



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

SEP 9 2008

COMPTROLLER

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY
DEPARTMENTS (FINANCIAL MANAGEMENT AND
COMPTROLLERS)
U.S. MARINE CORPS, ASSISTANT DEPUTY
COMMANDANT FOR PROGRAMS AND RESOURCES
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 Hurricane
Gustav

Emergency declarations have been announced by the President for the states of Louisiana, Texas, Mississippi, and Alabama due to emergency conditions resulting from Hurricane Gustav. The Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics) has advised that the declarations met the requirements 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 \$15,000 (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 Hurricane Gustav rescue and relief operations.

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. Jacqueline E. Jenkins. She may be reached by phone at (703) 602-0126 or by email at jacqueline.jenkins@osd.mil.

A handwritten signature in black ink, appearing to read "D. Smith".

David P. Smith
Acting Deputy Chief Financial Officer