



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)  
LOS ANGELES AIR FORCE BASE, CALIFORNIA

Date

MEMORANDUM FOR 61 CONS/LGCP

FROM: [Your Organization]

SUBJECT: Request to Establish Government Purchase Card (GPC) Program Account(s)

1. Request action to establish GPC account(s) for the personnel identified below. These accounts will be used to purchase supplies and non-personal services (or education and training requirements) necessary to mission accomplishment.

Billing Official: Name, rank, duty title, telephone number, e-mail address  
30-Day Limit

Alternate Billing Official: Name, rank, duty title, telephone number, e-mail address

Cardholder: Name, rank, duty title, telephone number, e-mail address  
Single Purchase Limit / Monthly Cardholder Limit

2. Each person identified above has completed the required GPC training (GPC Initial and the DoD Government Purchase Card Tutorial) and the appropriate program set-up forms (attached). The funding to be used to pay for purchase card transactions is identified on the attached certified AF Form 4009, Air Force Purchase Card Fund Cite Authorization.

3. Should you require any additional information, contact \_\_\_\_\_ at \_\_\_\_\_.

Commander/Director

Attachments: (Include only if applicable)

1. Training Certificates (GPC and DoD WBT)
2. AF Form 4009
3. Completed Set-up Forms