AMENDMENT TO CONVENIENCE CHECK PROCEDURES, 18 May 99

"Change 1, to Air Force Convenience Check Guidelines, 1 Mar 99

ADD:

"5.f.(1)

In limited circumstances, the Convenience Check may be the appropriate vehicle for repetitive purchases from a single contractor, i.e., guest lecturers, referees, umpires, chapel organists, legal transcribers, etc. Request for waiver to allow check use for a repetitive service must be submitted to the installation Contracting Squadron Commander for review and approval. All checks written for these services must be reported in accordance with paragraph 1.m. above."