

## 1.603-3 Appointment.

(a) *Contracting officers shall be appointed in writing on an SF 1402, Certificate of Appointment, which shall state any limitations on the scope of authority to be exercised, other than limitations contained in applicable law or regulation. Appointing officials shall maintain files containing copies of all appointments that have not been terminated.*

(b) *Agency heads are encouraged to delegate *micro-purchase* authority to individuals who are employees of an *executive agency* or members of the Armed Forces of the *United States* who will be using the *supplies* or services being purchased. Individuals delegated this authority are not required to be appointed on an SF 1402, but shall be appointed *in writing* in accordance with agency procedures.*

**Parent topic:** 1.603 Selection, appointment, and termination of appointment for contracting officers.