

## **STANDARD OPERATING PROCEDURE USE OF IMPAC CARD**

**PURPOSE:** To establish procedures and controls for the use of the IMPAC Credit Card.

### **PROCEDURES:**

1. The IMPAC Credit Card will be issued to schools upon the recommendation to DEPO (DoDDS Europe Procurement Office), Area Service Center, by the DSO.
2. Approving Officials and Ordering Officers must receive the training from DEPO before the card will be issued.
3. All guidelines and requirements that are indicated during the training will be strictly adhered to, regarding:
  - a. Single purchase limit;
  - b. Monthly purchase limit;
  - c. Ensuing receipt of goods within billing period.
  - d. Acquiring approval from Approving Official.
  - e. Initiation of a Purchase Request.
  - f. Proper preparation of billings and timely submission to the DSO.
4. The card shall not be used during any recess period unless an Approving Official and an Ordering Officer are on site.

### **CONTROLS:**

1. Delegation of Obligation Authority for Fund Certification.
2. Purchase Request with Approving Official's Signature.

3. Monthly Approved Purchase Log.
4. Signed billing by Approving Official.
5. Signed billing by Cardholder.
6. Review of final billing by the Budget Officer.

A handwritten signature in black ink, appearing to read "Linda L. Curtis". The signature is written in a cursive style with a large initial "L" and "C".

Linda L Curtis  
Superintendent