

PROTECT OUR ENVIRONMENT  
FOR  
OPERATION DECAH



GEORGIA COMMISSION ON ENVIRONMENT  
AND NATURAL RESOURCES  
May 1, 1994

Contracting Business Unit  
**PURCHASE CARD INSTRUCTIONS FOR CONTRACTING PERSONNEL**

**AUTHORITY:** Defense Commissary Agency Directive Management Program is established in compliance with DOD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

**MANAGEMENT CONTROLS:** The OPR has determined that this handbook does not contain Management Control provisions that are subject to evaluation, testing, and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act.

**APPLICABILITY:** This handbook is applicable to only those contracting personnel within CBU Divisions and the Region offices who are authorized to use the Government wide Purchase Card as a purchase or payment method up to \$25,000.

**HOW TO SUPPLEMENT:** This handbook may not be supplemented. However, suggested changes may be submitted to DeCA Contracting Business Unit (CBU).

**HOW TO OBTAIN COPIES:** You can find a copy of this handbook on the DeCA Publications Library CD-ROM that should be available in your administrative area.

**SUMMARY:** This handbook contains guidance for contracting personnel on use of the Purchase Card within an operational contracting office for cardholders authorized to use the card as a purchase or payment method up to \$25,000.

BY ORDER OF THE DIRECTOR

Executive Assistant  
for Support

Chief, Safety, Security and Administration

OFFICE OF PRIMARY RESPONSIBILITY (OPR): DeCA Contracting Business Unit  
COORDINATORS: HQ DeCA/AM, CBU Manager, Region AEA  
DISTRIBUTION: HQ DeCA/AM, CBU Personnel, Region AEA personnel

DeCAH 10-9 May 1, 1997

**Purchase Card Instructions**

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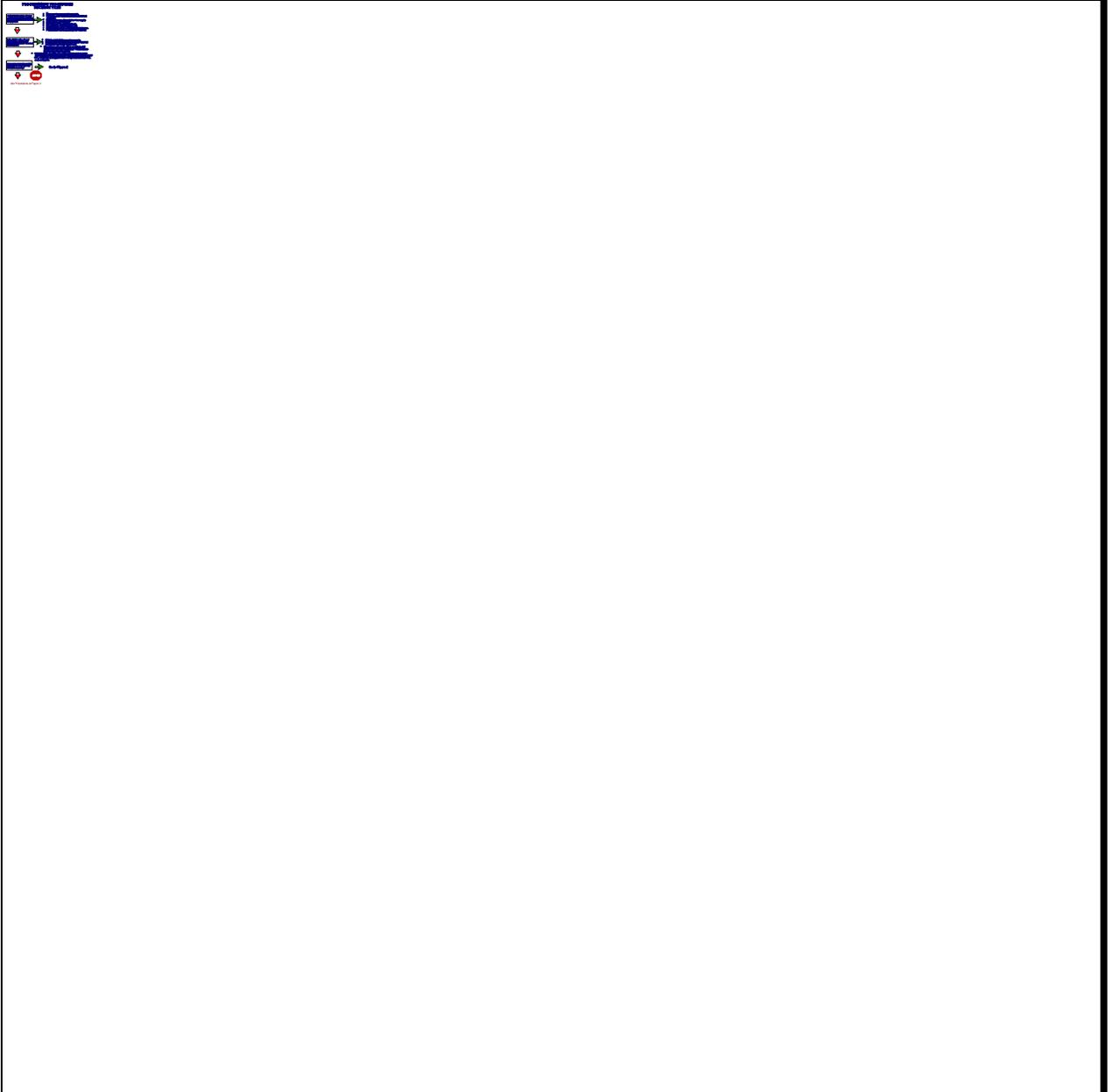
**APPENDICES**

- A BPA CALL SHEET/ SF 1449 DISTRIBUTION FLOW CHART
- B SAMPLE LETTER TO COMMISSARY OR REGION WITH INSTRUCTIONS  
FOR RECEIVING PURCHASES MADE WITH THE IMPAC CARD

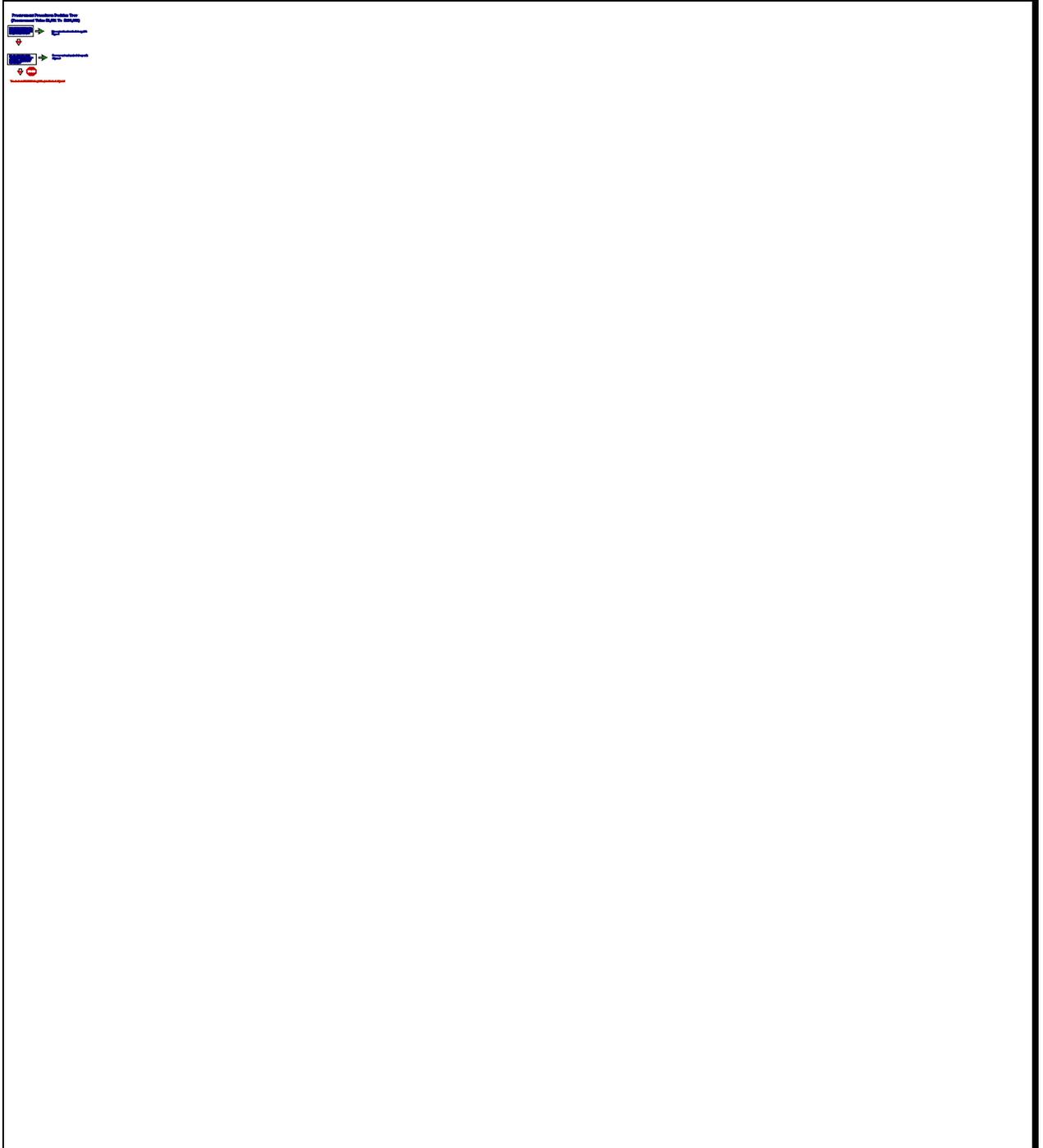


***SECTION I***

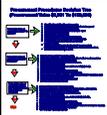
The following "Decision Tree" will assist you in making your decision to use the IMPAC Card as a purchase method or a payment method.



**Figure 1**



**Figure 2**



**Figure 3**



**SECTION II**

**GENERAL INSTRUCTIONS**

**Key Players**

***Agency Program Manager (APM)*** - Manages the overall DeCA Purchase Card Program

***Agency Program Coordinator (APC)*** - Establishes/maintains Cardholder (CH) and Approving Official (AO)/Certifying Official (CO) accounts with servicing bank.

***Approving Official (AO)/Certifying Official (CO)*** - Reviews cardholder transactions as necessary for official government purposes only.

***Cardholder (CH)*** - Individual to whom a card is issued.

**Agency Program Coordinator (APC)**

Your APC is \_\_\_\_\_, CBU/CICC at (804) 734-\_\_\_\_ or DSN 687-\_\_\_\_\_.

APC responsibilities:

- Establishes/maintains consolidated CH/AO/CO accounts with servicing bank.
- Prepares CH/AO/CO Delegations of Authority.
- Provides corporate overview of the program.
- Performs contract administration for DeCA Purchase Card Program.
- Implements training program.
- Resolves disputes.

**Approving/Certifying Official**

It is recommended that a contracting officer be the approving official for contracting cardholders.

The approving official must be at a level above the cardholder.

The approving official may be a cardholder if their approving official is one level above.

Approving officials are responsible for:

- Nominating prospective cardholders.
- Ensuring cardholder purchases are authorized (directly responsible for cardholder purchases)

- Reviewing/certifying/signing cardholder statement
- Designating an alternate to sign statement during their absence.

**Cardholders**

Recommend all contract specialists and buyers in the CBU be authorized to use the Purchase Card. For region contracting divisions, the number of cardholders authorized to use the Purchase Card will be determined by the chief of the region contracting division.

An individual account must be established for each new cardholder. Use procedures in DeCAH 10-4 for cardholder account set-up.

Cardholders are responsible for:

- Completing training on use of the card.
- Making purchases in accordance with FAR, DFARS, DeCAARS.
- Reconciling/signing statement within 5 days of receipt. Maintain adequate documentation of purchases.
- Forwarding statement to AO/CO for review (with fund cite for each purchase), signature/certification.

**Delegation of Authority**

Each cardholder will receive a Delegation of Authority which is prepared by the APC and signed by the Chief, Business Support Division, CBU. The delegation of authority defines the cardholder's authority, responsibilities, and single purchase dollar limit. The delegation of authority may be revoked at any time at the discretion of the appointing authority.

**Unauthorized Purchases  
for Contracting  
Cardholders**

- \* Cash advances
- \* Rental or lease of land or buildings
- \* Purchases of telecommunication (telephone) services (e.g., FTS 2000
- \* Travel, including meals and lodging.
- \* Fuel, oil, services, maintenance and repair to fleet management vehicles covered under the GSA Fleet Management Program.
- \* Personal use items, such as business cards, desk name plates, etc. (except DeCA authorized name tags & safety shoes)
- \* Resale/subsistence items
- \* Purchases from nonappropriated fund activities such as AAFES or NAF contracted concessionaires, except where allowed by DeCAARS 1.9000.

**Ethical Conduct**

Supervisors are responsible for Procurement Ethics and Standards of Conduct training for cardholders.

Cardholders shouldn't:

- Accept gratuities from contractors or
- Release information on proposals in the contracting office

Cardholders should:

- Ensure their prices are reasonable (\$2,500 or less) or solicit competition (\$2,501 or more).
- Rotate vendors.

**Liability of Cardholder and Agency**

DeCA ***IS NOT LIABLE*** for unauthorized use of the card.

"Unauthorized Use" means the use of the card by a person other than the cardholder, one who does not have authority for such use or items, and a purchase from which the cardholder receives no benefit.

DeCA is liable ONLY for use of the purchase card by authorized cardholders to make payment for official Government purchases made.

Intentional misuse of the Purchase Card for other than official government business is considered an attempt to commit fraud against the U.S. government and may result in immediate cancellation of a card and appropriate disciplinary action against the cardholder. You, the cardholder, are personally liable to the U.S. government for the amount of any unauthorized purchases. Violators may be subject to disciplinary/administrative action by their supervisor.

**Unauthorized Purchase or Careless Use of the Card**

Violations will result in:

**First Offense**

- Cardholder retraining
- Warning letter from APC

**Second Offense**

- Card suspended for 30 days
- Formal letter of suspension of card privileges from APC

**Third Offense**

- Cardholder relinquishes card to AO/CO
- A/CO notifies APC in 3 working days and destroys card
- Formal letter of cancellation from APC
- APC notifies servicing bank

- Cardholder may no longer be a cardholder in DeCA's Purchase Card Program.

**Appointing Official Authority.** The appointing official for the Purchase Card Program has the authority to cancel cardholders at any time for card abuse without regard to the above procedures. Immediately notify the servicing bank at 1-888-994-6722 (24 hours).

**Lost or Stolen Cards**

Notify AO/CO within 1 workday.

AO/CO notifies APC within 2 workdays (See DeCAH 10-4)

New card is mailed directly to cardholder within 2 business days after report to servicing bank.

If card is found after being reported lost/stolen, cut in half and give to AO/CO.

**Separation of Cardholder**

Seven (7) days prior to separation, cardholder MUST:

- Cut card in half (lengthwise recommended)
- Give card to AO/CO.

Approving Official will destroy card and notify the APC to cancel the cardholder account. The APC will notify servicing bank.

***SECTION III***

***PURCHASING PROCEDURES***

***Micropurchase***

A micropurchase is an acquisition of supplies or services (except construction), not exceeding \$2,500, except that in the case of construction, the limit is \$2,000. Micropurchases may be awarded without soliciting competitive quotations if the price is considered reasonable. Micropurchases are not set aside for small business. Prompt payment discounts should be solicited. The Purchase Card is the preferred procurement method for micropurchases., unless a written determination is approved by the Head of Contracting Authority (HCA).

***Head of Contract  
Authority (HCA)  
Approval for  
Micropurchases  
(See ABUC 97-8, CBUC  
98-2, DeCAAL 97-10,  
and DeCAAL 98-02)***

HCA approval is REQUIRED when:

- Source doesn't accept Purchase Card and contracting officer is seeking a source(s) that accepts the Purchase Card.
- Requirement necessitates contract/purchase order because terms and conditions are necessary.

HCA approval is NOT REQUIRED for:

- Orders against existing contracts
- BPA Purchases (valid BPA, not RMBCS dummy BPA)
- Orders against ROA
- SF 44
- Contract/PO using Purchase Card as the payment method
- Contract/PO performed outside US, territories, Puerto Rico
- Emergencies for which prior approval would unnecessarily delay the execution of the purchase.

CBUC 98-2: When the PR amount is above \$2,500 and results in an award of \$2,500 or less or when there is a split award of a requirement over \$100,000 using sealed bidding or RFP, the resulting award will not require approval as a non Purchase Card purchase.

***Establish a "Dummy"  
BPA in SACONS-D***

Establish a "dummy" BPA for Purchase Card purchases per region contracting office (optional) and no more than one per division in CBU to support micropurchases (\$2,500 and under) made with the Purchase Card. Refer to the SACONS manual for detailed instructions or call the CBU SACONS-D Systems Administrator at (804) 734-8363. ???

BPA Call Records shall not be used when the purchase of \$2,500

or less are made through EDI. ???

**Purchase Request**

Ensure a purchase request with certified funds is received from the requiring activity prior to using the Purchase Card for purchase or payment.

No funds are attached to cards held in the CBU or Region AEA. However, Region AEA Purchase Card purchases may be allocated against the Defense Working Capital Fund (DWCF) ?? bulk funded account established for Purchase Card Program when the purchases is other than ADP. (All ADP is surcharge?? funded.) This must be coordinated with your Region RDR

**Purchasing Limit**

The purchasing limit (micropurchase) is \$2,500. Purchase will be documented by entering a BPA Call Record against the BPA established for Purchase Card use. ?????

**Mandatory Sources of Supply**

Order of Priority

1. Agency inventories - DOD Supply System
2. Excess from other agencies.
3. Federal Prison Industries, Inc. (UNICOR)
4. Procurement Lists of supplies from the Committee for Purchase from People Who Are Blind or Severely Disabled (NISH/NIB).
5. Wholesale Supply Sources - GSA, DLA, VA, and military inventory control points.
6. Mandatory Federal Supply Schedules (none in DeCA).
7. Optional Use Federal Supply Schedules (as another source) - make maximum use of FSS unless further competition is needed for requirements above the micropurchase threshold.

**Mandatory Sources of Services**

Order of Priority

1. Procurement List of Services from the Committee for the Purchase from People Who Are Blind or Severely Disabled (NISH/NIB).
2. Mandatory Federal Supply Schedule (none in DeCA).
3. Optional Use of Federal Supply Schedules (as another source).
4. A. Federal Prison Industries, Inc. (UNICOR) or  
B. Other Commercial Sources (Educational and Nonprofit Institutions included).

**Purchase Order Payment Limit**

The limit for use of the card as a payment method on purchase orders is \$25,000.

**Delivery Order Payment Limit**

IDT order and orders with other government agencies (GSA, DAPS) are restricted to \$25,000 until Purchase Card Services makes changes to their automated system to allow unlimited placement of orders. You will be notified when this occurs.

**Contract Reporting**

For micropurchases in SACONS-D, in the "Establish BPA Call" or "Establish Award" screens, respond as follows: ??????????

"Micropurchase," enter "Y."

"EDI Exempt," enter "S."

On the next screen:

"Is this action exempt from DD 1057 reporting?," enter "yes."

And on the next screen:

"Reason for exemption," enter "A."

For purchases (other than micropurchases), complete the DD 1057 or DD 350 in SACONS-D per DFARS instructions.

**Distribution**

Ensure procedures are established to stamp each BPA Call Record and SF 1449 with "PURCHASE CARD" prior to distribution.

Use the distribution table at Appendix A and memorandum at Appendix B, if appropriate.

**Do not Validate in CAPS**

Ensure procedures are established to prevent validation of BPA Call Records in Commercial Activity Payment System (CAPS) when the BPA Call Sheet is stamped "PURCHASE CARD." If your default Pay Office code (e.g., IMPAC D34) ??is entered in the pay office block, it prevents CAPS validation.

**Requirements Recommended for Store Level**

Supplies \$2,500 and Under (unless store cardholder is out of funds or the requirement is complex)

Recurring, small, simplistic maintenance with no specifications where the annual requirement is less than \$2,500 (such as plants, refrigeration check, bottled water, pages) which can be paid at store level monthly or at time service is rendered.

**Recurring Services**

***Recurring, small, simplistic maintenance with no specifications*** can remain at store level if annual requirement is less than \$2,500 (plants, refrigeration check, bottled water, pagers) unless it is a consolidated purchase done in the CBU. Services Division will make this determination on a case by case basis.

***Complex recurring services*** (any dollar) comes to CBU; Purchase Card is the preferred method of payment

- ***One time service*** - provide card # to vendor after service is provided/accepted by requiring activity.

- ***Monthly service*** - After 1st month, buyer must perform

contract administration to ensure service was provided/accepted by requiring activity before authorizing card charge.

***Award Determination*** - Contracting Officer must make business decision on award determination between Purchase Card and non-Purchase Card vendor.

**Receiving Reports**

For all purchases made with the Purchase Card and for those where the card is used as the payment method, ensure procedures are established to send a memorandum (sample at Appendix B) to each requiring activity to ensure distribution of the receiving report is NOT provided to DFAS.

**SECTION IV  
THE AWARD PROCESS**

**Awarding a BPA Call**

CBU cardholders will establish a call against the Purchase Card BPA in SACONS-D for all Purchase Card micro-purchases (\$2,500 or less). Use of a BPA Call Record for micropurchases is optional for region contracting cardholders. However, region contracting cardholders shall use a SF 1449 for purchases over the micropurchase limit.

**Process:**

- Determine price reasonableness
- Make award determination

**- If vendor ACCEPTS the Purchase Card:**

- Establish a BPA Call in \_\_\_\_\_.
- On the "MicroPurchase" line, enter "Y."
- On the next line - "EDI Exempt" - enter "S."
- At the screen that asks "Is this action exempt from DD 1057 reporting?," enter "yes."
- At the screen that asks "Reason for Exemption?," enter "A."
- The last BPA call number used will be shown. Enter the next sequential call number.
- Notify the vendor of your Purchase Card number.
- Ask the vendor to put PR number and call number on the packing slip.
- Stamp the BPA Call Record "PURCHASE CARD."
- Do not validate in CAPS.

**- If the vendor DOES NOT ACCEPT the Purchase Card,**  
proceed with conventional award process in ???.

**Using the Purchase Card with EDI**

For Purchase Card purchases between \$2,501 and \$25,000, EDI is mandatory for soliciting competition and the Purchase Card is the preferred method of payment for actions falling within the Simplified Acquisition Threshold (SAT). If EDI is not available, or an exemption applies, quotations may be solicited through other appropriate means.

**EDI Exemptions for Solicitations**

Exemptions:

- Micropurchases
- Purchases above \$100,000
- Other requirements on a case-by-base basis and approved by the Division Chief.

**Soliciting/Awarding**  
**EDI Purchase Orders**  
**(\$2,501 - \$25,000)**

There are two ways to use the Purchase Card as a payment method under EDI for requirements between \$2,501 and \$25,000:

1. **Oral Solicitation (when requirement doesn't exceed SAT and FACNET not available) and Electronic Award.**

- Ask if vendor accepts VISA Card (NOT "Government Credit Card").
- Make award determination.
- **If vendor ACCEPTS card** - enter your Pay Office default code (e.g., "IMPAC\_\_") in Pay Office Block on SF 1449; send award to EDI; stamp SF 1449 "PURCHASE CARD" (entering your Purchase Card default code in Pay Office Block prevents CAPS validation)
- **If vendor DOES NOT ACCEPT card** - enter "DFAS" in Pay Office Block on SF 1449

2. **Electronic Solicitation and Electronic Award.**

- Establish RFQ in \_\_\_\_\_??
- Enter "DFAS" in pay office block.
- Enter in the "Remarks" block the following statement:  
***"VISA Card is the preferred method of payment. Please indicate if you will accept payment with the VISA Card."***
- Send RFQ to EDI??
- Make award determination.
- **If vendor ACCEPTS card** - change the pay office block to your Purchase Card default code (e.g., "IMPAC\_\_"); send award ?? to EDI; and stamp the SF 1449 "***PURCHASE CARD.***"
- **If vendor DOES NOT ACCEPT card** - keep "DFAS" as the Pay Office on the SF 1449.

**Purchases Between**  
**\$2,501 and \$25,000**  
**(Non-EDI)**

The Purchase Card is the preferred method of payment for non-EDI purchases between \$2,501 and \$25,000. Use either oral solicitation or RFQ, as appropriate.

a. Oral Solicitation

- Ask if vendor accepts VISA Card (NOT "Government Credit Card").
- Make award determination
- If vendor **DOES NOT ACCEPT** card - enter "DFAS" in Pay Office block of SF 1449
- If vendor **ACCEPTS** card - enter your Pay Office default code (e.g., "IMPAC\_\_") in Pay Office Block of SF 1449 and stamp "PURCHASE CARD"

b. RFQ:

- Enter "DFAS" in "Pay Office" block of SF 1449

- Enter in the "Remarks" block the following statement:  
***"VISA Card is the preferred method of payment. Please indicate if you will accept payment with the VISA Card."***
- Make award determination.
- If vendor **ACCEPTS** the VISA Card - change Pay Office block to your default Pay Office code (e.g., **"IMPAC\_\_"**) and stamp SF 1449 **"PURCHASE CARD."**
- If the vendor **DOES NOT ACCEPT** the VISA Card, nothing changes.

**Awarding Delivery Orders Against Contracts Issued by DeCA or Other Government Agencies (Limited to \$25,000)**

Verify whether the contract authorizes the Purchase Card as a payment method

If the Purchase Card is **NOT AUTHORIZED UNDER THE CONTRACT** - establish conventional order with **"DFAS"** as the Payment Office. If vendor is FACNET certified, send order through EDI.

If the Purchase Card is **ACCEPTED/AUTHORIZED** :

- Enter your Pay Office default code (e.g., **"IMPAC\_\_"**) in the Pay Office block. This will prevent CAPS validation.
- If vendor is FACNET certified, send order through EDI.
- Stamp the SF 1449 **"PURCHASE CARD"**

**Contract Reporting**

When the Purchase Card is used as a payment method above \$2,500, DD 1057 or DD 350 reporting must be accomplished.

**Recording the Purchase**

Contracting cardholders are exempt from completing DeCAF 10-9.

**Distribution**

Distribute each BPA Call Record and SF 1449 stamped "PURCHASE CARD" per Attachment 1.

**Close Out**

Close out each BPA Call or EDI award in ???-D upon receipt of the receiving report..



*SECTION V*

*CARDHOLDER RECONCILIATION*

*Monthly Statement*

Your monthly statement should arrive by the 12th of each month for purchases made up to the 5th of the month. If you have not received your statement within 10 business days from the 5<sup>th</sup> of the month, call customer service at 1-888-994-6722 and request a faxed copy.

*By 20th of each month  
(with no grace period)*

- 1 - Reconcile Monthly Statement with BPA/SF 1449, matching each purchase made during the billing cycle. (resolve discrepancies with contractor)
2. Show the line of accounting for each charge on the statement.
3. Ask the contractor for credit for disputed items.
4. If dispute not resolved by end of next billing cycle, fill out Statement of Questioned Items and send to servicing bank.
5. Sign Monthly Statement and make a file copy for yourself.
6. Give Monthly Statement, receipts BPA Call Record/SF 1449, and Statement of Questioned Items to your approving official.
- 7 - CBU cardholders will provide APC a copy of Monthly Statement, BPA Call Record/SF 1449 and Statement of Questioned Items.
- 8 - Region contracting cardholders will fax Monthly Statement and BPA Call Record/SF 1449 to APC at (804)-734-8209.

*Funding Adjustments*

Funding adjustments made on IMPAC Card transactions will be entered in SACONS-D so the correct amount for micropurchases appears on the BPA Call Record that you provide to the Agency Program Coordinator (APC).

If the monthly statement shows an amount that is ***less*** than agreed to at time of award:

- Determine if the lesser amount is due to a partial shipment.

- Cross out the dollar amount and pen/ink partial dollar amount on the BPA Call Record
- If correct (vendor charged less intentionally), enter the corrected amount on the hard copy of the BPA Call Record and adjust the amount in SACONS-D.

If the monthly statement shows an amount that is more than agreed to:

**First** Monthly Statement:

- Pen/ink the dollars charged on hard copy of BPA Call Record provided to your APC
- Contact the vendor for a credit.
- If vendor agrees to give the credit, you may have to get funds increased to cover the charge until the credit is received on the next statement.
- No change is necessary in SACONS-D.
- Place a note in the folder that credit is expected on next statement.
- Ensure credit appears on next monthly statement.

**Second** Monthly Statement - Show ONLY credited amount on copy of the same BPA Call Record that you submitted to your APC the previous month.

(If vendor refuses to give credit, get funds increased to cover the charge and change award amount on the BPA Call Record in SACONS-D for tracking the purchase.)

**Agency Program  
Coordinator (APC) Mailing  
Address and Telephone  
Number**

Defense Commissary Agency  
ATTN: CBU/RAA (Gayle White)  
1300 E Avenue  
Fort Lee, VA 23801-1800  
Phone: (804) 734-8830 or DSN 687-8830  
Fax: (804) 734-8209

***APPROVING OFFICIAL REVIEW***

**Prior to 20th of each month**

1. Verify purchases with of each cardholder by reviewing their Monthly Statement, BPA Call Record/SF 1449.
2. Review/certify/sign back of each Monthly Statement.

3. Ensure cardholders provide Monthly Statement, BPA Call Record/SF 1449, and Statement of Questioned Items, if any, to CBU APC.

4. File originals.

### ***AGENCY PROGRAM MANAGER PROCEDURES***

#### **Monthly Invoice**

On the 6th of each month, download the automated monthly invoice from US Bank Corporate Payment System (S) First Link program.

Import the automated invoice into First View program

#### **APC Monthly Reports**

Make necessary cardholder/approving official changes in Microsoft Access tables.

Change each query to the applicable invoice date.

Create DWWCF, SURCHARGE, and OTHER Reports.

#### **HQ, FOA, Region/Commissary Reports**

Provide reports to the APC for reconciliation of paper invoice. Using Microsoft Access, select the report for HQ, FOA, CBU and each region. Import reports into Microsoft Word. Make necessary changes. E-mail applicable reports to HQ, FMBU, Region RDR and to contracting manager/division chiefs.

### ***AGENCY PROGRAM COORDINATOR PROCEDURES***

#### **Receipt of Monthly Statements of Account**

Coordinate the receipt of monthly statements from each contracting cardholders.

#### ***Invoice***

Coordinate the receipt of the official invoice from US Bank. Provide a copy of the official invoice to the Agency Program Manager. Download the official invoice from US Bank First Link into First View. Sort the invoice as necessary to obtain the information needed for reconciliation of the invoice.

#### ***Initiate an Ad Hoc in SACONS-D***

Initiate an ad hoc in the CBU and Region SACONS-D databases to obtain the BPA Call Number/Contract Number/Delivery Order Number, accounting classification code, dollar

amount and vendor when the paying office equals "IMPAC."

***Notify Region RDR of  
DWCF funds for expensing***

Notify each Region RDR by e-mail of total amount of DWCF to be expensed for their region against only the IMPAC bulk funded DWCF accounts. It is the region contracting cardholder's responsibility to notify their Region RDR of DWCF funds used.

***Prepare Summary for  
FMBU and DFAS***

Prepare a summary of purchase card account classifications and totals for the FMBU and DFAS. Attach a copy of the ad hoc to the summary.

***Send Summary to FMBU  
and DFAS***

A copy of the summary will be provided to FMBU for expensing against accounting classifications shown on the summary. A copy of the summary will be provided to DFAS for disbursing payment to First Bank.

**BPA CALL SHEET/SF 1449 DISTRIBUTION FLOW CHART**

**CBU Purchases for FAO or HQ**

**CBU Contracting  
Cardholder**

***By 20th of each month,  
handcarry the Monthly  
Statement to CBU/RAA***

**CBU Contracting  
Cardholder**

***Immediately After Award:  
MEMO AT ATTACHMENT 3 TO  
COMMISSARY with 4 copies***

**CBU Purchases for Commissary**

**Commissary**

- 1-Receive item
- 2-Determine if item is accountable property
- 3-If accountable, contact region PBO
- 4- Region PBO bar codes and enters into the property book
- 5- Region PBO hand receipts to commissary
- 6-Send 1 copy of receipted BPA Call Sheet to CBU Cardholder.

**DO NOT SEND RECEIVING REPORT  
TO DFAS**

<p><b><u>CBU Contracting</u></b> <b><u>Cardholder</u></b></p> <p><i>By 20th of each month, hand carry the Monthly Statement to CBU/RAA</i></p>	
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<b><u>CBU Purchases for Region HQ</u></b>	
<p><b><u>CBU Contracting</u></b> <b><u>Cardholder</u></b></p> <p><i>Immediately After Award:</i> MEMO AT ATTACHMENT 3 TO Region with 4 copies 2 -Region Requiring Activity 2 -Region RDR</p>	<p><b><u>Requiring Office</u></b></p> <ol style="list-style-type: none"><li>1-Receive item</li><li>2-Determine if item is accountable property</li><li>3-If accountable, contact region PBO</li><li>4- Region PBO bar codes and enters into the property book</li><li>5- Region PBO hand receipts to requiring office</li><li>6-Send 2 copies of receipted BPA Call Sheet to Region RDR.</li><li>7-Return 1 copy to the CBU Cardholder</li></ol> <p><b><u>DO NOT SEND RECEIVING REPORT TO DFAS</u></b></p>

<p><b><u>CBU Contracting</u></b> <b><u>Cardholder</u></b></p> <p><i>By 20th of each month, hand carry Monthly Statement to CBU/RAA</i></p>	
<p><b><u>Region AEA (Contracting Division) Purchases for Region</u></b> (Requiring Office Submit DeCAF 10-10 to Region Contracting Division)</p>	<p><b><u>Region RDR</u></b></p> <p>Forward receipted copy to CBU Cardholder</p>

<p><b><u>Region AEA Cardholder</u></b>  <b><u>Immediately After Award:</u></b>          Requiring Activity - 2 Copies with          Memo at Attachment 3          Region RDR - 2 Copies</p>	<p><b><u>Requiring Office</u></b>          1-Receive item          2-Determine if item is accountable property          3-If accountable, contact region PBO          4- Region PBO bar codes and enters into the          property book          5- Region PBO hand receipts to requiring office          6-Send 2 copies of receipted BPA Call to Region          RDR.  <u>DO NOT SEND RECEIVING REPORT</u>  <u>TO DFAS</u></p>
<p>_____</p>	<p>_____</p>
<p><b><u>Region AEA</u></b>  <b><u>Cardholder</u></b>          By 20th of each month, fax          Statement of Account to          CBU/RAA</p>	<p><b><u>Region RDR</u></b>          Forward receipted copy to Region AEA Cardholder</p>
<p>_____</p>	

OFFICE SYMBOL

MEMORANDUM FOR (COMMISSARY OR REGION)

SUBJECT: Purchase of Supplies/Services/Equipment With I.M.P.A.C. VISA Purchase Card

Purchase request number \_\_\_\_\_ was recently ordered through the use of the I.M.P.A.C. VISA purchase card. The attached is provided to you to identify the item(s)/services acquired under this transaction, and to assist you in the completion of the receiving report for this action.

This purchase was made using the IMPAC Card of a buyer/contract specialist within this office. It is important to note that the payment to the contractor is made by US Bank within 24-48 hours after the purchase or, if for a service, after the receiving report is received by the buyer/contract specialist as evidence that the service was received by your office.

**Do not submit the completed receiving report (DD Form 250) for this purchase to DFAS-Columbus.** You must use the attached document or complete a DD Form 250 to show receipt of the items/services.

Request you match the items/services shown against the actual shipment/performance, annotate any necessary changes, and sign the appropriate block on the document or complete a DD Form 250.

**Receiving Report Distribution:**

(1) If the commissary is receiving this item/service, send one copy of the receiving report to DeCA FMBU.

(2) If the region is receiving this item/service, send two copies of the receiving report to the Region RDR who will forward one signed copy to the CBU cardholder.

(3) If this is a purchase made by the Region AEA office for their region, send two copies to the Region RDR who will forward one signed copy to the Region AEA cardholder.

Should you have any questions regarding this process, please contact Ms. Wanda McAlhany at commercial (804) 734-7777 or e-mail to [mcalhanyw@deca-gw.deca.mil](mailto:mcalhanyw@deca-gw.deca.mil).

Joseph I. Miller  
Contracting Officer

Attachment  
As Stated