governmentwide Purchase Card can be issued to the individual cardholder for use in obtaining micro-purchases, the following statements must be attested to by the cardholder, approving official, the instructor, and the Head of the Contracting Activity. Signature on this form certifies that the purchase card will be used appropriately and the cardholder and approving official understands the adverse actions which may be taken as a result of inappropriate or unauthorized use of the card. Please read and sign the statements below.

VA PURCHASE CARDHOLDER

CERTIFICATION: I certify that I have read and that I understand the policies and regulations that govern the use of the Governmentwide Commercial Purchase Card. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of the purchase card and delegation of procurement authority.

SIGNATURE OF PURCHASE CARDHOLDER

DATE SIGNED

VA APPROVING OFFICIAL STATEMENT

CERTIFICATION: I certify that I have read and understand the policies that govern the use of the Governmentwide Commercial Purchase Card and my associated responsibilities as the above cardholder's Approving Official. I further certify that I will adhere to the policies and regulations governing procurement, and that failure to do so will cause the revocation of approving official authority.

SIGNATURE OF APPROVING OFFICIAL

DATE SIGNED

VA INSTRUCTOR'S STATEMENT

CERTIFICATION: I certify that the above named cardholder and approving official have successfully completed the Department of Veterans Affairs training course on the use of the Governmentwide Commercial Purchase Card Program.

SIGNATURE OF INSTRUCTOR

DATE SIGNED

HEAD OF THE CONTRACTING ACTIVITY (HCA) DELEGATION OF AUTHORITY

DELEGATION OF MICRO-PURCHASE AUTHORITY: Upon completion of the Department of Veterans Affairs (VA) purchase card training course, which has been approved by the Office of Acquisition and Materiel Management, and signature of the Cardholder, Approving Official, and VA Instructor, the cardholder named above is hereby delegated micro-purchase authority to procure supplies and services to be paid for by the Governmentwide commercial purchase card. Without further specific delegation of procurement authority by the Head of the Contracting Activity, the supplies and services procured shall not exceed \$2,500 (\$2,000 for construction)* for a single procurement (*unless otherwise indicated below*) and shall also adhere to the cardholder's monthly spending limit**. Supplies and services procured shall be consistent with the organizational responsibilities and satisfy legitimate VA requirements. All procurements shall be made in accordance with the applicable laws and regulations including but not limited to, the Federal Acquisition Regulation and the VA Acquisition Regulation. This delegation shall automatically terminate upon separation from the agency, upon reassignment to another office within the agency, or upon cancellation of the purchase card account by the approving official, the program coordinator, the Fiscal Officer, or the Head of the Contracting Activity.

SIGNATURE OF THE HEAD OF THE CONTRACTING ACTIVITY (HCA)

DATE SIGNED

SINGLE PROCUREMENT LIMIT IF LESS THAN THE MICRO-PURCHASE THRESHOLD

CARDHOLDER'S MONTHLY SPENDING LIMIT

**\$

**\$

RESERVED FOR OA&MM USE