

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cardholder Standard Operating Procedures (SOP) for Government VISA Checks.

1. PURPOSE. To establish cardholder guidelines, responsibilities and procedures for using VISA Accommodation Checks.

2. DISCUSSION.

a. Accommodation Checks will only be issued by the Directorate of Contracting (DOC) personnel after all attempts have failed to find a vendor that will take the IMPAC credit card. Check transactions cannot exceed a dollar threshold in the amount of \$2,500.00. Each transaction will incur a 1.7% service charge over and above the amount issued. The service charge fee is not included in the \$2,500.00 limit per check.

b. Due to payment office requirements, check writing will not be available for tenant activity requirements.

c. IMPAC card holder will be the responsible person for placing the order for supplies/services only after ensuring proper paperwork has been received and funded in the Budget Office IAW the following paragraphs.

d. An Acquiline requisition must be prepared by the budget office or requiring activity as applicable. All pertinent information must be on the Acquiline request stating, "**Vendor does not accept credit cards**" along with the vendors name, social security number/tax number, mailing address, phone number.

e. After service/supplies have been completed/received and prior to submission to DOC, the Acquiline Request will be completed as outlined in paragraph d. The activity/unit budget will then complete/verify all accounting information, vendor invoice (scanned into a word document and attached to electronic request), DOC Accommodation Check Invoice Form (scanned and attached), or activity invoice/completion form (scanned and attached).

f. The Acquiline requisition will not be submitted to DOC until actions are complete.

g. A check will be issued either directly to the vendor or by mail.

FOR THE COMMANDER

1 Encl

// original signed//
VICTOR J. BERO
Colonel, General Staff
Chief of Staff

