



Contracting

USE AND PREPARATION OF ARPC FORM 50

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines the preparation and use of ARPC Form 17, **Request for IMPAC Check**.

- 1. Reference.** AFI 64-117, Air force Government-Wide Purchase Card Program.
- 2. Purpose:** Check writers are responsible for the capture of TD 1099 data for services paid by convenience checks. The information shall be forwarded to the agency's servicing DFAS OPLOC quarterly, semi-annually, or annually.
- 3. Preparation:** Sections 1 and 2 are completed by requester; section 3 requires requester's signature and date and director's signature and date. The form is then forwarded to the Financial Analysis Division (FMA) for processing. Check and documentation is returned to requester for forwarding to vendor. Requester is to keep documentation on file until no longer needed.
- 4. Form Prescribed.** ARPC Form 17.

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