



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING AGENCY
5109 LEESBURG PIKE SUITE 302
FALLS CHURCH VA 22041-3201

MAR 17 2006

SFCA-PC 06.03.01

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE,
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN (RDA)
DIRECTOR, ARMY CONTRACTING AGENCY
CHIEF ACQUISITION EXECUTIVE, DEFENSE
INTELLIGENCE AGENCY

SUBJECT: Convenience Check Screening

The enclosed listing of convenience checks that violated the \$2,500 threshold is forwarded for your immediate attention. The Department of Defense (DoD) Financial Management Regulation (FMR) Volume 5, Chapter 2, Section 021002, paragraph B.4.b. applies.

The checks were written during the period June 2005 to November 2005. This practice is in direct violation of existing policy and results in unnecessary fees paid by your organization. You are requested to immediately audit and cancel the check accounts that violated the cited regulation. A report of your findings should be forwarded to this office upon completion but no later than 30 days after receipt of this memorandum.

Where cancellation of the check accounts adversely impact mission, you may request permission from this office to defer cancellation of the offending accounts. However, this request should not be submitted until the cognizant organizations can document that actions have been taken to ensure compliance with the cited governing regulation.

Note that convenience checks may be used for payments in overseas transactions up to \$10,000 in support of contingencies declared by the Secretary of Defense. See FMR, Section 021002, paragraph B.4.e. Also, the OSD Comptroller authorized a temporary increase to \$15,000 in support of recovery efforts related to Hurricane Katrina. That increase remained in effect until March 7, 2006. If a check falls into one of these exceptions it is not considered a violation and the account may remain open.

Questions may be directed to Mr. Dan Carro at commercial (703) 681-3417 or email: dan.carro@hqda.army.mil.

A handwritten signature in cursive script that reads "LeAntha D. Sumpter".

LeAntha D. Sumpter
Director
Purchase Card Joint
Program Management Office

Enclosure

CARDHOLDER	ACCOUNT	POST DATE	BANK	AGENT	LVL 2	LVL 3	LVL 4	LVL 5	AMOUNT	MERCHANT
Army										
KUNKLE KARL W	0005323473	20050923	3058	5169	00021	00018	01001	66994	\$7,140.75	DELTA SANATATION 001003
KUNKLE KARL W	0005323473	20051007	3058	5169	00021	00018	01001	66994	\$7,182.07	ELLIA OIL COMPANYH001007
KUNKLE KARL W	0005323473	20051005	3058	5169	00021	00018	01001	66994	\$12,648.30	MAPLES GAS COMPANYY001006
KUNKLE KARL W	0005323473	20051010	3058	5169	00021	00018	01001	66994	\$15,000.00	ELLIA OIL COMPANY 001008
DONOVAN ROBIN P	0004458510	20051013	3058	5180	00021	00018	01018	25578	\$9,520.00	M&N HENDERSON INC 001148
ROSE MELISSA P	0005692489	20051011	3058	5200	00021	00018	01044	48794	\$5,731.04	THE DUNCAN M GRAY 001012
WALTON CINDY L	0004870664	20051013	3058	5230	00021	00018	05133	54720	\$8,400.00	U.S. TREASURER 001148
WALTON CINDY L	0004870664	20051013	3058	5230	00021	00018	05133	54720	\$8,400.00	U.S. TREASURER 001149
THENNIS MONA J	0005602876	20051031	3058	6036	00021	00055	00005	61234	\$2,529.50	UC DAVIS REGENTS 001029
MILLS STEPHANIE	0005697058	20050921	3058	5002	00021	00056	00167	51070	\$2,800.00	HALLETT MOVESS 001012
BRETTMANN MICHA	0004604931	20050727	3058	5023	00021	00056	06340	50928	\$8,096.00	CAPITOL CUISINE 001080
GRANT PATRICIA	0004076668	20051006	3058	5121	00021	00060	05073	64522	\$9,513.00	TW EQUIPMENT RENTA001347
SUGG TRACEY L	0005128138	20050803	3058	9797	00021	00071	07132	01854	\$3,261.55	VDH-WATERWORKS TEC001024
MELGAR TRISH	0005531778	20050921	3058	6136	00021	00082	00001	62864	\$4,250.00	H.B.ACKER 001018
CASTRO SYLVIA R	0005092722	20051013	3058	5435	00021	00094	06382	48475	\$5,775.00	FAIR CITY AUTO 001050
MOYER DALYNE R	0005431201	20051011	3058	9634	00021	00099	00592	15051	\$2,688.00	OUHSC DEPT OF OB/G001005
Air Force										
DUBOSE RICHARD	0005655676	20050614	3058	6681	00057	00014	05604	42040	\$5,222.60	PIKES PEAK LODGE 001007
MURPHY BRYAN K	0004428232	20050930	3058	6704	00057	00016	02301	14431	\$5,126.00	KAPP COMMUNICATION001133
BERRONES SOMMAI	0005626487	20050712	3058	6731	00057	00016	06698	15650	\$2,540.00	STYLES MEDIA GROUP001006
MUGFORD IRIS R	0005365995	20050929	3058	6733	00057	00016	06781	43142	\$2,810.00	STRUCTURES UNLIMIT001032
IRONFIELD HARLE	0005478855	20051027	3058	6733	00057	00016	06781	35927	\$2,689.90	FED EX 001027
MCLAUGHLIN BETH	0004353018	20051010	3058	6759	00057	00019	04814	16484	\$3,327.67	VERIZON FL INC 001064
REYES JOSE O	0005308763	20050927	3058	6933	00057	00023	07095	74737	\$13,207.17	TECHNO DESIGN 001008
DENE JOSEPH F	0005815346	20051017	3058	471	00057	00043	00079	19676	\$2,621.00	DR.JEFFREY ZINK 001151
DENE JOSEPH F	0005815346	20051028	3058	471	00057	00043	00079	19676	\$3,000.00	DR.BECHARDO M.FERD001152
DONALD CURTIS	0003969491	20051027	3058	7053	00057	00064	03022	15804	\$3,750.00	GONZAGA UNIVERSITY001013
MUNGUINA HILDA	0005572897	20050708	3058	7065	00057	00064	06443	72404	\$3,420.00	GEORGE F. KOHN 001002
Navy										
ARGUST MARK	137430	20050815			00017	00022	00031	07765	\$2,790.88	00103 SBC
Defense Agencies										
CONKLIN GLENN	0005744892	20050701	3058	9492	00097	00055	05557	39552	\$3,652.00	R.E.LEE ELECTRIC C001001