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U· S· DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT

DIRECTIVES SYSTEM

Subject Number: PRC-3-3

Transmittal Number: 536

Date: 4/19/89

Subject: Use of Mandatory Government Supply Sources, Nonmandatory Government Supply Sources, and Small Purchase Procedures (Imprest Fund)

Approval: [signature] Title: Acting Deputy Director

Subject: PRC-3 Dated: 7/24/87

Transmittal Number: 467 Subject: Same as above

Page 9 - Amend Section (3) Imprest Funds (Petty Cash)
Add new paragraph.

All requests to use the imprest fund to purchase supplies and services shall be submitted on a standard requisition form. Such requests must be approved by a contracting officer in accordance with Federal Acquisition Regulation Subpart 13.4 and may not exceed $500 per transaction. For requests under $50, the SF-1164 may be used with advance approval of form by the Division Chief or equivalent.

These procedures do not apply to use of the imprest fund for travel, transportation, postal service, or uniform allowance payments.

CHANGE NOTICE