

# SECTION

# C

- **Cardholder Guide**
- **Termination of Card**
- **Process Owner Information**
- **JWOD Information**
- **UNICOR Information**
- **Flag, Guidon, & Crests Information & List of Authorized Vendors**
- **Recycle “Green” Information & List of Products**
- **Wal-Mart/PX Information**
- **Tax-Exempt Certificate**



**Cardholder  
Guide**

**For The**

**Fort Leonard Wood**

**I.M. P. A. C.**

**VISA**

**CREDIT CARD PROGRAM**

**GENERAL INFORMATION**

**A MESSAGE TO CARDHOLDERS:**

Your purchasing card program is brought to you by US Bank IMPAC Government Services. Your service/agency has elected to use US Bank's IMPAC Purchasing Card Program to better manage your service/agency payment process. The IMPAC program has been designed to save you time and reduce paper work.

You have been selected by your service/agency to use the IMPAC Purchasing Card to aid in your procurement responsibilities. These instructions will give you the information you need to use the card effectively. Please keep this guide on hand and use it as a reference tool when questions arise. You are encouraged to read this information carefully and contact the IMPAC Customer Service Department or your Agency/Organization Program Coordinator (A/OPC) if you have questions about any part of this program.

**IMPAC Customer Service  
PO Box 6347, Fargo, ND 58125-6347**

**24-hour-a-day, 7 days-per-week**

**Toll Free: 1-888-99-IMPAC (1-888-994-6722)  
FAX: (701) 461-3466**

MY AGENCY/ORGANIZATION PROGRAM COORDINATOR (A/OPC) is: LOCATED AT THE DIRECTORATE OF CONTRACTING (DOC) at (573) 596-0263 or 0762

My Billing Official's Name and Phone Number:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

My Tax Exempt Number is 12499099.

## State of Missouri

### EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES

Issued to:

DIRECTORATE OF CONTRACTING  
561 IOWA AVE  
FORT LEONARD WOOD MO 65473

Missouri Tax ID  
Number: 12499099

Effective Date:  
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to section 144.030.1, RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Agency are not subject to sales or use tax if within the conduct of your Agency's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Agency only if your Agency issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of section 144.062, RSMo.

Sales by your Agency are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Agency ceases to qualify as an exempt entity, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

(11/88)


**Illinois Department of Revenue**

Office of Local Government Services  
 Sales Tax Exemption Section, 3-520  
 101 W. Jefferson Street  
 Springfield, Illinois 62702  
 217 782-8881

DIR OF CONTRACTING  
 00 JAN 24 AM 11:28

January 14, 2000

DEPT OF THE ARMY DIRECTORATE OF CONTRACTING  
 DIRECTOR OF CONTRACTING  
 BLDG 606, IOWA AVE, PO BOX 140  
 FT LEONARD WOOD MO 65473

Statutory exemptions from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois are available to governmental bodies purchasing tangible personal property at retail. Since your organization qualifies for this exemption, we have issued you the following tax exemption identification number:

E9947-6304-01

to

DEPT OF THE ARMY DIRECTORATE OF CONTRACTING

of

FT LEONARD WOOD, MO

This number does not, however, exempt your organization from Illinois Hotel Operators' Occupation Tax, Electricity Excise Tax, Electricity Distribution Tax, and Telecommunications Excise Tax.

To claim the sales tax exemption, you must provide this number to your suppliers when purchasing tangible personal property for governmental use. This exemption may not be used by officers, employees, or other persons to make purchases for their individual use.

Office of Local Government Services  
 Illinois Department of Revenue

**EXEMPTION OF SALES TAX FOR FEDERAL GOVERNMENT  
PURCHASES FOR THE STATES OF KANSAS AND  
ARKANSAS**

When the Kansas Department of Revenue and the Arkansas Department of Revenue were contacted by the VISA Team Leader, they both stated that the Federal Government is exempt from paying sales tax by law. Both persons indicated that a tax exemption certificate or number was not required. The fact that the IMPAC VISA credit cards state U.S. Government on them is enough to let a vendor know that sales tax will not be paid on any of those purchases. However, if a cardholder encounters a vendor that insists on charging sales tax, both State Departments of Revenue said to have them contact the following persons:

Kansas: Bob Clelland  
Kansas Department of Revenue  
(785) 296-2473

Arkansas: Buella Scott  
Arkansas Department of Revenue  
(501) 682-7104

**CARDHOLDER INSTRUCTIONS**  
**FOR USE OF THE**  
**IMPAC PURCHASING CARD**

1. **PURPOSE:** To provide Cardholder instruction on the proper use of the IMPAC Purchasing Card Program.

The program is designed to replace a variety of processes including petty cash, expensed purchases and certain purchase orders.

Use of the IMPAC Purchasing Card does not relieve you from adhering to all federal and departmental acquisition regulations, policies, procedures, and laws and regulations governing use of Appropriated Funds. If you have questions about procurement regulations, please contact the Directorate of Contracting..

*ALTHOUGH THIS IS A VISA CARD - - No member of your staff, your family, your supervisor, your billing official, or anyone except YOU may use the card. It has been especially designed to prevent you from confusing it with your personal credit cards AND **MUST NOT BE USED FOR PERSONAL PURCHASES OR ANY PURCHASES OTHER THAN OFFICIAL GOVERNMENT USE.***

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**3. GENERAL INFORMATION:**

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- A. The unique purchasing card you've received from IMPAC Government Services has your name embossed or printed on it. The name IMPAC stands for "International Merchant Purchase Authorization Card."
- B. For emergency purchases over your monthly spending limits, you should contact DOC at (573) 596-0263 or 0762.
- C. IMPAC Government Services has established an authorization process whereby the merchant seeks approval, via a telecommunications system, each time you use the card. The authorization is to verify all authorization controls in your spending limits.
- D. Merchants may call to obtain approval for charges you are making. The dollar amounts of charges authorized (approved) are deducted from your 30-day limit until the charge is billed against your account, or for 3 days (less Sundays), whichever comes first. To determine what amount of your 30-day limit remains available, charges billed from the beginning of the current month and amounts authorized but not yet billed are added together and then subtracted from your 30-day limit.
- E. You may receive Government authorized literature mailed with your Cardholder Statement of Account.

- F. IMPAC Government Services does not conduct a credit check on your personal credit history before issuing you an IMPAC Purchase Card. No personal information will be furnished.
- G. **Card Acceptance.** You may use your IMPAC Purchasing Card at any merchant designated by your service/agency that accepts VISA cards for payment of purchases. (Designation is determined by the Merchant Activity Codes supplied by you on your Memorandum for Account Setup.) You may find that some of your merchants do not currently accept VISA cards. Brokering is prohibited. US Bank can assist your merchants in becoming VISA capable. For information regarding acceptance of the IMPAC Purchasing Card, merchants may call US Bank Merchant Payment Services at 800-334-1941. They may also be directed to their local banks or financial institutions.
- H. **LOST OR STOLEN CARDS:** Immediately notify your APC at DOC (573) 596-0263 or 0762 and IMPAC Government Services in the event your IMPAC Purchasing Card is lost or stolen or if you believe your account number has been compromised in any way. Provide the following information to your A/OPC: Your complete name and card number, the date IMPAC Government Services was notified, and any purchase(s) made on the day the card was lost or stolen. **A new replacement card will be mailed to you within 48 hours, and a new account number will be assigned. IMPAC Government Services 1-888-994-6722.**

**CHANGES TO YOUR CARDHOLDER INFORMATION:** Change to your Cardholder information, including name, address, telephone number, e-mail address, organization,

- J. 30-day or single purchase limit, Merchant Activity Type (MAT) Code restrictions, or accounting code should be immediately reported to Susan Martin or Emma Vigus who will notify the IMPAC Government Services. **ANY BUDGET related changes need to be forwarded through Budget (DRM).**
- K. **CANCELLATION OF CARDS:** If your leaving your position or you account needs to be cancelled - - STOP USING THE CARD 60 – 30 days prior to date of cancellation. *Immediately notify DOC.* You should surrender your card to your Billing Official and make sure your Billing Official destroys the card in your presence.

#### 4. PROCEDURES-

- A. **Card Receipt and Activation.** You will be sent an IMPAC Purchasing Card after your A/OPC has setup your account with the bank. You should immediately acknowledge receipt of the card by calling IMPAC Government Services to activate your account. An Interactive Voice Response unit (IVR) requiring the use of a touch tone telephone will move you through the account activation process. Cards sent as a result of the reissue process at the expiration for your current account are subject to the same activation process.

**NONRECEIPT OF REQUESTED CARD:** Allow for normal mailing time after a new account is set up for receipt of your card. Normal mailing time will be between 3 to 4 weeks after submission of the Memorandum for Account Setup. If you have reason to believe that your card should have been received, and you have not yet received it, contact DOC and request a status check. You may be instructed to report your card as lost in the mail. A new card will be mailed to you within 24 hours. A new account number will be assigned to your account.

**Prior To Purchase - You must have received the following documents:**

- A delegation of authority letter** from the Directorate of Contracting, which indicates your spending and transaction limits. (The maximum individual purchase limit is \$2,500.00.)
2. **A Letter of Instruction from your Billing Official.** This letter should outline specific procedures for procurement as well as procedures for purchase of property book items and dispute issues.
3. **Written authorization of funds** (Bulk funding document).

# **USING THE CARD**

- **RESTRICTIONS**
- **MANDATORY REQUIREMENTS**
- **APPROVALS**

## RESTRICTIONS

Use of the IMPAC Purchasing Card varies but the following RESTRICTIONS APPLY TO ALL PURCHASES:

### A. ABSOLUTE RESTRICTIONS:

1. Cash advances or Money Orders.
2. Long Term rental or lease of land or buildings (over 3 months).
3. Purchase of telecommunication networks.
4. No Travel Related Purchases.
5. Aviation fuel
6. Repair of leased or GSA vehicles
7. Gifts/mementoes
8. Construction Services over \$2,000

### B. OTHER RESTRICTIONS:

1. Individual purchases cannot exceed \$2,500.00 OR your designated individual purchase limit.
2. Purchase must be made complete. No back ordered items or partial shipments are authorized. (Exception is DoD Email or or GSA).
3. Delivery must be accomplished within 30 days from date the IMPAC account is charged.
4. Splitting requirements to stay under the individual purchase limit is not authorized.
5. Vendors must be rotated unless purchasing from mandatory sources.
6. Quotes must be firm – fixed price, FOB-Destination
7. No sales tax.

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**FAILURE TO ADHERE TO THE ABOVE RESTRICTIONS MAY RESULT IN TERMINATION OF ACCOUNT AND POSSIBLE INVESTIGATION BY INTERNAL REVIEW.**

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## MANDATORY SOURCES

**PRIORITY SOURCES OF SUPPLY.** The Federal Acquisition Streamlining Act did not abolish the priorities for use of government supply sources as stated In Part 8 of the Federal Acquisition Regulation (FAR). **MICRO PURCHASES ARE NOT EXEMPT FROM THIS REQUIREMENT.** The following information is provided to assist you in locating sources that can supply required products and services:

**Cardholders must screen four sources in order of priority, to satisfy the purchase requirement. (Failing to screen these sources is the most common violation found in audits).**

- 1 **NIB-NISH - National Industries for the Blind/Severely Handicapped** (commonly referred to as JWOD) – Cardholders are required to buy from “Not-for-Profit” agencies. Items include office supplies, medical supplies, plastics, textiles, and industrial products such as paint and cleaners. **YOU MUST BUY FROM NIB/NISH –even if items are available at a local source for less.**

As a result of an Army Contracting Agency (ACA) directive all IMPAC cardholders shall purchase **all** office supplies from the following sources listed in descending order of priority:

First - Fort Leonard Wood Alhaphointe Base Service Center (JWOD Store)

Second - Mandatory Blanket Purchase Agreements (BPAs) listed on the Department of Defense (DoD) EMALL

Office products are generally consumable items that are used in an office environment. The General Services Administration’s definition of “**Office products**” **include, but are not limited to items such as:** pens, pencils, markers, xerographic paper, and printer paper, fax paper, binders, tape, envelopes, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassettes, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums, etc.) optical disks, CD ROMS, physical storage, security, protective and related ADP supplies, remanufactured toner cartridges excluding Hewlett Packard Part Nos. HP92291A and HP92295A. **EXCLUSIONS:** All products which have been determined to be essentially the same as items available under the JWOD Program; items which do not comply with the requirements set forth in Executive Order 13101 (Recycle Green Act) and Items which are not in compliance with the Trade Agreements Act.”

**Federal Supply Schedule (FSS) Classes 70** (General Purpose Commercial Information Technology Equipment, Software, and Services) **and 71** (Office Furniture, Household & Quarters Furniture, Packaged Furniture, Comprehensive Furniture, Management Services, Special Use Furniture, and Miscellaneous Furniture) **are exempt from the above mandate.**

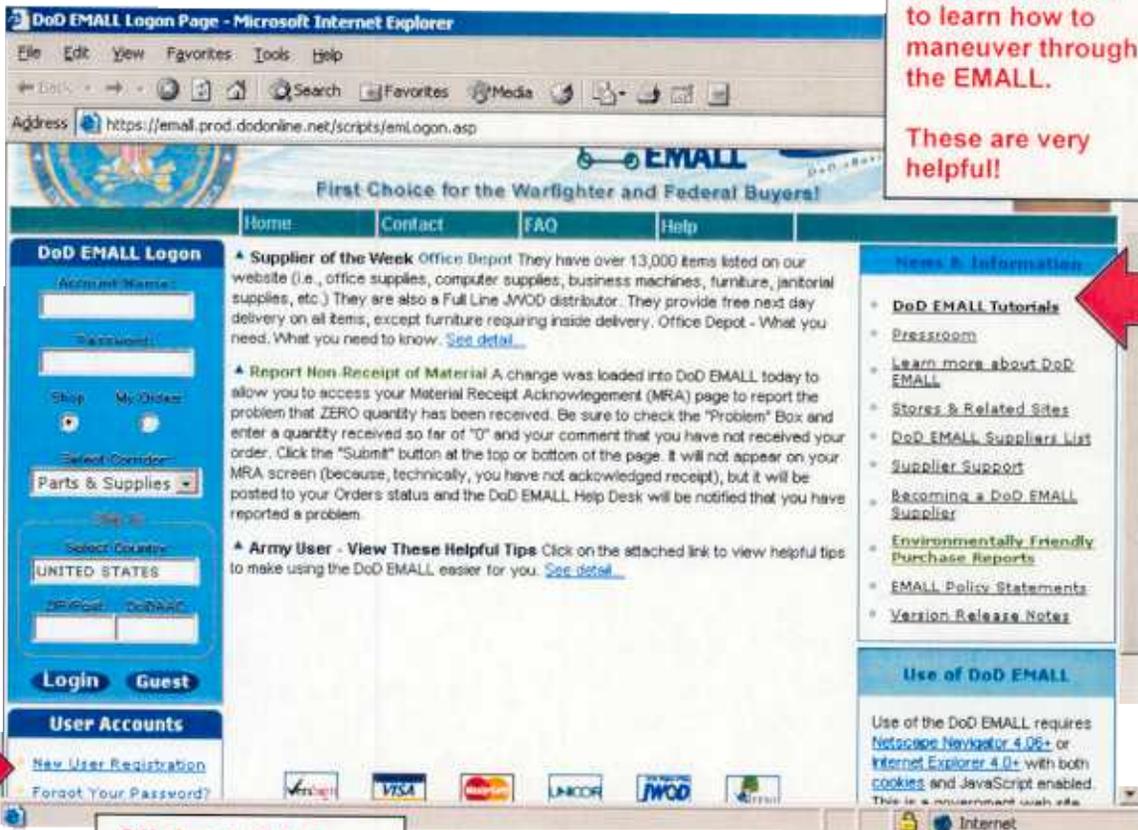
All cardholders must register and obtain a username and password for access to the DoD EMALL. A DODDAC is required when you place an order. The DODDAC for all FLW cardholders is SP5200\*. The website for the DoD EMALL is <https://emall.prod.dodonline.net/scripts/EMStoresRelatedSites.asp>. Instructions for registration follow. On the Army site, there will be eleven BPA vendors from which to purchase your office supplies. Tutorials are available on the DoD EMALL website to assist you in learning to use the EMALL. An EMALL Help Desk has also been established to assist users with registration and ordering problems. The toll free number for the help desk is (888) 352-9333.

A copy of the Army Contracting Agency directive can be obtained from an IMPAC team member. Registration instructions, a list of Frequently Asked Questions and the answers to those questions that provide additional guidance on the why and how of the above mandate follows.

\*DODDAC SP5200 is a generic-assigned DODDAC. If you use this DODDAC, you will need to edit the "ship to" address each time you place an order. If you desire a unique DODDAC for your organization, please contact the DOD EMALL help desk at (888 )352-9333.



Use the Tutorials to learn how to maneuver through the EMALL. These are very helpful!



Click on "New User Registration" to obtain your Account Name and Password.



DoD EMALL Order Management System - Microsoft Internet Explorer

Address: https://email.prod.dodonline.net/scripts/email.asp?type=PARTNET\_SHOP&DEST=PARTS

**DoD EMALL**

LOGIN: [Home](#) [Log off](#)

**SHOP**

- Shop
- Shopping Carts
- Quick List
- Express Stores
- On-Demand Mfg

Change Carrier: [Parts & Supplies](#)

**ORDERS**

- Orders
- Order Status
- Shipments
- MRA Status

**CUSTOMER SERVICE**

- Account

**All of EMALL** | **NSNs Only** | **Commercial Catalogs** | **IT** | **Other** | **On-Demand Manufacturing**

Region (Updates) | Searching | Results History: ID | Power Shop: HCVI

Postal/Country Code DoDAAC: 65473

**Category Browser**

Table of Contents

- Army Office Supply RPAs
- Chaplains' Corner
- Commercial Catalog
- Information Technology Catalog
- NSN Categories
- ODM Catalog

**ARMY USERS MUST USE THIS LINK ONLY**

Advanced | Any words | All words

NSN: Starts With (alphanumeric)

MBN: Starts With (alphanumeric)

Mfr Part No: Starts With (alphanumeric)

Manufacturer: Starts With (alphanumeric)

Catalog Number/CLIN: Starts With (alphanumeric)

LPC: Starts With (alphanumeric)

https://catalog.prod.dodonline.net/email/cat/browse?taxonomy.do?taxonomyBranchId=1~1000~1009

## CURRENT JWOD AUTHORIZED DISTRIBUTORS

The following commercial firms are currently authorized to distribute Javits-Wagner-O'Day (JWOD) Program products to Federal customers as required by FAR 8.7. These items typically carry the SKILCRAFT brand name. Firms marked with an asterisk (\*) currently do not carry JWOD products in their retail stores. Please note that the distributors listed below are required by the JWOD Program to substitute the appropriate JWOD item in the event a Federal customer inadvertently orders a commercial item that is "essentially the same" as a JWOD product. **Exceptions to Use of the AlphaPointe (JWOD) Store or DoD EMALL**

When either of the following conditions exist, an exception to the mandatory use of the AlphaPointe (JWOD) Store or DOD EMALL is granted:

- (1) The mandatory BPA vendors nor the store can satisfy the ordering office's **urgent** delivery requirement
- (2) When it is determined that a JWOD product is priced above fair market value at either the store or the EMALL. At this point, the cardholder is allowed to make a comparison with other JWOD sources (listing follows), and the least expensive JWOD source shall be used.

The following list is subject to change:

### Office Supplies

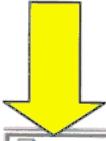
Large Businesses:	
Staples National Advantage	888-212-7219 *
MANCON, INC.	800-766-9079
Small Businesses:	
HTH Technical Agency, Inc.	866-484-8324
Northeast Office Supply Co.	800-721-6498
Rite Quality Office Supply	513-942-2104
Shaheen Office Supply	800-832-8119
Total Business, Inc.	800-628-0822
AmeriSys, Inc.	703-631-2644
Bee Office Solutions	800-321-0806
Benjamin Office Supply & Services, Inc.	800-516-3876
C & C Office Supply	228-432-0477
Coastal Office Systems and Supply Co.	757-366-5502
Forms and Supply, Inc.	800-532-0335
Guernsey Office Products, Inc.	703-968-8200
Postal Products Unlimited, Inc.	800-229-4500
T & M Computer Supply Co.	800-433-4526
Triton Business Systems	410-381-2300

### Hardware/Industrial/Paints

Large Businesses:	
The Fastenal Company	507-453-8339 *
Grainger Industrial Supply	800-468-8326 *
Maintenance Warehouse	800-431-3000
Sherwin-Williams Company	800-321-8194 *
Small Businesses:	
Allied Enterprises	800-943-5400
Birsch Industries, Inc.	888-622-0356
High Country Chemical	303-287-6700
Maintex	800-261-4456 *

2. Federal Prison Industries (UNICOR) – Cardholders are required by Law to consider purchase of items manufactured or produced by Federal Prison Industries (e.g. furniture).

INTERNET ADDRESS: <http://www.unicor.gov>  
 Phone Number: (800) 827-3168 Fax: (606) 254-9692



<a href="#">Home</a>	<a href="#">What is UNICOR</a>	<a href="#">What's New</a>	<a href="#">Schedule of Products</a>	<a href="#">Customer Service</a>	<a href="#">On-Line Store</a>	<a href="#">Services</a>	<a href="#">Site Map</a>
Shop by Category					<a href="#">Order Status</a>	<a href="#">Ask UNICOR</a>	<a href="#">Help</a>
<b>Products &amp; Services</b>					<a href="#">Sign In and Shop</a>		

- Clothing & Textiles
- Electronics
- Fleet Management & Vehicular
- Graphics
- Industrial Products
- Office Furniture
- Recycling
- Services

U.S. DEPARTMENT OF JUSTICE  
 FEDERAL PRISON INDUSTRIES, INC.

*One Quality Name*  
**UNICOR**  
*that Frequents More Federal Agencies than Any Other...*

<a href="#">Corporate Overview</a>	<a href="#">Sales Representatives</a>	<a href="#">Publications</a>	<a href="#">Waiver Requests</a>	<a href="#">Quick Ship</a>	<a href="#">What's on Sale</a>
<a href="#">Public Notices</a>	<a href="#">Partnership Links</a>				<a href="#">Best Sellers</a>
<a href="#">Business/ Commercial Opportunities</a>					



FIRSTGOV

**Requested item is \$250.00 or less – Item may be ordered from any vendor.**

**Requested item is \$251.00 or more - If cardholder is not ordering the UNICOR product, then they must perform market research comparing price, quality, and time of delivery. This research must be documented in writing. The documentation and purchase request must be submitted to the Directorate of Contracting office for formal solicitation.**

### 3. Department Of Heraldry - Flags and Crests

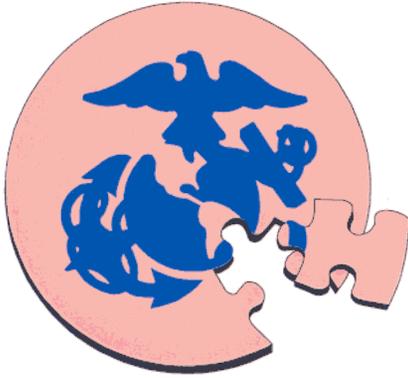
# FLAGS



**Buy American Flags from GSA**

**Guidons, organizational flags and campaign streamers - Units must fax a DD Form 1348-6 directly to the Army Support Office in Philadelphia. Instructions are located at <http://ct.dscp.dla.mil/ctinfo/flagstreamers.html> . Item Manager at fax 215-737-2549, phone 215-737-2519. Manager will require a copy of the unit lineage and honors certificate when ordering streamers.**

**Foreign Flags – United Nation Flags must be ordered by DOL (573) 596-0953. All other foreign flags, vessel flags, danger flags, danger streamers, special award flags, and award streamers are local purchase.**



Insignia, Crests, Badges, etc -

Insignia is the generic word for all military units, ranks, and special identifications. The Dept of Heraldry controls the production of all insignia. Regular military grade and rank insignia should be procured through the supply system. Clothing sales can be used in most cases. Distinctive unit insignia and soldier sleeve insignia are those that are unique to individual military units and job classifications. These are not available in the supply system and must be procured from Dept of Heraldry certified manufacturers (*list provided on following page* ). The Dept of Heraldry controls the "molds/patterns" of all insignia and works closely with the certified manufacturers who make these items. When ordering insignia, you should always know the "motto" i.e. lead, follow, etc. This helps the manufacturer to know exactly what you want. Contact PERSCOM, Ft. Belvoir, at ph # (703) 806-4984



See next page for list of Dept of Heraldry certified manufacturers



# RECYCLE GREEN

EPA S LIST OF DESIGNATED

## 1. Vehicle Products

- engine Coolants
- retread tires
- any lubricating oil (engine, hydraulic and gear oils)

## 2. Transportation Products

- traffic cones
- traffic barricades
- parking stops made from concrete or containing recovered plastic or rubber
- channelizers containing recovered plastic or rubber
- flexible/other delineators containing recovered plastic

## 3. Park and Recreation Products

- playground surfaces containing recovered rubber or plastic
- running tracks containing recovered rubber or plastic
- plastic fencing containing recovered plastic for use in controlling erosion control, snow or sand drifting and as a warning/safety barrier
- park and recreational furniture
- playground equipment

## 4. Landscaping products

- hydraulic mulch containing recovered paper or wood used for hydroseeding and over-spray for straw mulch in landscaping, erosion control, and soil reclamation
- compose made from yard trimmings, leaves, or grass clippings for use in landscaping, seeding, planting or erosion control
- garden and soaker hoses containing recovered plastic or rubber
- lawn and garden edging containing recovered plastic or rubber
- landscaping timbers/posts

## 5. Construction Products

- building products and insulation such as sheeting, roof decking, and wall panel including:
  - structural fiberboard
  - laminated paperboard
  - perlite composite board
  - polyurethane
  - polyisocyanurate
  - polystyrene
  - phenolics
  - composites
  - spray in place insulation including foam in place polyurethane and polyisocyanurate and spray on cellulose
  - loose-fill insulation including cellulose fibers, mineral fibers (fiberglass and rock wool), vermiculite and perlite
- blanket and batt insulation including mineral fibers such as fiberglass and rock wool
- fiberboard and laminated paperboard for non-insulating applications including building board, sheathing,

shingle backer, sound deadening board, roof insulating board, insulating wallboard, acoustical and non-acoustical ceiling tile, acoustical and non-acoustical lay-in panels, floor underlayments, and roof overlay (coverboard)

floor tiles containing rubber or plastic (heavy duty or commercial)  
patio blocks containing rubber or plastic  
cement and concrete

- includes concrete block and pipe containing coal fly ash or granulated blast furnace slag containing granulated blast
- carpet and carpet cushion made of polyester fiber for use in low and medium wear applications  
shower and restroom dividers/partitions containing recovered plastic or steel consolidated and reprocessed latex paint used for covering graffiti  
reprocessed latex paint used for interior and exterior architectural applications such as wallboard, ceilings and trim, gutter boards, concrete, stucco, masonry, wood and metal surfaces  
geotextile overlay (used in the parking lot to cover cracks)  
plastic pipe for non-pressure applications  
plastic conduit  
flowable fill  
railroad grade crossings/signs

## 6. Non-Paper Office Products

- office recycling containers
- office waste receptacles
- plastic desktop accessories
- toner cartridges
- binders
- plastic trash bags
- printer ribbons
- plastic envelopes
- awards/plaques
- plastic clipboards
- plastic clip portfolios
- plastic file folders
- plastic presentation folders

## 7. Paper Office Products

- all paper and paper products (but not building and construction grades) including:
  - copy/bond/computer/writing paper
  - all envelopes (including plastic)
  - file folders
  - remanufactured toner cartridges
  - writing tablets
  - shipping/mailing products
  - forms
  - calendars
  - containers/cartons
  - tray liners
  - brown paper
  - commercial sanitary tissue products
  - newsprint

## 8. Miscellaneous Products

- pallets containing recovered wood, plastic or paperboard
- sorbents
- awards and plaques
- industrial drums
- mats
- signage
- strapping and stretch wrap

*Ask, before buying:*

*#1. Is the thing I need on the EPA list? If yes, I must buy it. If it's not on the list, go to #2.*

*#2. Is there a product on the EPA list that will work? If yes, I must buy it. If no, go to #3.*

*#3. If it's on the list but I'm not buying it, or if the product won't suit my purposes, I need documentation in the file to justify my action.*

**1. What is Affirmative Procurement (AP)?** It is a Federal initiative designed to stimulate recycling by using government purchasing power to expand markets for recovered materials and recycled products. **Federal agencies are directed by law to purchase specified products that meet or exceed guidelines for recycled content.** If you are interested in reviewing the regulatory requirements that are responsible for the establishment and implementation of Affirmative Procurement, see:

- The Resource Conservation and Recovery Act (RCRA) of 1976, Section 6002 (42 USC 6962)
- Executive Order 12873 (cancelled by E.O. 13101), Federal Acquisition, Recycling, and Waste Prevention, 20 Oct 93
- Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, 14 Sep 98

**2. How do I know which products fall under AP?** See the categories and specific items identified in the attachment below. Commonly purchased items include printing and writing paper (**30% recycled content is mandatory**), binders, plastic desktop accessories, toner cartridges, awards and plaques, retread tires, re-refined lubricating oils, just to name a few.

**3. Is there a dollar threshold?** The affirmative procurement requirements apply to all purchases, *even those under the micro-purchase level.*

**4. Doesn't the requirement state that the Environmental Protection Agency (EPA) guidelines apply to any federal agency that purchases more than \$10,000 of any one of the EPA designated items?** Yes, but DoD has determined that the \$10,000 threshold applies at the DoD level, not at the installation level. Since DoD as a whole, purchases more than \$10,000 of any one GPC item, TACOM must comply with the requirements even for items under the micro-purchase threshold.

**5. What are my responsibilities?** Be familiar with the EPA designated items in the Comprehensive Procurement Guidelines and purchase products that meet or exceed the guidelines for recycled or recovered material content. Be aware that Federal Acquisition Regulation (FAR 23.404) allows only three exemptions to this requirement:

- **The product is not available competitively within a reasonable timeframe**
- **The product does not meet appropriate performance standards**
- **The product is only available at an unreasonable price**

If one of these exemptions apply, and the purchase is under \$2,500, a written waiver is not required. However, compliance with AP requirements may be randomly audited.

**6. Where Can These Products be Found?** Government Supply Sources - General Services Administration, Defense Logistics Agency, Government Printing Office, Federal Logistics Information System, and your in-house store. Commercial vendors - Home Depot, Office Depot and Staples. You can even do an 'advanced search' on-line with GSA Advantage, web address <http://www.fss.gsa.gov/> for a list of just recycled products and the descriptions tell you if the items meet CPG guidelines.

**7. Where can I go for additional information?** The EPA has put together a helpful guide titled, "Tips for Buying 'Green' with the Government Credit Card". GSA's Environmental Product and Services Guide provides the latest information on environmentally friendly products. It is available along with other useful information at "<http://pub.fss.gsa.gov/environ/>" Web based training for environmentally preferable products is available at "[www.apg.army.mil/ap2g/EPPwebtraining.htm](http://www.apg.army.mil/ap2g/EPPwebtraining.htm)" Policy questions can be directed to (703) 617-9378 and/or (703) 617-8976.

**8. The "MUST BUY" list - EPA's 8 Categories and List of Designated Items (see reverse)**

## APPROVALS

APPROVAL MUST BE OBTAINED FROM PROCESS OWNER PRIOR TO MAKING PURCHASE. Process owners are those organizations that would normally supply other activities on post with certain items. Process Owners and POCs along with telephone numbers follow:

- **TASC is the Process Owner televisions and all audiovisual equipment as well as videotapes** (Activity POC is (573) 596-3339)
- **DOL is the Process Owner for all other supplies and services** Activity POC is (573)596-0219 or 0953.
- **DOIM is the Process Owner for Federal Information Process (FIP) equipment and spare parts and telecommunications equipment and spare *parts*** Activity POC is (573) 563-4002.
- **DPW is the Process Owner for lumber and allied products.** Activity POC is (573) 596-0926.



**IMPAC VISA POLICY  
FOR FORT LEONARD WOOD, MISSOURI  
PURCHASE OF VISUAL INFORMATION INSTRUCTIONS**

**1. PURPOSE:** This appendix establishes the procedures to be used by IMPAC cardholders in buying visual information items such as audiovisual equipment, photographic equipment, and training devices/aids.

**2. PROCEDURES:**

- a. Cardholders outside the Training Support Center (TSC) and the Directorate of Contracting (DOC) will not purchase audiovisual equipment, photographic equipment, and training devices/aids unless written approval is granted by Chief or Audiovisual Officer, TSC.
- b. The TSC will institute controls to ensure that all required approvals are in place prior to purchase. This will also include specifications, descriptions, part numbers, etc.
- c. Use of the IMPAC card is limited to \$2,500.00 or less. Requirements will not be fragmented to avoid this threshold. The IMPAC card will not be used to circumvent the supply system.
- d. The IMPAC card is limited to purchases using OMA funds only and to meet OMA requirements only.
- e. The IMPAC card will not be used for visual information services exceeding \$2,500.00 or for service/maintenance contracts on equipment awarded by the DOC.
- f. Cardholders will obtain required approvals for purchase of all audiovisual equipment, photographic equipment, and training devices/aids from the TSC prior to purchase with the IMPAC card.
- g. Audiovisual equipment, photographic equipment, and training devices/aids will be accounted for on the TSC property book and the user will be issued hand receipts by TSC. The authority for accountability of VI equipment, photographic equipment, and training devices/aids is DA PAM 25-91, Para 5-4.
- h. Upon receipt, (audiovisual equipment, photographic equipment, and training devices/aids) you must physically bring small items in for SN verification along with vendor invoices; for large cumbersome items such as wide-screen television sets, you must provide TSC with a copy of any vendor paperwork showing the correct serial number. Currently, there is no requirement to bring large items to TSC.

Spare parts, lamps, and other component parts do not require TSC approval. Direct all questions to TSC on these for clarification.

**2. POINTS OF CONTACT:**

Visual Information Manager/Director, TSC, (573)596-0625



## IMPAC VISA POLICY FOR FORT LEONARD WOOD, MISSOURI DIRECTORATE OF LOGISTICS

1. **PURPOSE:** To establish procedures to be used by IMPAC cardholders in buying supplies. Where conflicts exist between supply regulations and these policies, these policies govern.

### 2. PROCEDURES:

a. Items stocked in the SSA Authorized Stockage List do not qualify for local purchase and the credit card will not be used to purchase Stockage items. The item can be purchased with the IMPAC card only if the item is out of stock and estimated delivery date will not meet immediate requirements. If the item cannot be delivered IAW requirements or is not available on the SSA ASL, IMPAC cardholders must first obtain an authorization (telephonically or e-mail) prior to initiating procurement action from DOL Customer Service.

b. Property book items can be purchased with the IMPAC card. Approving Officials are to establish policies that ensure PBO is aware of purchase and address policies in their Letter of Instruction (LOI) to cardholders.

POC for this action (573) 596-0219 or (573) 596-0953.

### 3. PROPERTY ACCOUNTABILITY:

a. Purchasing Officials are required to have all purchased items delivered to their address and properly identify and certify the item received was the item actually ordered.

b. Purchasing Officials should make a determination if the item they are purchasing is accountable. If so, items will be reported to the Property Book Office for addition to accountable records. Accountable items consist of non-expendable and in some cases durable items - items/equipment that is not consumed in use. Examples of accountable items include electronic items, testing and diagnostic equipment, special tools, special purpose clothing items, etc. Such items as office/paper products or cleaning supplies are consumable and thus expendable, not requiring reporting or accountability. In some categories of accountable items, there are dollar thresholds before formal accountability is required such as \$2,500.00 for furniture, \$300 for appliances, and \$50.00 for hand tools.

c. It is the responsibility of the IMPAC cardholder to access the need for formal accountability and take appropriate actions with their supporting Property Book Office. Ask your supporting PBO if you are uncertain or require clarification if an item does or does not require formal accountability. It is the Hand Receipt Holders responsibility to prepare a DD FORM 250 and to provide it and the purchase documentation (receipt copy) to the Property Book Office.

d. By providing the purchase document and DD FORM 250 to the PBO, accountable items will then be added to the appropriate hand receipt.

Remember, if a determination is needed as to the accountability of an item or other assistance is required, contact your supporting Property Book Office.



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 66473-8929

ATZT-DL

26 DEC 2001

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy #51-01, Procurement of Commercial Equipment Items**

1. **PURPOSE.** To establish policy for the purchase of commercial equipment items supported/repaired by the Directorate of Logistics Maintenance Division.
2. **GENERAL.**
  - a. Maintenance and repair of government-owned commercial equipment is critically important to Fort Leonard Wood's continued success as a premiere Army Community of Excellence installation.
  - b. Commanders and directors are responsible for ensuring their representatives coordinate with and seek advice from the appropriate Directorate of Logistics (DOL) support maintenance personnel prior to purchasing any new commercial equipment item for which maintenance and repair will be expected from the Maintenance Division, DOL. Types of commercial equipment items include lawn mowers, line trimmers, leaf blowers, video projection systems, public address systems, hand-held, mobile and base station radio communication, televisions, video cassette player/recorders (VCR), office appliances, gym/fitness equipment, etc.
  - c. To avoid unnecessary delays in the maintenance of repair of unserviceable commercial equipment items, maintenance personnel will review customer requisitions for commercial equipment items, and will either concur with the items selected or discuss and recommend alternatives. Consideration of alternatives will include warranty procedures, repair manuals, repair parts sources and availability, special tools, diagnostic equipment, and technician training requirements.
3. **POLICY/PROCEDURES.**
  - a. Maintenance Division personnel from the Lawn Mower and the Electronics and Communication Repair Shops will provide recommendations to customers, on commercial equipment manufacturers, makes, models, and sizes that they have existing capabilities to support.
  - b. The Lawn Mower Repair Shop will provide initial assembly of any new commercial lawn care equipment item. They will unpack, assemble and perform initial preventive maintenance checks and services for the customer, to ensure each equipment item conforms to manufacturer's specifications and is safe to operate. They will affix bumper numbers and record data plate information, acquisition cost and date of purchase for each new commercial lawn care equipment item. This recorded information will aid maintenance personnel in planning winter maintenance, and to determine repair expenditure limits (based on age and replacement costs).

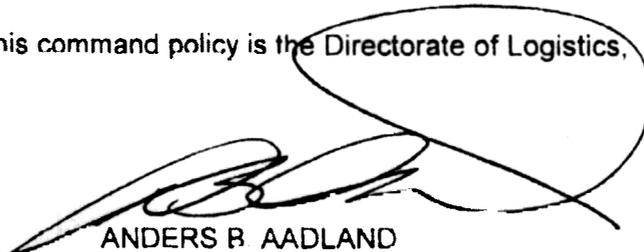
ATZT-DL

SUBJECT: Command Policy #51-01, Procurement of Commercial Equipment Items

c. Maintenance Division personnel are available for customer inquiries by telephone, FAX, E-mail, or visit to the appropriate maintenance repair shop. Maintenance Division is located at 2901 Nebraska Avenue, Building 5265. Division personnel will make recommendations to customers on specific brands and models of equipment which they are equipped and prepared to support, and inform customers of repair parts, publications and training which are already available.

4. SUPERSESSION. This policy is in effect until superseded or rescinded and supersedes all previous policies, subject stated above.

5. PROPONENT. The proponent for this command policy is the Directorate of Logistics, 596-0151.

A handwritten signature in black ink, appearing to read 'A. Aadland', is written over a large, hand-drawn oval shape.

ANDERS B AADLAND  
Major General, USA  
Commanding

**DISTRIBUTION:**

All Schools, Brigades, Battalions, companies,  
Detachments, Tenant Units, Directorates,  
and Personal Staff Offices



**IMPAC VISA POLICY**  
For Fort Leonard Wood, Missouri  
**DIRECTORATE OF INFORMATION MANAGEMENT**

- PURPOSE.** This appendix establishes the procedures to be used by IMPAC cardholders in buying Federal Information Process (FIP) equipment and spare parts, and telecommunications equipment and spare parts.
- 2. PROCEDURES.**
- a. Authority for cardholders outside the DOC to purchase FIP equipment, telecommunication equipment, and FIP/telecommunication repair parts shall be jointly decided by the DOC and DOIM. License software that requires negotiation for a contract (i.e., software not off the shelf) shall not be purchased with the credit card by cardholders outside the DOC (**unless written approval is granted by Chief, DOIM Technical Services**).
  - b. The DOIM shall institute controls to assure that all required approvals are in place prior to the placement of an order.
  - c. Use of the IMPAC card is limited to \$2,500 or less. Requirements shall not be fragmented to avoid this threshold. The IMPAC card shall not be used to circumvent the supply system.
  - d. The IMPAC card is limited to purchases using OMA funds only.
  - e. The IMPAC card shall not be used for FIP services that involve: (1) services exceeding \$2500, (2) service/maintenance on equipment under contracts awarded by the DOC.
  - f. Cardholder shall obtain required approvals for purchase of ADPE equipment, software, upgrades, replacement components, and services from their supporting DOIM office prior to purchase with the IMPAC card. Tenant activities not serviced by the Fort Leonard Wood DOIM office shall obtain evidence of approvals from their DOIM office to be filed and retained with each IMPAC purchase.

**TRADOC Contracting Activity (TCA) will process acquisitions that exceed the dollar threshold of the FLW Local DOC and will accept faxed copies to start acquisition process for open market or bid quotations. However, TCA must receive original paperwork prior to placement of order. No fax will be accepted for GSA or requirements contract. The latter is one process and TCA must have original prior to start.**

<p><b>POINT OF CONTACT:</b> (573)563-4002</p>
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## **NEW DAPS POLICY**

As a result of DOIM's A76 process and transition to the Most Efficient Organization, man-hours for processing print requests have been eliminated. The following process changes are provided for each print control officer. A formal policy change will then be sent from the Director of Information Management to Commanders/Directors.

Effective 1 April 2003, activities will submit all printing requests directly to the Defense Automation and Production Service (DAPS), Building 498. When the print request is completed, customers will be responsible for picking these jobs. DAPS will not be offering walk-in or self-service capability.

The IMPAC card is the preferred method of payment for these services. Print requests that exceed the \$2,500.00 IMPAC limit must be coordinated between the IMPAC cardholder, DAPS and the IMPAC team at DOC. Each cardholder already has Code U authorization to put these type obligations on their card as DAPS printing is considered a Government-to-Government Sale.

Prior to 1 April 2003, activities must submit duty appointment orders for their primary and alternate print control officers as well as their IMPAC cardholders responsible for paying print charges to DAPS.

The Requisition for Printing and Binding Service (DD Form 843) must be signed by the print control officer and the IMPAC cardholder. Individuals assigned to pick up the print order will be asked to sign the order receipt.

POC for this action 563-6070.



**IMPAC VISA POLICY**  
**For Fort Leonard Wood, Missouri**  
**Directorate of Public Works**

- 1 **PURPOSE:** To establish procedures to be used by IMPAC cardholders in buying lumber and allied products and other construction type items for which DPW maintains requirement type contracts. Allied products consist of construction type material such as nails, paint, electrical items, and plumbing items.
  
- 2 **PROCEDURES:** There are some items for which usage on the installation is restricted, such as exterior paint and modifications to real property. Modifications to real property include construction of a room, electrical, water, sewer changes or any work changing the function of a building or facility which could require DPW maintenance in the future. Cardholders who order these type items may have to bear the cost of removal or may have their cards canceled. It is not necessary for cardholders to contact DPW unless the items to be purchased are restricted items or will be used to modify real property. POC for information regarding these items 596-0926
  
3. **REQUIREMENT TYPE CONTRACTS:** DPW maintains requirement type contracts for installed carpeting and installed concrete. If cardholders have a need for these items they must request this work through the DPW work order process. The customer will be required to submit a DD Form 4283 to the DPW work order section, building 2200. If the customer wishes to do the work as a Self-Help project, the project is approved by DPW, and DPW has a materials-only contract for the item, DPW will order the material for the customer on a reimbursable basis. If DPW approves the project but does not have a materials only contract for the requested item, the requestor will be given approval to order the item via their IMPAC card.

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**END OF "USING THE CARD"**

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PURCHASING PROCESS - The typical purchasing process follows these basic steps:

- 1) OVER THE COUNTER TRANSACTIONS. Once you have selected your purchases, present it with your card to the merchant. ADVISE THE MERCHANT THAT YOUR PURCHASE IS \*TAX EXEMPT. If a merchant questions the tax-exempt status, notify your Billing Official or DOC IMPAC Team Representative so that the matter can be resolved. If a tax identification number is requested, it is identified on page 1 of Section C. Also a copy of the certificate is included on page 4 of Section C. You will be provided one copy of the signed sales draft in an over-the-counter purchase. This draft should be kept and verified against your Cardholder Statement of Account. When an approval code is received, in an over-the-counter purchase, the merchant will request that you sign the sales slip or sales draft. Before you do, VERIFY THAT THE DOLLAR AMOUNT IS CORRECT AND THAT NO SALES TAX HAS BEEN INCLUDED.

PX – Civilian IMPAC credit cardholders may use the PX by presenting their civilian ID card along with their IMPAC credit card at checkout. 10% discount will be given for IMPAC purchases.

WAL-MART – Tax-exempt Wal-Mart account number for cardholders under Fort Leonard Wood authority is 88875.

- 2) MAIL OR TELEPHONE ORDER PURCHASES. When placing a telephone or mail order, you will be asked to provide your name, card number, expiration date on the account, and an address. You will need to request the draft be sent to you with the order. This draft should be kept and verified against your Cardholder Statement of Account. ADVISE THE MERCHANT THAT YOUR PURCHASE IS TAX EXEMPT. ADVISE THE MERCHANT THAT YOU WANT A PRICE QUOTE THAT IS FOB DESTINATION. ALSO YOU MUST SPECIFY THAT THE ORDER MUST BE SHIPPED COMPLETE AND RECEIVED WITHIN 30 DAYS FROM THE DATE THE CARD IS CHARGED.
- 3) INTERNET/ON-LINE PURCHASES - ON-LINE – Cardholders shall ensure that they are purchasing on a secure website. Secure websites are identified by a closed padlock or key icon on the bottom left or right corner of the computer screen. These websites can also be identified by the URL prefix <https://>.

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REMEMBER TO VERIFY THAT NO SALES TAX HAS BEEN INCLUDED IN YOUR ORDER.  
TAX CANNOT BE REVERSED LATER BY US BANK IMPAC GOVERNMENT SERVICES.

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## PROCEDURES AFTER PURCHASE –

- A.** A Cardholder Statement of Account is electronically posted on your cycle date, which is the 23<sup>rd</sup> of each month.
- 1 A Cardholder Statement of Account posts at the close of business on the 23<sup>rd</sup> of every month. If the 23<sup>rd</sup> falls on a weekend, it posts on the previous Friday.
  2. Charges posted to the account for billing from the 24<sup>th</sup> of the previous month to the 23<sup>rd</sup> of the current month will be reflected on the Cardholder Statement of Account.
- B.** At the close of each billing cycle, your “Cardholder Statement of Account,” will be electronically posted on the US Bank website. The statement will itemize each transaction that was posted to your IMPAC Purchasing Card during the past billing cycle. Upon your statement being electronically posted, complete each of the actions listed below:

### **STEPS FOR RECONCILIATION OF STATEMENT OF ACCOUNT**

- 1 Review the statement for accuracy.
  2. “Reconcile” or “dispute” each transaction.
  3. Approve rebates and credits
  4. “Approve” the Cardholder Statement of Account.
  5. Complete the cardholder process within 3 days after cycle date (23<sup>rd</sup> of each month).
  6. If you are aware that you will not be available to promptly reconcile your Statement of Account because of leave or travel, forward all sales receipt and credit vouchers to your Billing Official before you depart. Your Billing Official has the ability to “act on behalf of the cardholder” and reconcile your Statement of Account.
- C.** Questioned Items. You are responsible to resolve any questions/disputes arising from your Statement of Account. You must first contact the merchant and try to resolve the problem. Make a memorandum for the record after conversation with merchant. If you cannot resolve the problem contact the DOC IMPAC Team Representative.
- 1 Items that cannot be disputed with the bank:
    - exchange rate;
    - sales tax; and
    - shipping and handling
  2. Items that should be identified and researched but delay dispute are:

item charged but not yet received;  
item returned but account not credited.

3. Items that should be disputed immediately:  
Unauthorized charges; or Unrecognized charges.

**If a transaction is disputed you must electronically complete a Cardholder Statement of Questioned Item (CSQI).**

**D. CARDHOLDERS' STEPS FOR DISPUTED ITEMS  
(DISPUTES ARE THE CARDHOLDER'S RESPONSIBILITY)**

- ◆ **Attempt to resolve dispute directly with vendor**
- ◆ **Contact DOC IMPAC Team Representative for assistance**
- ◆ **Electronically Dispute**

3. **Troubleshooting a Declined Transaction.** Occasionally, a transaction may be declined at the merchant location. The merchant is not provided a reason, but is either told only that the purchase is declined, or is asked to verify additional identification, this is called a referral inquiry. Consider the following:

1. Is the transaction amount within your single purchase limit?
2. Will the transaction amount exceed your 30-day limit or your individual purchase limit?
3. Is this a merchant at which you are not authorized to make purchases?
4. Is this merchandise required to be from a Preferred Vendor?
5. If this is a telephone or mail order transaction, has the merchant used the correct expiration date of your account?
6. Did you give a complete billing address?

Reviewing your response to these questions will allow your A/OPC or IMPAC Government Services to better serve you should you need to call for assistance.

CARDHOLDER RESPONSIBILITIES:

A cardholder is an individual who has been designated as a purchasing officer by the Directorate of Contracting to order supplies and services for their activity/organization. The Purchase Card bears the individual's name and can only be used by that individual to make official purchases. A cardholder's responsibility includes, but is not limited to:

1. Screen mandatory sources of supply
2. Rotate vendors
3. Obtain all required pre-purchase approvals
4. Use the card only to purchase and pay for official supplies and services in support of agency's mission. Assure that no items are purchased for personal use.
5. Complete the mandatory electronic transaction log
6. Verify receipt/acceptance of goods or services
7. Maintain receipts and other supporting documentation
8. Review and reconcile all transactions and approve statement within 3 business days after cycle ends.
9. Resolve invalid transactions with vendors and track any purchases billed but not received.
10. Dispute unresolved, invalid transactions. Track disputes to completion.
11. Notify or review unusual/questionable requests and disputable charges with the billing official
12. Maintain physical security of the card to preclude compromise. The card should never be surrendered unless it is going to be cancelled. Additionally, the account numbers should not be released to other than the vendor processing the transaction.
13. Report lost, stolen, or compromised cards immediately to the bank. Notify billing official within 1 business day. Billing officials are required to submit a report to the APC within 5 business days.
14. Notify the APC to terminate the card upon reassignment to other duties and/or departure from the installation/activity
15. Ensure funds are available to pay for the purchase prior to making a buy
16. Units deploying in support of contingency operations must contact their APC prior to deployment.