

PZ-P

JAN 12 2010

SUBJECT: Purchasing Authority: Communication Between Non-Retail Contracting Officers and AAFES Contractors

MEMORANDUM FOR: AAFES Contractors

The Army and Air Force Exchange Service (AAFES) is a federal instrumentality that must follow procurement policies and procedures set forth in law and Department of Defense regulations. These policies delegate purchasing authority to duly appointed individuals as a contracting officer or ordering agent. Only those individuals delegated this authority are authorized to execute contracts and amendments that commit AAFES funds. The AAFES associate who is not specifically delegated authority creates an unauthorized procurement action when he or she agrees to buy goods or services or commits AAFES funds. The same is true when a duly appointed individual exceeds his or her delegated authority.

An unauthorized purchase or contract is a personal commitment between an associate and the vender, unless AAFES ratifies the purchase or contract. This means that AAFES is not financially, contractually or legally obligated to ratify the unauthorized action. It is in our mutual best interest to prevent any such unfortunate incidents.

AAFES wishes to maintain a good working relationship with all of its contractors. Sometimes in the interest of getting things done you may be asked by an associate to take some action or deliver goods that is not specifically funded or authorized within the terms of the contract. Whenever this occurs you should contact the contracting officer that signed your contract for specific direction to ensure funds are available, and that, it is an authorized procurement action

Please feel free to contact your contracting officer about such matters or anything else about the terms and conditions of your contract.

Sincerely,



VIRGIL L. DeARMOND

Director

Corporate Procurement