

SECTION

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Monthly Reconciliation of your IMPAC Purchase Card Billing Statement

In this packet of samples you will see a Delinquent Notice from I.M.P.A.C. Card Services, Fargo, ND and a sample Billing Statement. **Always review your paper Billing Statement. Always annotate or stamp your Billing Statement with the date received, activity name and your initials.** Upon receipt of the paper Billing Statement, check elements 1, 2, and 3 to verify that your account is paid in full.

1. Under **Account Messages** is there an amount past due?
2. Under **Billing Account Activity** for the Billing Summary, is there a *CARE Refund amount*?
3. a. On page 1 of the statement under **Account Summary** does the *Previous Balance* equal the *Payments* amount?
b. Does the **Account Balance** equal the **Current Billing Activity**?

If the answer to # 1 or 2 is yes or # 3 or 4 is no, you should contact your DRM IMPAC POC at 573-563-5140 for assistance in clearing the unpaid balance.

Have you received a Delinquent Notice from the bank?

If the answer is yes, you should contact your DRM IMPAC POC listed above for assistance in determining what is causing the delinquency.

Time is Money! Certification of the electronic Billing Statement within 5 days of availability in CARE means extra funding for our installation. Early certification can earn your activity a rebate of up to .94% on dollars spent. The more you spend and certify early, the more rebate dollars generated quarterly.

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Note: CARE Refund Amount is a Charge Not a Credit

Company Name: _____
Billing Account Number: _____
Statement Closing Date: 04-23-2002

BILLING ACCOUNT ACTIVITY				
				TOTAL CORPORATE ACTIVITY \$111,511.98 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-09	04-09	74798262099000000001833	ELECTRONIC PYMT THANK YOU00000 A	111,593.88 PY
04-23	04-23	74798262113000000035106	CRDT BAL - CARE REFUND 03510 D	81.90

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I.M.P.A.C. CARD SERVICES
P.O. BOX 6347
FARGO ND 58125-6347

Sample Delinquency Notice

WE HAVE NOT RECEIVED PAYMENT OF \$81.74 ON YOUR I.M.P.A.C. TO AVOID PURCHASING CARD ACCO INT. TO AVOID SUSPENSION OF CHARGE PRIVILEGES THE ACCOUNTS FOR WHICH YOU ARE A BILLING OFFICIAL, PLEASE FORWARD THE APPROVED STATEMENT TO THE APPROPRIATE FINANCE OFFICE IMMEDIATELY. IF THIS HAS BEEN DONE, PLEASE FOLLOW-UP WITH OUR FINANCE OFFICE ON :

TELEPHONE 888-994-6722

DATE: 03-08-12

- In accordance with DOD policy, when any of the following conditions exist US Bank will automatically suspend Billing Official accounts:
- (1) A Billing Official account that goes over 60 days past due will result in suspension of billing account and all assigned cardholders until the delinquent payment posts at US Bank.
 - (2) A Billing Official account that goes over 180 days past due will result in suspension of an entire installation's IMPAC program until the delinquent payment posts at US Bank.
 - (3) Accounts will be closed permanently if more than two suspensions occur within a 12-month period.

WHAT YOU CANNOT PURCHASE WITH APPROPRIATED FUNDS

ANY QUESTIONS CONTACT YOUR DRM POC AT 573-563-5140

1. If your activity needs a television, videocassette recorder or camcorder, you must request these items from TASC. You cannot purchase any of these items unless they are authorized on your Common Table of Allowances (CTA).
2. You may not purchase coffeepots, microwaves, coffee, or other items for use in your office. These items should be purchased with employees' personal funds.
3. Office decorations (including seasonal items) may be purchased within limits. This does NOT include seasonal items, balloons, etc. for use in office luncheons or celebrations. It only applies to items for common areas and within a reasonable limit. Purchase of seasonal greeting cards is not allowed.
4. Computers, software, telephones, etc. can only be purchased by the Directorate of Information Management. Their specific guidelines are provided in your information.
5. Gift items cannot be purchased such as caps with unit logos, buttons promoting certain activities, or photographs used as mementos. This includes any item to give to visitors or employees.
6. Membership fees to organizations or entry fees for contests cannot be paid.
7. Cameras or film to take pictures of individual government employees (includes military members) or development of film is a personal expense. Cameras needed for training mission must be approved by TASC.
8. Purchase of t-shirts or other wearing apparel is not allowed. Unit funds should be utilized to purchase shirts for unit activities within the guidelines provided for unit funds.
9. Unit, regimental or commanders coins cannot be purchased with APF to be used for gifts or morale boosters. Purchase for use to recognize specific accomplishments must be approved in advance in writing (See MILPO guidance, subject: Trophies and Similar Devices Awarded in Recognition of Accomplishments, dated 11 February 1996) and must be retained in your file.

10. You cannot purchase food or alcohol of any kind. A few cardholders have exceptions to purchase meals for personnel who are TDY such as government witnesses.

11. Purchase of entertainment is not allowed. This includes fireworks, use of a pontoon boat at the lake for you unit, live or recorded music, rent of recreational facilities, etc.

12. Bottled Water

Other prohibited purchases that cannot be made with the IMPAC card:

13. Business cards or business card stock.

14. Printing (other than DAPS)

15. Paper cups, paper plates, plastic flatware, napkins, etc. The only time that these type purchases are authorized with appropriated fund monies is when an award ceremony is held for civilians. The awards given must be predominately official, regulatory-type awards, NOT letters of appreciation or thank you for doing a great job ceremonies. CPAC should be able to give you assistance as to what is official and what is not, they are the proponent on civilian awards. Military awards may be combined, however they must not be the predominant reason for holding the ceremony.

16. Long-Term Rental or Lease of Motor Vehicle

17. **Ergonomic Related or Low-vision equipment** . Injury should be verified by medical documentation and supervisor's approval must be obtained before purchasing. Before using agency funds, we recommend that the Computer/Electronic Accommodations Program (CAP) office first be considered as they may approve, and thus fund, the purchase. CAP is a centrally funded and provides ergonomic equipment related and low vision equipment for all DoD employees. Contact DOC at 573-596-0263 or 0762 for a POC at the CAP office.

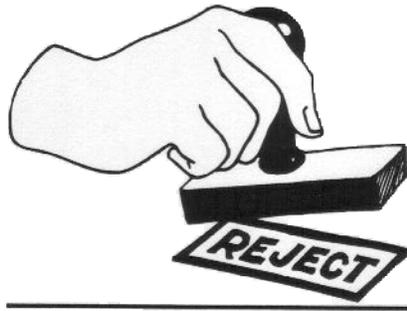
18. Advertising

19. It is proper to prepare and print invitations on existing paper with a software program that includes the ability to prepare invitations. It is not proper to purchase software, paper or envelopes for this purpose. Those are "nice" to have things that should be paid for by the person doing the invite.

Cardholders should obtain pre-purchase approval and documentation for requirements that appear to be outside of normal needs of the requesting organization.

Bottom Line – If you are in doubt, call your POC at Directorate of Resource Management for guidance. The fact that someone else told you to buy it will not relieve your responsibility.

“REJECTED” BILLING OFFICIAL INVOICES



You will be notified by Directorate of Resource (DRM) personnel if the billing official’s invoices has electronically “rejected” for any reason.

Your DRM point of contact will be able to guide you through the proper procedure to process the “paper” copy of the billing official’s invoice.

The “paper” copy of the billing official’s invoice must be date stamped when received each month. These “paper” copies must be kept in the event there is a reject.

SAMPLE "BULK-FUNDING" DOCUMENT

MEMORANDUM FOR BILLING OFFICIAL

Subject: Spending Limits for IMPAC Cardholders

1. Funding of IMPAC purchases requires a periodic fund reservation equal to the anticipated purchases for that period. Commitments are posted by us based on this information. Obligations are posted based on actual monthly charges.
2. Your cardholder funding levels are approved for the following annual amounts. This is your supply Annual Funding Program (AFP) and should not be exceeded. You must take into consideration all supplies ordered on IMPAC, DA Form 2765-1 and DD Form 1348-6 to ensure AFP is not exceeded.

Name	APC	Limit
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a.

b.

3. Please make sure each cardholder maintains a copy of this memorandum in the appropriate file.