Office Symbol _____ Date _____

MEMORANDUM FOR GOVERNMENT SPONSORED CHARGE CARD PROGRAM COORDINATOR

SUBJECT: Government Sponsored Charge Card Certification

APPLICANT ACKNOWLEDGEMENT CERTIFICATION

I have read the USACE policy for a Government Sponsored Charge Card and the Employee/Member Account Application. I fully understand and agree to comply with the terms and conditions of the Government sponsored charge card program.

Name _____ Signature _____ Telephone _____

TRAVEL APPROVING OFFICIAL CERTIFICATION OF ELIGIBILITY

I certify that the above employee is eligible to participate in the Government Sponsored Charge Card Program. I will ensure that any cardholder who abuses the charge card privilege will be counseled through appropriate supervisory channels when notified by the USACE Program Coordinator.

Name _____ Position _____ Office Symbol _____

Signature _____ Telephone _____ Date _____

Encl