



COMPTROLLER

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
1100 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1100

JAN 25 2010

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY  
DEPARTMENTS (FINANCIAL MANAGEMENT AND  
COMPTROLLERS)  
COMMANDERS OF THE COMBATANT COMMANDS  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTORS OF THE DEFENSE AGENCIES  
COMMANDER, U.S. ARMY CORPS OF ENGINEERS  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Increase in Convenience Check Dollar Limitation in Support of Haiti  
Earthquake Disaster Relief

The Secretary of Defense authorized Operation Unified Response to respond to the earthquake that struck the country of Haiti on January 12, 2010. The Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics) has advised that the operation makes available for contingency operation procurement flexibilities as stated in the *Federal Acquisition Regulation (FAR)*, Subpart 18.2, "Emergency Acquisition Flexibilities."

Effective immediately, I hereby authorize an increase in the maximum purchase dollar limit per convenience check to \$25,000 for use in executing micro-purchases under *FAR*, Subpart 13.2, "Actions At or Below the Micro-Purchase Threshold" for the duration of the declared emergency. The increase in the convenience check limit is applicable only for payment of micro-purchases that have a clear and direct relationship to humanitarian assistance and disaster relief operations in Haiti and surrounding areas.

Additionally, the convenience check should only be used when the infrastructure does not exist to support the usage of the government purchase card. All appropriate internal control procedures should continue to be followed.

My point of contact for this action is Ms. Audrey Clark. She may be reached by phone at 703-602-0370 or email at Audrey.Clark@osd.mil.

Mark E. Easton  
Deputy Chief Financial Officer

