



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SERVICES AGENCY**

MEMORANDUM FOR NAF CONTRACTING OFFICERS

MAR 06 2009

FROM: HQ AFSVA/SVC
10100 Reunion Place, Ste 304
San Antonio TX 78216-4188

SUBJECT: Use of Nonappropriated Fund Government Purchase Card (NAF P-Card) as Method of Payment on Awards

1. This letter is to provide clarification and interpretation of AFI 34-275, para. 3.1.1.2. and AFMAN 64-302, para 9.4.2, with regard to use of the P-Card as a method of payment against an award. Effective immediately, a warranted Contracting Officer (CO) can specify the use of the NAF P-card as a method of payment on a written order or contract as long as the award is not more than the CO's warrant limit or \$100K whichever is lower.
2. The CO shall ensure sufficient funds have been submitted and reserved to support the award. There must be a distinct separation of duties for purchase, acceptance and payment for the supplies or services. No one individual may perform more than one of these functions without the review and written approval of their immediate supervisor or above.
3. When making the award, the warranted CO shall state on the award document that payment will be made using a government purchase card and shall specify the cardholder's contact information; however, the CO shall not include the credit card number on the award. When the invoice is received, the IPC shall temporarily increase the Cardholder's SPL to the amount of the invoice. Once payment is made, the SPL shall be lowered to its original level.
4. Questions regarding this memo can be directed to the NAF P-Card POC: Ms Barbara Stewart, DSN 487-6931, ext 7266 or email naf.pcard@randolph.af.mil.

A handwritten signature in black ink, appearing to read "Will Foran".

WILLIAM A. FORAN, YC-03, DAF
Director of AF NAF Purchasing

cc:
Ms. Betsy Matich, SAF/AQCP