Approved For Release 2006/09/19 : CIA-RDP83-00957R000100010080-9

ADMINISTRATIVE
INTERNAL USE ONLY

OL official

P&M 8-1

17 DEC 1980

75

MEMORANDUM FOR: Director of Economic Research, NFAC

VIA: Director of Finance

FROM: James H. McDonald
Director of Logistics

SUBJECT: Delegation of Procurement Authority Under Imprest Fund Account

REFERENCE: Memo to C/COS/CB/A&CD/OF fm C/OER/AS, dtd 8 Aug 80, Subject: OER Imprest Fund Revision (OL 0 3766)

STAT

1. Pursuant to the authority contained in HR [redacted] you are authorized to procure materials or services under the Office of Economic Research Imprest Fund Account as set forth below:

a. Nonstock items or stock items as required in an operational emergency may be procured at a cost not to exceed $50 per action.

b. Operational and emergency repair and services not to exceed $50 per action.

2. Any operational emergency need for procurement pursuant to paragraph 1 above, in excess of $50, will not be performed without the prior approval of the Chief or Deputy Chief, Procurement Division, OL. Any such authorization will be appropriately documented in the accounting.

3. All procurement under this delegation shall be conducted in accordance with sound business and professional standards consistent with the following in the stated order of precedence:

a. Agency Office of Finance instructions and regulations.

b. Agency instructions and regulations other than paragraph 3a above.

MORI/CDF Pages 3-8

ADMINISTRATIVE
INTERNAL USE ONLY

OL 0 5350

Approved For Release 2006/09/19 : CIA-RDP83-00957R000100010080-9

Approved For Release 2006/09/19 : CIA-RDP83-00957R000100010080-9

INTERNAL USE ONLY

SUBJECT: Delegation of Procurement Authority Under Imprest Fund Account

c. Section 3-607, entitled "Imprest Fund Method," of the Defense Acquisition Regulation (copy attached) except that:

(1) For purposes of this delegation, the monetary limits of this regulation are changed to those reflected in paragraph 1 of this delegation.

(2) This delegation is limited to the uses specified in paragraph 1 of this delegation.

(3) Any nonexpendable material will be reported in accordance with established Agency property accounting procedures.

5. Procurement of material and nonpersonal services, in excess of this delegation, will normally be handled by this Office. Therefore, any such requirements will be identified at the outset and your preliminary work, if any, will be performed only to the extent and in a manner consistent with eventual handling by this Office.

6. Within 30 working days subsequent to the completion of each fiscal year, the Director of Economic Research shall forward to the Chief, Procurement Division, OL, a schedule displaying procurements executed under the subject delegation. A copy of Form 3863, Cash Journal Record of Receipts and Disbursements - Imprest, will suffice, provided that each transaction is identified to the categories set forth in paragraph 1 above.

7. This delegation supersedes any and all previously provided under the named Imprest Fund and shall remain in effect until revoked by the Director of Logistics.

/s/ James H. McDonald

James H. McDonald

Att

Distribution:
Orig - Addressee, w/att
1 - D/Fin, w/att and ref
1 - OL Official, w/att and ref
1 - OL/PD, w/att and ref
STAT 1 - OL/PMS, wo/att
1 - OL/P&PS, wo/att
1 - D/L Chrono, wo/att
1 - OL/PD Chrono, wo/att

CONCUR:

Concurred in first draft
AGC/OL 12-4-80

STAT

INTERNAL USE ONLY

OL/PD: [redacted] (2 Dec 80)
Retyped per EO/OL [redacted] (16 Dec 80)

Approved For Release 2006/09/19 : CIA-RDP83-00957R000100010080-9

Approved For Release 2006/09/19 : CIA-RDP83-00957R000100010080-9

Page Denied

Next 5 Page(s) In Document Denied

Approved For Release 2006/09/19 : CIA-RDP83-00957R000100010080-9