

# DRAFT NOT FOR IMPLEMENTATION

## Chapter 16

### LOCAL PURCHASE (LP)

#### 16.14. Credit Card Purchases:

★16.14.1. Credit card purchases may be made with the IMPAC card. Copies of the USAF internal procedures document “United States Air Force Internal Procedures for Using the International Merchant Purchase Authorization Card (IMPAC)” are available through the local base contracting office.

16.14.1.1. Provide Contracting and Finance with information identifying which funds are to be used for IMPAC purchases. Accounts will be established in accordance with Section 4 of the USAF internal procedures document.

16.14.1.1.1. Medical supplies shall be purchased through MDD and issued to the using activity. Complete an IMPAC Card Funding Document (form number not yet assigned) (available from local contracting office) to establish the IMPAC account. Prior to the beginning of each subsequent fiscal year forward a letter through finance to contracting stating the card is still active.

16.14.1.1.1.1. Cardholders for IMPAC cards funded with MDD funds must be within the chain of command of the MDD accountable officer.

16.14.1.1.2. Equipment will be purchased through MDD and issued to the using activity.

16.14.1.1.3. All IMPAC cards for services will be funded with an IMPAC Card Funding Document, citing Program Element Code (PEC) 87700/87900 and element of expense/investment code (EEIC) 592. If the MTF commander decides to centralize the purchase of services, it is recommended that cost center XX5741 be cited.

16.14.1.1.4. Non-medical supplies may be purchased either with a MDD funded card or an O&M funded card. IMPAC cards funded with O&M dollars may be issued to personnel in areas other than medical logistics at the MTF commander’s discretion. Under no circumstances will O&M funded cards be utilized to purchase medical supplies or equipment.

16.14.1.1.5. Separate cards are required for MDD funded purchases and O&M funded purchases.

16.14.1.1.6. In accordance with the “USAF Internal Procedures for Use of the International Merchant Purchase Authorization Card”, regardless of the fund code used Approving Officials must be within the chain of command of the cardholder.

16.14.1.2. IMPAC purchases are not to exceed \$2,500, except as noted in paragraph 16.14.3.1.

Transportation and handling charges must be included in the purchase and orders cannot be split.

16.14.1.3. Activities can buy direct from Army and Air Force Exchange Service (AAFES) and the Defense Commissary Agency (DeCA). IMPAC cards used to purchase subsistence items must be funded with the subsistence fund cite referenced in the Nutritional Medicine Flight Guide. Treat AAFES and DeCA as any other local procurement source.

16.14.1.4. Purchases under \$2,500 will be distributed equitably among qualified suppliers.

16.14.2. Authorizations, e.g., approved AF Forms 601, **Equipment Action Request**, for equipment and Pharmacy and Therapeutics Committee approval for drugs, are required for IMPAC purchases just the same as for other methods of procurement.

16.14.3. If MDD funds (fund code 6B) are used, process purchases through MEDLOG. Assign a unique routing identifier code beginning with L and build a vendor record identifying the IMPAC program manager as outlined in AFMAN 167-230, section 16. The purchase order number assigned must begin with the letter I followed by four characters unique to the cardholder and end with a locally assigned call number for each transaction. Send one copy of the MEDLOG or manually generated purchase order document to Finance. Local Purchase transactions processed through MEDLOG create a "received not billed" detail record in the Integrated Accounts Payable System (IAPS). The “I” placed in the PO field prevents this from happening for IMPAC purchases. Ensure that any records created in IAPS for IMPAC purchases are cleared by Finance when the bill is paid.

16.14.3.1. Use Prime Vendor and DBPAs in lieu of IMPAC when possible. Payments for items purchased from DBPAs may be funded with IMPAC. These purchases may be to the contract limit authorized by DPSC or VA. Coordination must be accomplished with the support contracting office prior to initiating purchases over \$2500. When processing a BPA order for purchase by IMPAC, override the RID and PO number fields to follow the procedures specified in paragraph 16.14.3.

16.14.5. If O&M funds are cited, do not process through MEDLOG. Follow procedures outlined in the “United States Air Force Internal Procedures for Using the International Merchant Purchase Authorization Card (IMPAC)”.

**16.15. Reserved**