

Purchase Requisition Type – Purchase Card (IMPAC)

Quick Reference

Additional Reference:

- Standard Operating Procedures – Credit Cards
- MTMC SOP FOR GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD

Overview:

- Each purchase cardholder receives an annual budget for the new fiscal year. The purchase card hold prepares a TFMS requisition for each charge prior to purchase. Once the requisition has been approved the cardholder proceeds with the purchase. When the purchase card statement is received the cardholder reconciles the charges and annotates the requisition number next to each charge. The statement is then approved by the Purchase Card Billing Official and sent to DFAS and SDDC-RM. SDDC-RM prepares the obligation and DFAS processes the card for payment.

- TFMS-M Requestor (Cardholder)

- Enters requisition into TFMS, key fields:

1. Description: Cardholder Name
2. Requisition Type: Purchase Card
3. Line Type: SERVICES
4. Line, Category: Item Category =Purchase Card, Sub-Category = Your Staff Element (Division or Branch Level).
5. Line, Description: Enter the supplier or other identification such as charge reference number.
6. Line, Quantity: Total dollar amount
7. Line, FlexField, Standard Document Number (SDN): Enter the 14 digit SDN Requisition using the following format;
digits 1-5 = IMPAC
digit 6 = last digit of calendar year (i.e. 2004= 4)
digits 7-9 = Julian date of transaction
digits 10-14 = 1st 5 letters of cardholders last name, if only 4 letters add X, if only 3 letters and XX

Example:

Date	SDN
4 Feb 04	IMPAC4035HILLX
4 Feb 04	IMPAC4035JONES

Note: The SDN will not change for multiple purchases on the same day. Each transaction will have a unique TFMS requisition number you need to annotate on your supplies receipt.

TFMS-M Standard Operating Procedures – Purchase Requisitions

8. Supplier: U.S. Bank
9. Site: IMPAC Cards
10. Distribution button, Project Tab. Enter the Project, Task, EAC, Organization and Date for the purchase. If multiple lines of accounting are required (more than 1 EAC, and/or organization, etc), enter the appropriate distribution (including quantity) for each line of accounting.

- Records the 5 digit TFMS requisition number on each supply receipt and annotates the 5 digit TFMS requisition number to the appropriate transaction on your cardholders statement, example:

Date	SDN	COST	TFMS REQUISITION #
4 Feb 04	IMPAC4035HILLX	100.00	30005
4 Feb 04	IMPAC4035JONES	205.00	30011

- Forwards for TFMS-M approval each TFMS requisition to their TFMS requisition approving official.
- Forwards monthly their cardholder statement documentation to their purchase card billing official for approval.

- TFMS-M Requisition Approver

- Approver is notified of pending approval.
- Reviews requisition for completeness and accuracy. Determines approval. If not approved, enters a reason and route the requisition back to preparer. If approved, then selects approve or approve and forward in the notification.

- Purchase Card Billing Official

- Purchase Card Billing Official (or designee) records each 5 digit TFMS requisition number on the billing official statement for each transaction.
- Billing Official or designee) annotates the certified monthly payment amount in the appropriate box on the billing statement, fax's to DFAS Vendor Pay for payment processing and provides your HQMTMC-RM Budget Point of Contact a copy of the monthly billing statement (which includes the 5 digit TFMS requisition numbers) so RMB can obligate your requisitions in TFMS for payment.

- ❖ Please note if your monthly statement has a credit account balance or no charges for the Current Billing Activity, do not forward to DFAS-OM, Vendor pay. Only provide a copy to HQMTMC-RMB.

TFMS-M Standard Operating Procedures – Purchase Requisitions

- HQMTMC-RM/Buyer
- SDDC-RM will autcreate a monthly purchase order (obligation) from the cardholders approved requisitions. The purchase order number will be assigned using the following 14 digit format:
 - digits 1-5 = word IMPAC
 - digit 6 = last digit of calendar year
 - digits 7-9 = Julian date of monthly statement (23rd of the month)
 - digits 10-14 = 1st 5 letters of billing official's last name, if only 4 letters add X, if only 3 letters and XX

Example for billing official John Ray, monthly billing statement date 23 Feb 04:

Purchase Order = IMPAC4054RAYXX

- SDDC-RM will immediately receipt the purchase order. Receipt date should be the date of the purchase card billing statement, i.e., 23 Feb 04 billing statement would have receipt date of 23 Feb 04.