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IMPAC VISA POLICY

For Fort Leonard Wood, Missouri

Introduction

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1. Welcome to the US Bank IMPAC Government Services Purchasing Card Program for Fort Leonard Wood, Missouri. The Program is a result of a contract awarded effective 1 December 1998 by the General Services Administration (GSA) to US Bank, IMPAC Government Services, Fargo, ND.
2. The purpose of the IMPAC Visa Program is to provide a more efficient and effective method for the military to purchase supplies and services under \$2,500.00 (also known as a micropurchase).
 - If the requirement is for on-going, competitive services/supplies that exceed \$2500.00 per year, the best solution is to obtain contractual coverage for the service/supply through the Contracting office.
3. CHAIN OF AUTHORITY –
 - LEVEL 1 – DoD Purchase Card Joint Program Management Office
 - LEVEL 2 – Army Headquarters Agency/Organization Program Coordinator
 - LEVEL 3 – MACOM Agency Program Coordinator
 - LEVEL 4 - Fort Leonard Wood Agency Program Coordinator (Designated by the Director of Contracting)
 - LEVEL 5 – Billing Official
 - LEVEL 6 – Cardholder
4. The Directorate of Contracting (DOC) has overall responsibility for the IMPAC purchase card program. The Director has designated and ***IMPAC Purchase Card Agency Program Coordinator (APC)*** to:
 - a. Monitor and manage the program as well as resolve problems.
 - b. Develop and maintain implementing instructions.
 - c. Issue delegations of authority to cardholders and appoint Billing/Certifying Officials.
 - d. Promote and publicize the program throughout the command and industry.

- e. Assist activities in determining cardholder requirements (e.g., number of cardholders required, authorization limits, authorization activity codes, etc.).
- f. Ensure that prospective Billing/Certifying officials and cardholders receive appropriate training and orientation covering use of the purchase card prior to being delegated authority under the program.
- g. Establish Billing/Certifying official and cardholder accounts after they have completed required training.
- h. Review cardholder and Billing /Certifying official performance to ensure proper controls are in place to prevent potential fraud, waste and abuse.
- i. Initiate disciplinary action for unauthorized use of the purchase card or failure to follow prescribed procedures.

4. IMPAC Team Members

➤ DOC Agency Program Coordinators

POC for Billing Officials with a last name beginning with A thru L
contact (573) 596-0263.

POC for Billing Officials with a last name beginning with M thru Z
contact (573) 596-0762

➤ Contact SJA, Ethics Officer at (573) 596-0626

SJA ensures that all individuals within the Program receive
Procurement Integrity Training.

➤ DRM =

DRM POC can be contacted at (573) 563-5140

DRM is the POC for:

- Bulk-funding document
- Spending limits
- Merchant code changes/additions
- Proper use of appropriated funds
- Assistance with accounts in a delinquent status

5. The following organizations are known as “Process Owners” within the IMPAC Program. Process owners are those organizations that would normally supply other activities on post with certain items:

DPW is the Process Owner for lumber and allied products, a separate handout is provided with your packet. Activity POC (573) 596-0926.

DOIM is the Process Owner for Federal Information Process (FIP) equipment and spare parts and telecommunications equipment and spare parts, a separate handout is provided with your packet. Activity POC (573) 593-4002.

TASC is the Process Owner televisions and all audiovisual equipment as well as video tapes. Activity POC (573) 596-5533.

- **DOL** is the Process Owner for all other supplies and services, a separate handout is provided with your packet. Activity PO (573) 596-0219 or (573)596-0953.

6. HOW DOES IT WORK:

- a. DOC delegates Contracting Authority to Cardholders and Billing Officials.
- b. DRM provides **bulk funding (must be provided in writing PRIOR to purchase)**
- c. Cardholders make purchases - JAW APPROVAL FROM PROCESS OWNERS and policies developed by DOC. The Billing /Certifying Officials certify cardholder actions & payments

7. HOW AND WHO GETS AN IMPAC CARD

- Unit Commanders select cardholders and Billing Officials.
- No individual who holds a position within the IMPAC program can be the Property Book Officer.
- DoD contractors are not authorized to hold a position within the IMPAC program.
- The DOC recommends that the Cardholders be those individuals who would normally be involved in the ordering of the supplies or services through military channels.
- The Billing Official is *usually* the Cardholders’ supervisor and can never be a subordinate to the cardholder.
- **All Billing Officials MUST have an *Alternate Billing Official*.**
- A Billing Official cannot have more than seven cardholders under their authority.

8. STEPS FOR PROGRAM SETUP

(1) **TRAINING –**

This training is mandatory for all cardholders, Billing Officials, and Alternate Billing Officials.

(2) **MEMORANDUM –**

Memos **must** be prepared for *each* individual. The memos are prepared by the Unit Commanders/Directors and routed through DRM to DOC for account setup. This process will take a **minimum** of 30 days.

*****THE IMPAC TRAINING CERTIFICATE AND DAU TUTORIAL CERTIFICATE must be attached to your setup memo. Therefore, you will have to complete the DAU Tutorial prior to preparing your memo. The website for the tutorial is <http://clc.dau.mil>**

(3) **DELEGATION LETTER –**

DOC will prepare a Delegation of Authority letter to each Cardholder and Billing Official. . The letter will be your official delegation as an “*Ordering Officer*”. No purchases can be made without this letter

(4) **NOMINATION OF CERTIFYING OFFICERS –**

Installation, unit, and local commanders, and activity directors or their designees shall issue formal appointment letters to the Billing Officials delegating them as “Certifying Officers” for the purpose of certifying IMPAC invoices.

(5) **ISSUE OF CARD –**

Cards will be issued directly from the Bank to the Cardholder

(6) **VERIFY/ACTIVATE CARD –**

Make sure all information is correct on card. When verified – you must activate the card by calling the 800 number. Once activated the card is ready for use.

SAMPLE

MEMORANDUM FOR IMPAC CREDIT CARDHOLDER ACCOUNT SET-UP

(Office Symbol)

(Date)

MEMORANDUM THRU Directorate of Resource Management, ATZT-RM-PB, Fort Leonard Wood, MO 65473

TO Directorate of Contracting, Pre-Award Division, SFCA-NR-LW, Fort Leonard Wood, MO 65473

SUBJECT: **Request for IMPAC Credit Cardholder**

CARDHOLDER NAME _____
(first name, middle initial, last name, rank/grade)

DEPT/AGENCY/OFFICE NAME _____

OFFICE STREET ADDRESS: _____

CITY _____ STATE _____ ZIP _____

OFFICE SYMBOL: _____ E-MAIL ID _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

PASSWORD PROMPT _____ PASSWORD _____
(Mother's Maiden Name, Father's Middle Name, Birthplace, Favorite Sports Team, Child's Name, Pet Name)

BILLING OFFICIAL FOR THIS CARDHOLDER _____

MERCHANT CATEGORY CODES FOR THIS CARDHOLDER _____

SINGLE PURCHASE LIMIT _____ 30-DAY SPENDING LIMIT _____

*ADJUST BILLING OFFICIAL'S OFFICE LIMIT ACCORDINGLY _____
(BUDGET ACTIVITY'S INITIALS)

*CHILD RULE SET NAME _____

*BUDGET ACTIVITY'S NAME (TYPED/PRINTED), INITIALS, AND DATE

IMPAC TRAINING AND DAU TUTORIAL CERTIFICATES ARE ATTACHED.

(Memo Must be signed by Commander or Director)

*To be completed by DRM personnel

MERCHANT CATEGORY CODE TABLE

<u>CATEGORY</u>	<u>DESCRIPTION</u>
A	Airlines and Airports
B	Vehicle Rental, Dealers, Service Gasoline, Parts and Towing
C	Hotel and Motel
D	Misc. Transportation (R.R., Taxi, Ambulance, Bus, Travel Agencies [No Airline Passage], Freight, Courier Services)
E	Telephone, Telegraph, Cable Services, Cable Equipment, Utilities
F	Telemarketing Travel Related Arrangement Services (No Travel Agencies)
G	Mail Order Houses, Telephone Purchases, Subscription/Continuity Merchant
H	Food/Dairy Stores, Drug/Liquor Stores
I	Caterers, Restaurants, Bars
J	Discount/Department/Variety Stores, Misc. General Mdse. Duty Free Stores
K	Misc. and Specialty Retail Stores; Lumber/Hardware, Lawn/Garden, Clothing; Furnishings and Equipment; Household Appliances, Music/Records; Government Services, not elsewhere classified
L	Contractors
M	Camps, Camp Sites, Amusement and Recreational Services
N	Misc. Personal Services
O	Misc. Business Services
P	Medical Services
Q	Schools, Educational Services and Day Care
R	Membership Organizations, Charitable and Social Organizations
S	Fuel (Fuel Dealers - Fuel Oil, Wood, Coal, Liquefied Petroleum)
U	Government to Government Sales

MEMORANDUM FOR IMPAC CREDIT CARD BILLING OFFICIAL ACCOUNT SET-UP

(Office Symbol)

(Date)

MEMORANDUM THRU Directorate of Resource Management, ATZT-RM-PB
Fort Leonard Wood, MO 65473

TO Directorate of Contracting, Pre-Award Division, SFCA-NR-LW, Fort
Leonard Wood, MO 65473

SUBJECT: Request for IMPAC Credit Card Billing Official

BILLING OFFICIAL NAME _____
(first name, middle initial, last name, rank/grade)

DEPT/AGENCY/OFFICE NAME _____

OFFICE STREET ADDRESS: _____

CITY _____ STATE _____ ZIP _____

OFFICE SYMBOL: _____ E-MAIL ID: _____

TELEPHONE NUMBER: _____ FAX NUMBER _____

PASSWORD PROMPT _____ PASSWORD _____
(Mother's Maiden Name, Father's Middle Name, Birthplace, Favorite Sports Team, Child's Name, Pet Name)

OFFICE LIMIT _____ (Total of monthly spending limits for all cardholders under this billing official.)

*46-DIGIT ACCOUNTING CLASSIFICATION: _____

*CHILD RULE SET: _____

*BUDGET ACTIVITY'S NAME(TYPED OR PRINTED), INITIALS & DATE _____

BILLING OFFICIAL FOR THE FOLLOWING CARDHOLDERS:

TRANSFER EXISTING BILLING OFFICAL ACCOUNT OF _____
(Name)

_____ TO THIS BILLING OFFICIAL.
(Account Number)

MPAC TRAINING AND DAU TUTORIAL CERTIFICATES ARE ATTACHED.

Memo must be signed by Commander or Director

*To be completed by DRM personnel

SAMPLE

**MEMORANDUM FOR IMPAC CREDIT CARD ALT BILLING OFFICIAL
ACCOUNT SET-UP**

(Office Symbol)

(Date)

MEMORANDUM THRU Directorate of Resource Management, ATZT-RM-PB, Fort
Leonard Wood, MO 65473

TO Directorate of Contracting, Pre-Award Division, SFCA-NR-LW, Fort
Leonard Wood, MO 65473

SUBJECT: **Request for IMPAC Credit Card ALTERNATE Billing Official**

ALT BILLING OFFICIAL NAME _____
(first name, middle initial, last name, rank/grade)

DEPT/AGENCY/OFFICE NAME _____

OFFICE STREET ADDRESS: _____

CITY _____ STATE _____ ZIP _____

OFFICE SYMBOL: _____ E-MAIL ID: _____

TELEPHONE NUMBER: _____ FAX NUMBER _____

PASSWORD PROMPT _____ PASSWORD _____
(Mother's Maiden Name, Father's Middle Name, Birthplace, Favorite Sports Team, Child's Name,
Pet Name)

OFFICE LIMIT _____ (Total of monthly spending limits for all cardholders
under this alternate billing official.)

*BUDGET ACTIVITY'S NAME(TYPED OR PRINTED), INITIALS & DATE

NAME OF PRIMARY BILLING OFFICIAL FOR WHICH YOU ARE THE ALTERNATE:

IMPAC TRAINING AND DAU TUTORIAL CERTIFICATES ARE ATTACHED.

Memo must be signed by Commander or Director

*To be completed by DRM personnel

These merchants have identified themselves with VISA as specializing in certain products or services that are not authorized for official purchases with the GPC. These merchant codes are:

4829 – Wire Transfer-Money Orders	6211 – Security Brokers/Dealers
5932 – Antique Shops	6760 – Savings Bonds
5933 – Pawn Shops	7012 – Timeshares
5937 – Antique Reproductions	7995 – Betting, Casino Gaming
Chips, Off-5944 – Jewelry Stores	Track Betting
5960 – Direct marketing insurance	7273 – Dating and Escort Services
6010 – Financial Institutions Manual Cash Advance	8651 – Political Organizations
	9211 – Court Costs, Alimony, Child Support
6011 – Financial Institutions Automatic Cash Advance	9222 – Fines
6051 – Non-Financial Institutions	9223 – Bail and Bond Payments
Foreign Currency, Money	9311 – Tax Payments
Orders, Travelers Checks	9700 – Automated Referral Service
	6012 – Financial Institutions Merchandise & Services

A merchant that has been blocked may still sell items that are authorized for purchase with the GPC. If a cardholder determines that they must make a purchase from a source that has been blocked because of their Merchant Category Codes (MCC) the cardholder must contract their APC.

GENERAL INFORMATION FOR DAU TUTORIAL TNG

The tutorial is available to all users of the DAU Continuous Learning Center at <http://clc.dau.mil>.

Course Description:

The DoD Government Purchase Card Tutorial is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Purchase Card. The DoD Government Purchase Card Tutorial was developed in order to train Government Purchase Cardholders and Billing Officials to be at ease using the Government Purchase Card.

This module is to be used as a supplement to the cardholder's and billing official's respective agency specific Government Purchase Card training.

The average cumulative time for course completion is (4) hours, and is worth (4) Continuous Learning Points (CLPs). You may take this self-paced course over time, but completion must be accomplished within the 3-month allotted period. You may complete one or more lessons at a single sitting and later return to your last accessed page/lesson to continue the course. The course includes periodic review questions and a post-test. The post-test requires a minimum score of 70% and may be taken as many times as necessary. A certificate of completion is available at the conclusion of a successful post-test.

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE DAU TUTORIAL

Access tutorial at [DAU Continuous Learning Center](http://clc.dau.mil) at <http://clc.dau.mil>.

Select "Register" if you are a first-time user of the DAU Continuous Learning Center. If you are a return user, select "Login"

During the registration process you will have to make a selection to complete the "Root Organization" block. If your organization is not included in this listing, select "other organization".

Click "Select"

Complete User Profile

Click "Continue"

Click "Next" if user profile entry was successful

Click on "Learning Center"

Click on "Course Information and Access"

In the "key words" block, type *purchase card*

Click "Search"

Select "DoD Government Purchase Card Tutorial"

Scroll down and click "Take Course"

After completing all 10 lessons, scroll down and click on "Take Post Test"

After you complete the Post Test you will be given your score and prompted to "View Feedback" and "Print Certificate". Selecting "view feedback" will allow you to see the correct responses for questions answered incorrectly. Click on the "back" button to return to the page where your certificate can be printed.