



DEPARTMENT OF THE ARMY
2D BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)

18 February 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 41, Fiscal Discipline and Spending Policy. (Supercedes policy letter: Review of Commander's Financial Transaction Listing (ULLS-G & ULLS-S4))

1. **PURPOSE.** To establish policies outlining a reviewing system for commander's financial transaction listing in order to reduce unnecessary spending within the ULLS-G and ULLS-S4 systems.
2. **APPLICABILITY.** Battalion Commanders, Battalion Executive Officers, Company Commanders, Company Executive Officers, Battalion Maintenance Sergeants, Supply Sergeants, and ULLS clerks.
3. **POLICY.** Under the U.S. Army's Single Stock Fund, parts and supplies that are accidentally ordered through the ULLS-G and ULLS-S4 (wrong quantity, wrong stock number, inattention to detail) cannot be refunded. In order to eliminate unnecessary spending, commanders and executive officers will review all commander's daily financial transaction listings prior to the ULLS clerk submitting orders to SARSS.
4. Daily, company executive officers will review all ULLS entries for accuracy and send daily financial transaction listings to battalion executive officers for review.
 - a. ULLS-S4: Company commanders will initial any transactions between \$0.01 and \$500. BN XOs will review all requisitions (extended price) between \$500 and \$1000. BN Cdrs will review and initial any requests over \$1000. The Brigade Commander must approve all requests above \$5000. Units will submit request to Bde S4 who will present it to the Brigade Commander for review and signature. Brigade S4 will return to the BN or Company XO the following day.
 - b. ULLS-G: Company commanders will initial any transactions between \$0.01 and \$1000. BN XOs will review all requisitions (extended price) between \$1000 and \$5000. BN Cdrs will review and initial any requests over \$5000. The Brigade Commander must approve all requests above \$10,000. Units will submit request to Bde S4 who will present it to the Brigade Commander for review and signature. Brigade S4 will return to the BN or Company XO the following day.
5. The Brigade Commander is the only authorized Person to sign requests for any Military Interdepartmental Purchase Request (MIPR), Purchase, Request and Commitment (PR&C), or TDY in 2d Bde.
6. Currently all IMPAC accounts are restricted to no more than \$1000 for the remainder of the 2d QTR. Once I relax this spending limit to the authorized \$5000 per cardholder per quarter then all Government Purchase Cards, GPC, (IMPAC) purchases above the amount of \$500 must be approved by both the BN Commander and the cardholder's Approval Official. All GPC purchases over the amount of \$2000 must be approved by the Brigade Commander.
7. All units will fill out the weekly Budget tracker and submit to the Brigade S4 each Monday (or next working day after a long weekend) NLT 1200hrs. The Brigade S4 will consolidate and turn into the Brigade XO for review at the weekly LRR.
8. Any unit deploying must capture all costs on the Weekly Budget Tracker under deployment costs. Information must include the total cost and all Document numbers associated with deployment costs. This information will be forwarded through the 2BDE S4 to 1AD G8 and G4 for unit re-imbusement.

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9. Each month, Company Executive Officers will review their monthly collection of Commander's Financial Transaction Listings and compare it to the ULLS-G and ULLS-S4 Document Control Register to ensure no erroneous items had been ordered. In addition, when units conduct CL II/IV recons they will not re-order document numbers without having 47th FSB SPO verify it never hit the SARRS system.

10. POC is the 2nd Brigade Commander at DSN 485-7290/7511.

11. This policy is effective immediately, and will be briefed to all Executive Officers, BMOs / BMTs, ULL Clerks and Supply Sergeants, then posted in all Executive Officers Offices, S4 shops, motor pools and supply rooms.

IRON BRIGADE!



JOHN D. JOHNSON
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