



SECTION

III

➤ **Education and Training**

IMPAC VISA POLICY
Fort Leonard Wood, Missouri
Use of IMPAC Visa Card to Pay for
Education and Training

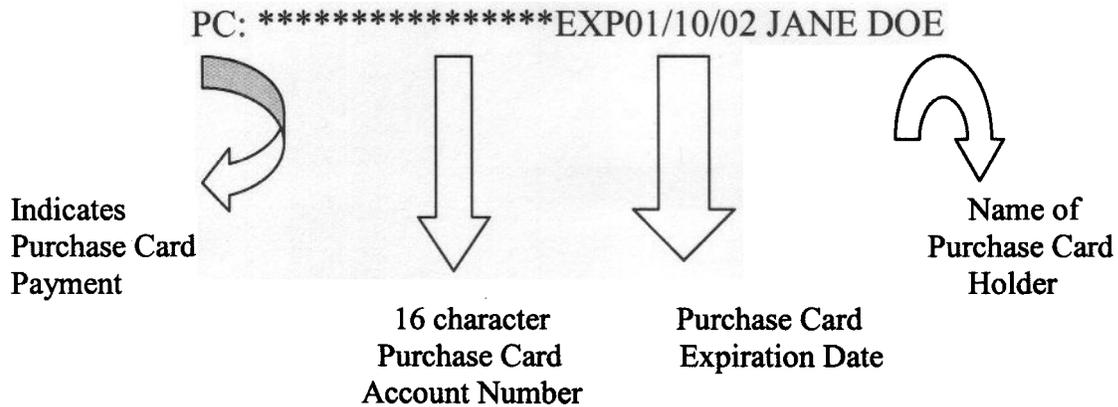
1. **PURPOSE.** To provide Fort Leonard Wood guidance to unit training coordinators on the use of the Government Purchase Card to purchase education and training regardless of funding source. (Only one cardholder per activity will be authorized to pay for training over \$2,500.00).

2. **BACKGROUND.** Purchase cards were first proposed for Federal Government use in the early 1980's as part of an effort to cut the cost of buying goods and services. In 1993, the Vice President's National Performance Review identified the purchase card as a major acquisition reform and recommended that all federal agencies increase their use of the purchase cards. **As of 1 October 1998, the Government Purchase Card is the authorized method of payment for all commercial training requests using the DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) valued at or below \$25,000.00.** Training valued at or below \$25,000.00 is not subject to the Federal Acquisition Regulation (FAR) and, therefore, does not require the competitive bidding practice. (Training valued over \$25,000.00 is subject to the Defense Financial Management Regulation, the Federal Acquisition Regulation (FAR), and formal acquisition and contracting procedures.) All other Government Purchase Card transactions are usually limited to the \$2,500/\$2,000 micro purchase limit in accordance with FAR 13.301c; however, there is no current dollar limit when the card is used as a payment method against authorized contracting instruments.

3. **DESCRIPTION.**

a. The Government Purchase Card may be used to pay for non-government and/or government **off-the-shelf training** up to \$25,000.00, for an individual event or planned series of the same training event, activity, service, or course material. ***Off-the-shelf training is defined as training products and services that are regularly available to the general public and/or government personnel.*** The term includes training offered in catalogs or other printed material or by a college, university, professional association, consultant, firm or organization. It does not include training specifically developed, designed, or produced to meet a requirement unique to an organization and/or program. Unit training coordinators shall work with the local contracting office to ensure appropriate procedures are used when training is specifically designed, developed, or produced to meet a requirement unique to an organization. **NOTE!** The Government Purchase Card does not replace the DD Form 1556 or other appropriate training forms as either a procurement and/or authorization document. Unit training coordinators shall continue to complete the DD Form 1556 and obtain all required signatures and approvals and must coordinate with your budget analyst on issues regarding commitment of funds

and recording of obligations. The DD Form 1556 will be retained at the organizational level with the IMPAC documentation, for potential post audit. Document purchase card account information in Block #27 (Accounting Classification) of the DD Form 1556 shall be entered as follows:



b. Commanders/Directors shall ensure that unit training coordinators attend required purchase card training and request issue of the cards as necessary. Multiple single purchase limits may be established on the same card (the card may have a single purchase limit up to \$25,000.00 restricted to training request only and a single purchase limit up to \$2,500.00 for all other supply categories). The card may also have another single purchase limit (unlimited) if restricted to merchants categorized as Government Activities for intra-government, i.e., training provided by the Office of Personnel Management or the Department of the Agriculture Graduate School.

c. The purchase card program coordinators (APCs) at Fort Leonard Wood, Directorate of Contracting (DOC) shall issue cards as requested by the Commanders/Directors. For multiple single purchase limits, the APCs will provide necessary assistance in establishing the account profile. For single purchase limitations exceeding the \$2,500.00, the APC shall request the bank to designate the card with 'VIP' status.

4. **AUDIT DOCUMENTATION.** Unit training coordinators shall maintain the following documentation for each training/education purchase:

- a. Original copy of the approved DD Form 1556 for each individual attending the training.
- b. Contractor's pricing for the training/education.
- c. Contractor's invoice/billing with annotation that the amount of the training/education has been charged to the Government Purchase Card.