



## Agency Organization Program Coordinator (APC) Delegation of Authority Memorandum

DATE: October 1, 2021

MEMORANDUM FOR: Zackary Fuqua  
FirstNet Agency Program Coordinator

FROM: Scott Palmer  
FirstNet Chief Procurement Officer

SUBJECT: Delegation of Procurement Authority for Agency Program Coordinator

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In accordance with FirstNet Acquisition Manual, you are hereby appointed as Agency Program Coordinator (APC) under the FirstNet Purchase Card Program. Under this appointment, you are hereby delegated authority to manage the day-to-day operations for the Purchase Card Program under the GSA SmartPay<sup>3</sup>® Program.

As APC, you shall not perform the duties and responsibilities of a cardholder or Approving Official.

As (APC), your responsibilities include, but are not limited to, the following:

- Analyze, research, resolve and provide responses to incoming questions and issues.
- Establish, manage, suspend, and/or terminate accounts.
- Manage Merchant Category Codes (MCC). Perform oversight functions, including review of MCCs and notifying the Purchase Card Program Manager of questionable transactions identified.
- Provide training and guidance to all Business Unit Approving Officials and cardholders, as well as maintaining records on completed training.
- Assist with developing Business Unit-specific purchase card training. The training shall be unique to specific programs and not conflict with the GSA SmartPay<sup>3</sup>® Master Contract or FirstNet Acquisition Manual.
- Perform oversight activity of the Government Purchase Card. Conduct annual review/audit of Approving Official and cardholder records for adherence to the policies and guidance set forth in the FirstNet Acquisition and Purchase Card Manuals and/or policies.
- Report suspected fraud, waste and abuse to the Purchase Card Program Manager and OIG. Procedures for submitting reports to the OIG shall be in accordance with DOC DAO 207-10 "Inspector General Investigation."
- Terminate or suspend accounts at the request of the Purchase Card Program Manager when suspected fraud and/or abuse are apparent. Recommend the termination of the Delegation of Procurement Authority or Approving Official appointment.

The delegation may be terminated at any time by written notice by the Purchase Card Program Manager and/or the Chief Procurement Officer.

APC SIGNATURE: \_\_\_\_\_

*Your signature indicates that you have read, understand and agree to comply with your APC role and responsibilities. Please sign and return the original to your Chief Procurement Officer. Retain one copy*