

IMPAC CARD APPROVAL FORM - FOR ORDERING ADPE ONLY

Phone Number 7-8265 Fax Number 7-3073

IMPAC CONTROL NO (To be obtained from ECO office prior to ordering)

CARDHOLDER

PHONE

FAX

DOES THE RA NEED A COPY OF THE SHIPPING DOCUMENTATION UPON RECEIPT OF EQUIPMENT? (Put an X in one box)

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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NAME OF PERSON ORDERING	GRADE	UNIT
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NAME OF EQUIPMENT CUSTODIAN	GRADE	ADPE ACCOUNT CODE	UNIT
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DESCRIPTION OF ITEM(S) (Include manufacturer and type/model)	PRICE/ITEM	QUANTITY
TOTAL PRICE		

Note: When ordering from different manufacturers, utilize additional IMPAC request forms.

Use the following address as the delivery address:

B-460 AVE D. West
 Attn: (your IMPAC Control #) Example: Attn: 9189-0600
 Little Rock AFB, AR 72099-5000

The ECO office will then enter the arrived equipment into IPMS. Upon completion, this office will inform you that the item is ready for pick up. You will be required to pick up this equipment within four working days, you will also be required to sign for this equipment upon receipt. Keep this receipt within your ADPE folder.

All local purchases will be brought to Building 460 for inclusion into the IPMS database.

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).