

CHANGE 2 TO CONVENIENCE CHECK PROCEDURES

Date: 29 Sep 99

Change 2 to Air Force Convenience Check Guidelines, 1 Mar 99

Paragraph 3.b.

Delete and mark "Reserved".

Paragraph 3.c.

Change to read:

"Application forms must be completed and submitted by the activity to the I.M.P.A.C. Program Coordinator. The application package must also include a copy of the Air Force activity commander/director approval documents. A separate convenience check writer and billing official must be identified for each checking accounts. Each checkbook accounts shall be established separately from a purchase card account."