



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600**

ATSF-W

7 June 2011

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 29, IMPAC Visa Card Purchases

1. Based on the potential to purchase unauthorized items or to exceed the units' expenditure limit, the following procedures/guidelines will be implemented upon receipt of this policy letter:

a. Only the Academy Supply Sergeant and Deputy Commandant are eligible to attend training and receive a VISA credit card.

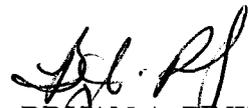
b. All purchase requests must be submitted thru the appropriate School 1SG/Staff head to the Supply Sergeant.

c. Purchases and use of the VISA Card will only be approved by the Commandant and a record maintained by the Supply Section of that approval.

d. The Supply Section will not process invalid or illegal requests. Major items are to be coordinated thru the Property Book Office for accountability.

e. These directives are a supplement to the guidance/training and current regulations credit card holders receive from post contracting.

2. The VISA credit card is a valuable tool; let's not abuse it.


BRYAN A. PINKNEY
CSM, USA
Commandant