

**PENTAGON RENOVATION PROGRAM  
INTERNATIONAL MERCHANTS PURCHASE  
AUTHORIZATION CARD (IMPAC) POLICY**

**PMP 00-02a**

**7 FEB 2001**

**Policy OPR: Resource Management Group**

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**1.0 Purpose**

This document establishes policy, procedures, and training requirements related to the use of the IMPAC (or Purchase Card) within the Pentagon Renovation Program (PENREN).

**2.0 References:**

- a. Federal Acquisition Regulation (FAR) Subpart 1.603, Selection, Appointment, and Termination of Appointment, <http://farsite.hill.af.mil/VFFARA.HTM>,
- b. FAR Part 13.301, Governmentwide Commercial Purchase Card, <http://farsite.hill.af.mil/VFFARA.HTM>,
- c. Department of Defense Purchase Card Program Management Office, <http://purchasecard.sarda.army.mil/>,
- d. Washington Headquarters Services Real Estate and Facilities Directorate Government-wide Commercial Purchase Card Program Standard Operating Procedures.

**3.0 Policy**

Except as modified below, PENREN adopts the Washington Headquarters Services (WHS) Real Estate and Facilities Directorate Government-wide Commercial Purchase Card Standard Operating Procedures (SOP) for administration of the PENREN Purchase Card Program. This policy covers both general supply purchases (under \$2,500) and streamlined acquisition small purchases (over \$2,500).

**4.0 PENREN Supply IMPAC Card Program Designations (items under \$2,500)**

- a. **PENREN Agency Program Coordinator (APC).** The PENREN Agency Program Coordinator is responsible for overall management, oversight, and administration of the PENREN Purchase Card Program including the training of all cardholders and approving officials. The PENREN APC coordinates processing of Purchase Card applications and the distribution and control of PENREN Purchase Cards. The PENREN APC will assimilate all pertinent financial statements and management reports and serve as the primary liaison with the WHS APC and WHS Accounting and Finance. The PENREN APC responsibility resides in the Resource Management Group Office.

- b. **Approving Officials.** The Approving Official (AO) will review cardholder monthly statements of account to ensure purchases are made in accordance with FAR and PENREN procedures and advise the APC of possible instances of card misuse. Monthly statements and supporting documentation for bills will be provided to the RM IPT to reconcile accounts. The RM IPT will forward appropriate documentation to WHS accounting for processing. The AO will initiate administrative or disciplinary action for the misuse of purchase cards when appropriate. The adjudication of these actions is the responsibility of the Resource Management IPT Leader. Approving Officials must be a WHS government employee.
- c. **Card Holder.** The PENREN Card Holder is the person to whom the card is issued. The card bears this person's name and may only be used by this person. The card may only be used to pay for authorized U.S. Government purchases. The Card Holder may be a military or civilian Government employee, but may never be a non-government employee. The Card Holder will not make a single purchase in excess of \$ 2,500 nor have total purchases that exceed \$2,500 in a month or as authorized. He or she will maintain a monthly purchase log and other support documentation for all purchases and provide this information to the AO monthly.

#### **5.0 Establishing Purchase Card Accounts**

- a. In order to establish an account, the requesting activity must provide a written justification to the PENREN APC. A sample justification format is provided in Exhibit 4-1 to the WHS Government-wide Commercial Purchase Card Program SOP. All justifications must clearly justify the requirement for a credit card account, the specific types of purchases to be made and the proposed maximum authorized amount of total monthly expenditures.
- b. The PENREN APC will forward the delegation of authority requirements memo to Real Estate and Facilities (see Exhibit 5-1 sample, WHS Government-wide Commercial Purchase Card Program SOP), including recommended delegation limits, to the Deputy Program Manager (DPM) for approval. Subsequent to DPM approval, the PENREN APC will forward the request to WHS for action in accordance with the WHS Government-wide Commercial Purchase Card Program SOP.

#### **6.0 Purchase Card Usage (Refer to the WHS Government-wide Commercial Purchase Card Program SOP, paragraph 12, for acquisition procedures).**

- a. A purchase card may be used to pay for purchases made in accordance with FAR Part 13, or to pay for orders placed against established contracts or with established sources of supply (see FAR Part 8) when authorized by the contract or regulation requiring use of the source. It may be used to pay for supplies or services acquired using oral solicitation procedures. It may also be used to pay

for supplies or services that are acquired through a purchase order or written contract. **Without exception, purchase cards will only be used to pay for authorized U.S. Government purchases.** Cardholders and Approving Officials will review paragraph 11 of the WHS Government-wide Commercial Purchase Card Program SOP for prohibited purchase card transactions.

- b. Prohibited Purchases - The card may not be used for the following:
- (1) Cash advances (not permitted under any circumstances)
  - (2) Rental or lease of land or buildings
  - (3) Purchase of telecommunication services, equipment, and calls
  - (4) Purchase of airline, bus, train or other related tickets
  - (5) Lease, rental or repair of vehicles
  - (6) Purchase of meals, drinks, and lodging or other subsistence costs
  - (7) Hazardous/ dangerous item (e.g. explosives munitions and toxins) unless otherwise authorized by the Head of Contracting Activity (HCA) or Agency Program Coordinator (APC)
  - (8) Personal clothing or footwear, equipment or supplies required in the performance of duties for which the employee is eligible for compensation via uniform/clothing allowance or other means of direct reimbursement
  - (9) Purchase of furniture, including but not limited to such items as chairs, desks, tables shelving, storage units and modular workstations and /or a major component(s) of a modular workstation (unless specifically authorized)
  - (10) Building maintenance and space alterations unless otherwise authorized by the HCA or APC
- c. A request for funding action (RFA) is not required for supply credit card purchases of \$2,500 or less, unless the purchase is an inventory control item. Examples of inventory control items are those things that would be easily pilfered or of high dollar value, i.e. cameras, calculators, etc. The IMPAC card is not used to purchase copiers or fax machines. Per PENREN published IM&T policy, all of the Program's copier and fax machine requirements are coordinated through the Logistics Support IPT and forwarded to the IM IPT for purchase. The purchase and control of inventory control items should be coordinated through the Logistics Support IPT Leader for appropriate sources.
- d. Cardholders should follow the general guidelines set forth in the "Expendable Supply Business Procedures" published by the Administrative Management Support Group. These guidelines cover procedure that governs purchases of office and information technology expendable supplies. The Administrative Management Support Group is the preferred and primary source for all expendable supply purchases. Should this office not have an item in stock or is unable to obtain it in a reasonable length of time, the cardholder can then purchase the item with the IMPAC card.

- e. Within 5 days of receipt, cardholders will reconcile Statements of Account and forward these documents to the AO for review. The AO will forward reconciled statements to the RM IPT.

**7.0 PENREN Contracting IMPAC Card Program Designations (items over \$2,500)**

- a. **PENREN Agency Contracting IMPAC Program Coordinator (ACPC).** Responsibilities are the same as Sections 4.0, 5.0 and 6.0 except ACPC must have a Contracting Officer's warrant.
- b. **Contracting Approving Officials (CAO).** Responsibilities are the same as Sections 4.0, 5.0 and 6.0 except CAO must have a Contracting Officer's warrant. CAO will review statements and Summary Distribution sheets provided by Card Holder, certify that they are correct and forward to the RM IPT.
- c. **Card Holder.** Responsibilities are the same as Sections 4.0, 5.0 and 6.0 except Card Holder may make purchases in excess of \$2,500 for an item. Card Holder must have a Contracting Officer's warrant. An RFA will be required for all actions above \$2,500. Within 5 days of receiving Statement of Account, the cardholder will provide signed statements and Summary Distribution sheets to the CAO for review and certification. The CAO will forward reconciled statements to the RM IPT.

**8.0 Training**

All Cardholders and Approving Officials will complete mandatory training prior to being issued a purchase card or approving purchase card transactions. Cardholders and Approving Officials will complete DoD ethics training annually.

**9.0 Monthly Reconciliation for Purchases**

Within 5 days of receiving Statement of Account, all cardholders will provide signed statements, monthly purchase log and other support documentation to the appropriate AO/CAO for review. Within five days of having received cardholder statements, the AO/CAO will forward reconciled statements to the RM IPT.

**This PMP is effective immediately. It will remain in effect until modified or rescinded. It supersedes all previous PENREN guidance on this subject.**

  
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Pentagon Renovation Program Manager

06 Feb 01  
Date