
POTENTIAL BEST PRACTICE

Category	HCS
Process or Product Descriptive Title	International Merchant Purchase Authorization Card (IMPAC) Log Program
Element Identifier	HCS.1.1.1
Element Title	Material Issue
Facility	43 MDG, Pope AFB
Background	<p>There was only one purchase order log used by all IMPAC card holders. The process allowed call numbers to be used without the card holders logging the call number in right away. This caused the card holder to have to constantly check the log and with other holders to avoid duplicating call numbers. This caused significant delays in the overall requisitioning process. The shared-use log created significant difficulty for the cardholders to perform monthly validating.</p>
Method	<p>A Microsoft Excel IMPAC log spread sheet was developed to electronically log each call placed. Each card holder has his/her own personal spread sheet. Each cardholder has a unique call numbers series that quickly identifies who placed each call. This is also inherently helpful to warehouse personnel when discrepancies arise. The 2,500 document number block is no longer used, allowing the computer to assign document numbers. Hard copies are printed and filed in the IMPAC binder at the end of each month.</p>
Conclusion	<p>This process improvement allows for a more accurate and expeditious validation of IMPAC statements. The spread sheet eliminated previous manual calculation requirements by automatically totaling dollars spent per call and per month. It speeds up the entire receiving process. Accountability for placed calls is drastically improved due to unique call numbers. Electronic logs are more easily maintained and the spreadsheet greatly reduces the potential for human error. Because the spreadsheet is electronic, hard copies have a neat professional appearance.</p>

Inspectors identify potential best practices during the inspection process