DoD HRA

OFFICE OF THE UNDER SECRETARY OF DEFENSE
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COMPTROLLER

SEP 1 3 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Temporary Increase in Convenience Check Dollar Limit in Support of Hurricane Katrina Recovery Efforts

Effective immediately, I hereby authorize a temporary increase in the maximum purchase dollar limit per convenience check, from $2,500 to $15,000, in support of recovery efforts related to Hurricane Katrina, such increase to remain in effect until March 7, 2006.

The Department of Defense Financial Management Regulation, Volume 5, Chapter 2, provides the Department's policy regarding the use of convenience checks. All appropriate internal control procedures should continue to be followed.

When issuing a convenience check, the Purchase Card Account Holder should obtain and record the payee's Tax Identification Number (TIN) on the payment record to ensure compliance with the requirements of the Internal Revenue Code and the Debt Collection Improvement Act of 1996. Generally, the TIN is the Social Security Number for an individual or the Employer Identification Number for a business. In the event the TIN information is not available, the Purchase Card Account Holder will obtain the social security number of the individual receiving the convenience check.

My point of contact for this action is Ms. Carol Phillips. She may be reached by phone at (703) 693-6503 or by email at carol.phillips@osd.mil.

TMcKay

Teresa McKay
Deputy Chief Financial Officer