



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
US ARMY CONTRACTING AGENCY  
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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](mailto: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