

February 2, 2007

MEMORANDUM TO: Christopher Miller, Chief  
Technical and Regional Program Section  
Office of the Executive Director for Operations

FROM: Mary Lynn Scott, Director */RA/*  
Division of Contracts  
Office of Administration

SUBJECT: DESIGNATION OF APPROVING OFFICIAL

You are hereby designated as the approving official for the employee listed below who has been issued a U.S. Government Purchase Card. This designation is to be used in accordance with "The NRC Procedures for Use of the U.S. Government Purchase Card" issued to you during the required training course for prospective approving officials and can be found at website <http://grape.nrc.gov/readygo/adm/PurchaseCard/index.htm>.

As an approving official, you must review the cardholder's "Statement of Account" at the end of the billing cycle to verify that all expenditures were for official reasons and have your approval. Please ensure that the cardholder has included the correct commitment document numbers, i.e., Budget Fiscal Year (BFY), Budget and Reporting Number (B&R), Job Code and Budget Object Classification (BOC) in the accounting code block on the Statement of Account. Ensure that the cardholder has tagged property and forwarded a copy of the purchase documentation and Purchase Card Log to the Division of Administrative Services. Sign, date and forward the "Statement of Account" with any necessary attachments to the Division of Financial Services, Office of the Chief Financial Officer, within ten (10) working days of its receipt by the cardholder from CitiBank. Retain the original "NRC Purchase Card Log" for your records.

The 30-day limit, current cardholder and the related 30-day limit is listed below.

Approving Official 30-day limit	Alternate Approving Official	Cardholder/30-day limit
\$3,000	Georgette Price	Andrea Kock/\$3,000

If you have a question on this program that is not answered in "The NRC Procedures for Use of the U.S. Government Purchase Card," you should contact Ms. Vicki Gladhill, Agency Program Coordinator, on (301) 415-6519 or Joyce Fields on (301) 415-6564.

cc: T. Pulliam, OCFO  
M. Johnson, OEDO

MEMORANDUM TO: Christopher Miller, Chief  
 Technical and Regional Program Section  
 Office of the Executive Director for Operations

February 2, 2007

FROM: Mary Lynn Scott, Director */RA/*  
 Division of Contracts  
 Office of Administration

SUBJECT: DESIGNATION OF APPROVING OFFICIAL

You are hereby designated as the approving official for the employee listed below who has been issued a U.S. Government Purchase Card. This designation is to be used in accordance with "The NRC Procedures for Use of the U.S. Government Purchase Card" issued to you during the required training course for prospective approving officials and can be found at website <http://grape.nrc.gov/readygo/adm/PurchaseCard/index.htm>.

As an approving official, you must review the cardholder's "Statement of Account" at the end of the billing cycle to verify that all expenditures were for official reasons and have your approval. Please ensure that the cardholder has included the correct commitment document numbers, i.e., Budget Fiscal Year (BFY), Budget and Reporting Number (B&R), Job Code and Budget Object Classification (BOC) in the accounting code block on the Statement of Account. Ensure that the cardholder has tagged property and forwarded a copy of the purchase documentation and Purchase Card Log to the Division of Administrative Services. Sign, date and forward the "Statement of Account" with any necessary attachments to the Division of Financial Services, Office of the Chief Financial Officer, within ten (10) working days of its receipt by the cardholder from CitiBank. Retain the original "NRC Purchase Card Log" for your records.

The 30-day limit, current cardholder and the related 30-day limit are listed below.

Approving Official 30-day limit	Alternate Approving Official	Cardholder/30-day limit
\$3,000	Georgette Price	Andrea Kock/\$3,000

If you have a question on this program that is not answered in "The NRC Procedures for Use of the U.S. Government Purchase Card," you should contact Ms. Vicki Gladhill, Agency Program Coordinator, on (301) 415-6519 or Joyce Fields on (301) 415-6564.

cc: T. Pulliam, OCFO  
 M. Johnson, OEDO

DISTRIBUTION: DC r/f

ADAMS Accession No.: ML070290704

\*See previous concurrence

OFFICE	DC/POT	DC/POT	DC/D			
	VGladhill	JFields	MLScott			
DATE	1/25/07	1/27/07	2/2/07			

OFFICIAL RECORD COPY

This document should be placed in ADAMS.

This document should not be made available to the PUBLIC:

This document is NON-SENSITIVE:

SISP Review Complete X

VJG  
 (Initials)

1/25/07  
 (Date)