



## Department of Defense Purchase Card Program Management Office

### Purchase Card Reengineering Implementation Memo #4

#### Use of I.M.P.A.C. Card for Transactions with Defense Automated Printing Service

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
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DIRECTOR, DEFENSE MANPOWER DATA CENTER

SUBJECT: Purchase Card Reengineering Implementation Memorandum #4: Use of the I.M.P.A.C. Card for Transactions with the Defense Automated Printing Service

The Defense Automated Printing Service (DAPS) has experienced delays in the past with billings and collections from customers for its printing services. In order to resolve these delays, the DAPS, in August 1996, started accepting the International Merchant Purchase Authorization Card (I.M.P.A.C.) from its DoD customers in payment for goods and services.

The I.M.P.A.C. program uses established commercial credit card practices and has proven to benefit both DAPS and its customers. There are no card fees or administrative costs and it saves on every purchase. Use of the I.M.P.A.C. makes it easier to monitor your organization's procurement activities. The I.M.P.A.C. also allows your managers to have more fiscal and operational control over their organizations. Productivity can be improved because the wait for services is a matter of hours, not days. And your DFAS bill will be reduced as you increase the use of I.M.P.A.C..

The Army was recently recognized by the GSA as the largest user of the I.M.P.A.C. within the Federal Government. More than 36,000 purchase cards were issued by the Army in fiscal year 1996. Those cardholders have made approximately 1.6 million purchases valued in excess of \$740 million. In addition, the Army Audit Agency found that when compared to using purchase orders, the purchase card provided a savings of \$92 per transaction; this kind of savings will be passed on by DFAS through the billing rate structure. The I.M.P.A.C. is now considered by the Army organizations as the preferred method of obtaining goods and services valued at or less than \$2500. They now order and receive goods and services within days rather than waiting for weeks for them.

Effective July 1, 1997, all orders for printing services placed by customers of the DAPS within the Continental United States (CONUS) and Hawaii are to be acquired using the I.M.P.A.C.. This mandate is in conjunction with the Under Secretary of Defense (Acquisition and Technology) memorandum of March 20, 1997, "Micro-purchases," which states that effective October 1, 1997, no contracts or purchase orders for micro-purchases at or below the threshold will be awarded and that the Government-wide commercial purchase card will be the preferred method for these types of purchases.

Please advise your organizations of this mandate to use the I.M.P.A.C. for purchases from DAPS and emphasize the importance of this tool in streamlining the Department's financial management processes. The use of the I.M.P.A.C. is an important step in improving the business processes in the DAPS and in its customers' organizations.

The DAPS-HQ point of contact is Mr. Richard DeNeane (703) 767-4269 or DSN 427-4269. Customers also may call the DAPS Customer Service Line at 800-594-3349 or the local DAPS offices. Accounting inquiries may be directed to Mr. Ron Bishop, DFAS-HQ/A at (703) 607-0741 or DSN 327-0741.

// Signed //  
John J. Hamre