



IN REPLY
REFER TO

DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FT. BELVOIR, VA 22060-6222

DESC-BQ

JUL 29 1998

MEMORANDUM FOR DEFENSE ENERGY REGION AMERICA
DEFENSE ENERGY OFFICES
ATTN: QUALITY MANAGERS

SUBJECT: DESC-BQ-98-02 Policy for IMPAC Cards

The Quality Operations Division, DESC-BQ now has an IMPAC Card (Stock Fund Cite), for ordering sampling equipment, gauging equipment, and test equipment and/or services which are not covered in COCO, GOCO or Tariff contracts. For example, this would provide the necessary equipment for sampling at customer locations when the customer is not able to provide equipment, containers and/or transportation. A listing of specific items that are covered or not covered are listed below:

What is an authorized purchase?

- Sample Equipment - (cans, packaging, labels, bottles, cord, corks, cage, weighted beaker, lead weights, bottom thief, etc...)
- Sample Transportation - (Fed Ex, UPS, etc...)
- Gauge Equipment - (tape, bob, water & product-finding paste, glass thermometer, cup-case assembly, electronic thermometer assembly, etc...)
- Testing Supplies - (chemicals, glassware, etc...)
- Testing Equipment - (B/2 Anti-Icing Additive Test Kit, digital conductivity meter, hydrometer, etc...)
- Technical Manuals - (ASTMs, APIs, etc...)

What is not an authorized purchase?

- Operations IMPAC Card (Operations Fund Cite) Purchases – (Paper, pens, pencils, calculators, office furniture, cleaning supplies, services for office equipment, subscriptions, publications, tuition's, etc...)
- Quality Operations covered by contract, tariff agreement or pipeline tender – (contractor supplied testing, sample cans, etc.)



- Automatic Data Processing (ADP) Equipment – (hardware, CD software, etc...)
- Transportation Tickets – (Airline, Bus, Boat, Train, etc...)
- Motor Vehicle Rental
- Lodging
- GSA prohibits using the card to obtain cash advances or to purchase, rent or lease any office space or other real property (including parking spaces). Or the purchase of meals, or any other services for which the Government travel card (Nations Bank) would be appropriate.

DER-Americas and each of its offices are authorized to request supplies and services identified above through Naomi Gomes in order to meet Quality operations not covered by other methods. Requests will be forwarded via E-mail, fax, or mail to Naomi Gomes, DESC-BQ on a DFSC Form 2.5A, "Request for Purchase of ADPE/T by Credit Card," which can be found in Form Flow. **Note: There is a \$2,000.00 dollar limit on a single purchase.**

The point of contact for this action is Naomi Gomes, DESC-BQ, Commercial (703) 767-8737 or DSN 427-8737.



LEE OPPENHEIM
Chief
Quality Operations Division
Bulk Fuels