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## POTENTIAL BEST PRACTICE

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<b>Category</b>	Health Care Support
<b>Process or Product Descriptive Title</b>	Microsoft Access program for International Merchant's Purchase Authorization Card (IMPAC) budget/ program management
<b>Element Identifier</b>	HCS.1.1.1
<b>Element Title</b>	Material Issue
<b>Facility</b>	90 MDG, F.E. Warren AFB
<b>Unit POC/DSN#/E-Mail</b>	
<b>Background</b>	IMPAC cardholders routinely visited the budget analyst to check their budget allocation before purchasing services (element expense investment code 61950) since current account balances were not readily available. Additionally, during routine purchases, cardholders manually completed IMPAC paperwork and maintained a separate log for all purchases for monthly reconciliation. Cardholder logs were not standardized.
<b>Method</b>	A database was developed to track IMPAC purchases. The budget analyst inputs and updates cardholder budget limits. The cardholder can view this information from their personal desktop. With inputs from the IMPAC approving officials, the program was modified to include an electronically generated purchase request. The purchase request is linked to the individual cardholder's account. This allows the cardholders to reconcile their account without making entries in a separate log. Data is standardized.
<b>Conclusion</b>	Approval officials and cardholders know the full status of the accounts at all times. This offers better oversight, security and consistency of data for the entire IMPAC program.

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Inspectors identify potential best practices during the inspection process.