



Contracting Directorate

**IMPAC Briefing
8 September 2001
BPAC Meeting**

Govt Purchase Card Program



“The use of the card constitutes expenditures of appropriated funds. The advent of the purchase card did not abrogate the propriety of funding rules established by statute, Congressional direction, Comptroller General Decisions and Air Force policy. As a general rule, if appropriated funds were not legally available for a procurement before the advent of the purchase card, they are not legally available now.”

- **AFI 64-117, paragraph 2.1.1.**
- **Substitute USMTM case funds for appropriated funds**



When to Use IMPAC

- ◆ **Required for all micro-purchases**
 - Purchases of less than \$2,500
 - Never split requirements
- ◆ **Do not use IMPAC if a Blanket Purchase Agreement is in place for the items needed**
- ◆ **Can be used at AAFES for a 10% discount**
- ◆ **Single purchase exemptions up to \$25,000 can be authorized in limited circumstances by the Contracting Officer**

Purchases requiring authorization



- ◆ HAZMAT
- ◆ Com/Computers and Software
- ◆ Telephone Devices
- ◆ Medical Items
- ◆ Paid Advertisements
- ◆ Visual Information, video equipment and services
- ◆ Test, Measuring & Diagnostic Equipment
- ◆ Rental/Lease of Vehicles
- ◆ Rental /Lease of material handling equipment
- ◆ Weapon Systems
- ◆ Construction
- ◆ CE Materials and Real Property
- ◆ Individual Equipment and Organizational Clothing Items
- ◆ MWR Items
- ◆ BASH Program Items

Purchases Requiring Coordination/Review



- ◆ Non-Expendable Budget Code 9 Items
- ◆ Repair services for general equipment
- ◆ Books, periodicals and manuals
- ◆ Professional services
- ◆ Purchase of business cards
- ◆ Payment for express package delivery (requires pre-approval from TMO)

Unauthorized Use of the Government Purchase Card



- ◆ Cash Advances
- ◆ Travel related items
- ◆ Rental or leases of more than 30 days
- ◆ Purchases of fuels
- ◆ Repair of leased vehicles
- ◆ Telecommunications
- ◆ HAZMAT/BASH
- ◆ Janitorial, grounds and maintenance services
- ◆ Printing or copying services
- ◆ Personal services
- ◆ Construction exceeding the Davis-Bacon threshold
- ◆ Gifts
- ◆ Ratification Actions
- ◆ Controlled Cryptographic Items
- ◆ Budget Code 8 XD/XF
- ◆ Utility Services

Newcomer's Training



- ◆ **All Cardholder and Billings Officials need to be appointed as**
 - Download appointment letter from Intranet
 - Have it signed by Division Chief and bring to training
- ◆ **Use for all purchases less than \$2,500**
 - Rebates support USMTM Mission - +\$9,000 to date
 - Ten percent discount at AAFES
- ◆ **Use USMTM Supply for mandated source items**
- ◆ **Accountable items must be added to property records**
- ◆ **Make sure you have funds before you charge!**
- ◆ **Timely processing generates rebates!**
- ◆ **Close your account 30 days prior to departure**
 - Must out-process through Contracting
- ◆ **DC is your business advisor, call anytime!**

U. S. Military Training Mission

