



**DEPARTMENT OF THE AIR FORCE**  
**AIR FORCE RECRUITING SERVICE (AETC)**

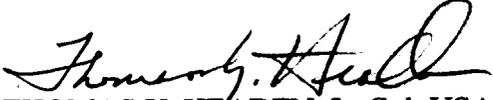
25 March 2004

**MEMORANDUM FOR IMPAC CARDHOLDERS**

**FROM:** 367 RCS/RSSS  
3990 E. Bijou St  
Colorado Springs, CO 80909-6806

**SUBJECT:** Information Technology (IT) Equipment Purchasing

1. Any computer system purchase, hardware or software, must be coordinated through the Systems Administrator, SSgt Bennett. A CSRD request must be acquired prior to the purchase of any computer related items. Cardholders must ensure that all computer systems assets (including those purchased using the International Merchant Purchase Authorization Card [IMPAC]) are reported to the EC, SSgt Bennett.
2. It is the responsibility of the EC to report IT equipment purchased to the ECO at AFRS.

  
THOMAS Y. HEADEN, Lt Col, USAF  
Commander

cc: IMPAC Cardholders