

AMS CHANGE REQUEST COVER SHEET

Change Request Number: 09-05

Date Received: 10/3/08

Title: Addition of FAA Purchase Card Guide to FAST

---

Initiator Name: Jeffrey Baker

Organization Name and Routing Symbol: AJA-431

Telephone: x35723

ASAG Member: David Woodson

Telephone Number: 267-7601

Policy OR Guidance: Guidance

Affected Section/Text Location: Procurement Toolbox

Summary of Change: The addition of a FAA Purchase Card Guide to FAST.

Reason for Change: To serve as a quick-reference tool for FAA cardholders to use when away from computer access, this guide summarizes applicable procurement requirements detailed in AMS Procurement Guidance T3.2.2.5 and T3.2.6.

Development, Review, and Concurrence: AGC-500, AJA-43, AJA-431, AJA-45, ACT, ARC, AFC-001, AJW Field Offices

Target Audience: User of the FAA Purchase Card

Potential Links in FAST for the Change: None.

Attachments: None

Briefing Planned: No

ASAG Responsibilities: None