



U. S. Department of Justice

Civil Division

Washington, D.C. 20530

MEMORANDUM

MAR 27 2007

TO: Branch/Office/Staff Directors
All Attorneys
Civil Division

FROM: Kenneth L. Zwick, Director *KLZ*
Office of Management Programs
Civil Division

SUBJECT: Delegation of Procurement Authority -
Purchase Via Certified Invoice

Delegation:

Pursuant to the certified invoice procurement authority granted to me by the Procurement Services Staff, Justice Management Division, in Delegation of Procurement Authority dated January 31, 2007, and in accordance with the Federal Acquisition Regulation, 48 CFR Part 13 and Section 2813.70 of the Justice Acquisition Regulations, you are hereby delegated procurement authority to acquire goods and services up to \$3,000.00 using certified invoice subject to the limitations set forth below.

Limitations:

1. Purchasers of litigative-related goods or services via certified invoice must adhere to the attached procedures.
2. Purchases via certified invoice shall not exceed \$3,000.00 per transaction. Purchases shall not be split to circumvent this dollar threshold.
3. Goods or services purchased must be directly related to a case or cases to which you are assigned.
4. Goods or services must be reasonable in price.

This delegation of procurement authority may not be re-delegated. Unless sooner terminated, this delegation is effective as long as you are assigned to the Civil Division in an attorney position.

Attachment: Certified Invoice Procedures

**CIVIL DIVISION GUIDANCE for
CERTIFIED INVOICE PROCEDURES**

The guidance below is to be followed when using Certified Invoice Procedures as described in the Justice Acquisition Regulations 2813.70. These procedures may be used only when exercising the delegation of procurement authority for litigation-related expenses of \$3,000 or less. The guidance cannot be used for expenses greater than \$3,000.

1. For Expert Witnesses, Litigative Consultants, or Neutrals, prepare an OBD-47, Request, Authorization and Contract for Services of Expert Witness, Litigative Consultant, or ADR Neutral. For all other litigation-related expenses (e.g., court reporters, transcripts, and miscellaneous costs), prepare a CIV 204, Request and Authorization to Incur Litigative Expenses.
2. Place the certification statement below on all invoices.

"I certify that these goods and/or services were received on _____ (date) and accepted on _____ (date). Oral purchase was authorized and no confirming order has been issued."

Signature

Date

Printed or Typed Name and Title

3. Attorneys submit the CIV 204 or OBD 47, the certified invoice, and another supporting documentation to your Director for review and approval.
4. After approval, send the completed form and the other materials listed in # 3 to **OPBE, 1100L St, Room 9040** for processing.
5. To avoid Prompt Payment Act interest penalties, send the completed package to OPBE for payment within **5 workdays** after receipt of the invoice and acceptance of supplies or services. If the service or supplies are not accepted, contact the vendor immediately to resolve invoice discrepancies.