POLICY OR PRECEDENT

(XVIII Abn Corps and Ft Bragg Memo 25-50)

1. SUBJECT		2. MASTER POLICY NO.
International Merchant Purchase Authorization Card Program		76
3. ORIGINATOR	**4. PHONE NUMBER**	**5. DATE ESTABLISHED**
AFZA-IBO-C	396-4362	20 December 2001

6. SYNOPSIS: (if more space is needed, use reverse side.)

1. This is an XVIII Airborne Corps and Fort Bragg policy pertaining to the International Merchant Purchase Authorization Card (IMPAC). This is a permanent policy, which will not expire until rescinded or superseded.

2. This policy covers the use and accountability of the IMPAC program for Fort Bragg. This policy applies to all units/activities, to include tenant units. Exception to this policy must be approved by the first General Officer in your chain of command.

a. The number of cardholders per billing official is limited to no more than five.

b. Budget officials will not be appointed as cardholders, billing officials, or alternate billing officials.

c. Within 8 days of the cycle closing date, billing officials (or, in their absence, alternate billing officials) will review and certify their cardholders' monthly statements of account on-line via the Customer Automated Reporting Environment (CARE).

3. Commanders/directors are responsible for oversight of the activity of their purchase cardholders and billing officials. Commanders/directors shall take action to verify that purchase card operations are in compliance with sound business practices, regulation (XVIII Airborne Corps and Fort Bragg Regulation 715-3), and law. Recommend the following to assist in oversight of your operations.

a. Periodically review cardholders'/billing officials' records and statements of account.

(1) See if repetitive buys were made to acquire goods/services that, if purchased at one time, would exceed the $2,500 threshold. Splitting purchases to avoid the $2,500 threshold is not permitted.

(2) Review items purchased, vendors, and amounts to see if the purchases pass the common sense test.

b. Discuss your purchase card operations with your staff, cardholders, and billing officials. Topics should include:

(1) Purchase card can only be used by the specific individual to whom the card was issued. No one else may use the card or the card number to obligate the government.

(continued)

7. TYPE POLICY

- [ ] NEW
- [x] CHANGE
- [ ] REVOCATION

8. IDENTIFY POLICY AFFECTED

This policy supersedes Master Policy No. 76, 2 June 2000.

9. LAST REVIEWED

DATE	REVIEWING OFFICER	ORGANIZATION	INITIALS

10. APPROVED:

//signed//

STANLEY A. McCHRYSTAL, Brigadier General, GS, Chief of Staff

11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)

Fort Bragg Reg 715-3, 12 March 1999, Fort Bragg International Merchant Purchase Authorization Card (IMPAC) Instructions.

12. DISTRIBUTION	13. DATE PUBLISHED
A, D, & E	31 May 2002

(2) Superiors/co-workers shall not direct cardholders/ billing officials to use the card in a manner inconsistent with good business practice or in violation of regulation or law.

(3) Emphasize the need for timely certification of billing account statements on-line via CARE. The bank must receive payment within 30 days of the end of each billing cycle to avoid interest penalties.

(4) Include measures in all performance standards of all billing officials, alternate billing officials and cardholders and include verbiage concerning performance of these responsibilities in their performance appraisals.

(5) Cardholders/billing officials are responsible for their actions. Improper use of the card or improper certification of statements of account may subject them to administrative or criminal proceedings. The IBO-C, Internal Review, and Criminal Investigation Division will conduct random reviews.