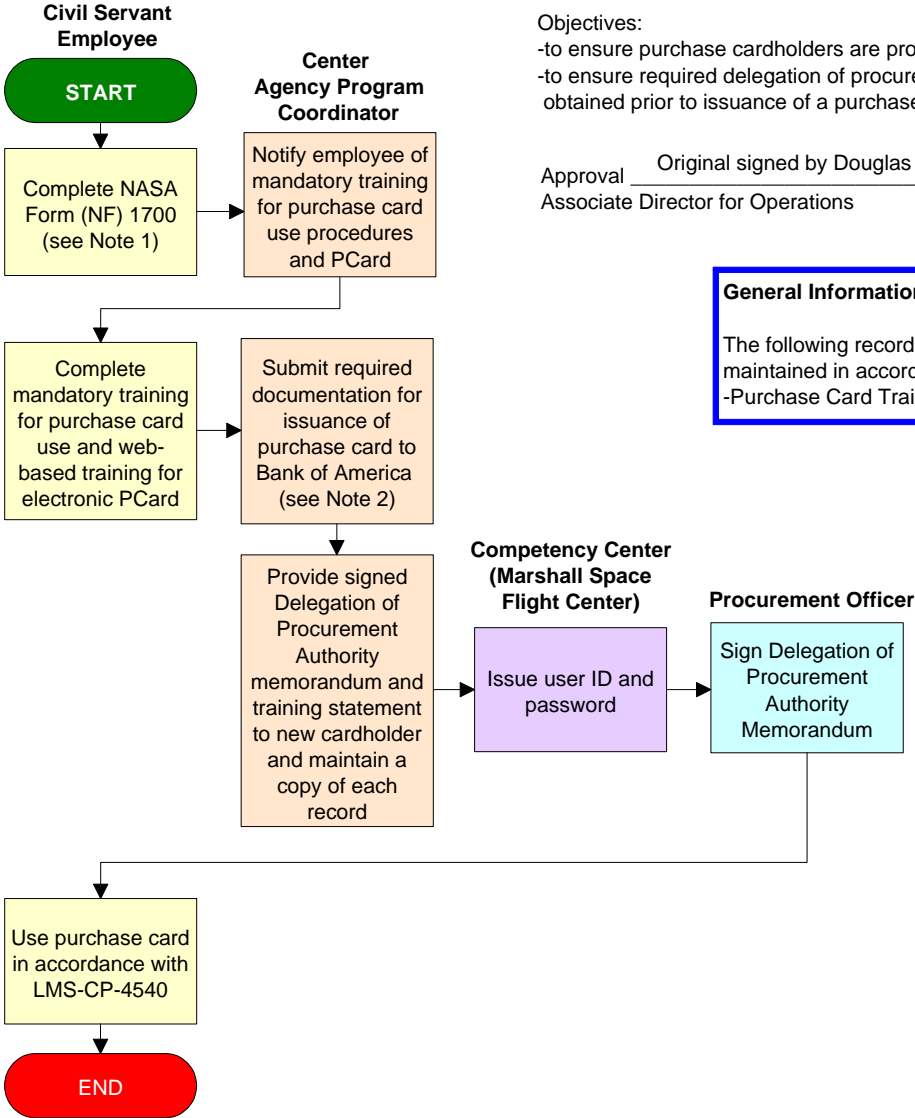


OBTAINING A PURCHASE CARD

LMS-CP-4545
Revision: C-3

Objectives:
-to ensure purchase cardholders are properly trained
-to ensure required delegation of procurement authority is obtained prior to issuance of a purchase card

Approval Original signed by Douglas L. Dwoyer
Associate Director for Operations



General Information
The following records are generated by this procedure and are maintained in accordance with CID 1440.7:
-Purchase Card Training Records

Note 1
NF 1700 can be accessed through the Langley Management System web site and should be sent to Mail Stop 937.

Note 2
Cardholder will receive purchase card within 7-10 business days.