



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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DEC 18 2007

COMPTROLLER

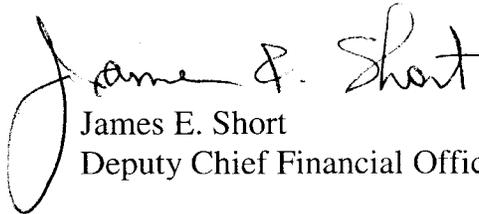
MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY
DEPARTMENTS (FINANCIAL MANAGEMENT AND
COMPTROLLERS)
U.S. MARINE CORPS, ASSISTANT DEPUTY
COMMANDANT FOR PROGRAMS AND RESOURCES
COMMANDERS OF THE COMBATANT COMMANDS
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
COMMANDER,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

SUBJECT: Preferred Payment Method for Official Representation Funds

A recent audit by the Department of Defense (DoD) Inspector General identified instances where cash versus the Government Purchase Card (GPC) was used to procure goods and services in support of Official Representation Fund (ORF) events. In accordance with the Federal Acquisition Regulation 13.201, "Actions at or Below the Micro-Purchase Threshold," the GPC is the preferred method of payment. This also applies to ORF expenditures when the infrastructure supports GPC usage.

A separate GPC account should be established to ensure accountability and transparency of ORF expenditures. All requirements of DoD Directive, 7250.13, "Official Representation Fund" and supplementing Component instructions will be adhered to. Additionally, to reduce the risk of an Antideficiency Act violation, cardholders and authorizing officials should verify the availability of ORF funds before making purchases for properly authorized functions. Authorizing officials and commanders should ensure management controls are in place and supporting documentation is readily available when requested by auditors or investigators.

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