

OBLIGATIONS – FORM / METHOD TO USE				FORM Used to make Purchase		
Purchased Item	Description	Justification	Policy Reference	GPC	1358	2237
Standardized Obligations	These obligations are established by a service-level agreement or other contractual agreement at the national level. For example, at the beginning of each fiscal year, for VHA facilities, VHA Central Office provides a list of all standard obligations to the field for local obligations. Payments for the following programs or services are provided by the national level and are distributed to individual facilities for obligation at the local level:	(1) Costs must be borne by the using facility. (2) No other payment methodology is available for the DALC at this time. (3) "Miscellaneous vendor" may not be used	VA Financial Policy Volume II Ch. 6 Appendix A Item 3		X	
Standardized Obligations Supply Fund: National Acquisitions Center (NAC)	These obligations are established by a service-level agreement or other contractual agreement at the national level. For example, at the beginning of each fiscal year, for VHA facilities, VHA Central Office provides a list of all standard obligations to the field for local obligations. Payments for the following program is provided by the national level and is distributed to individual facilities for obligation at the local level:	(1) Cost must be borne by the using facility. (2) "Miscellaneous Vendor" may not be used	VA Financial Policy Volume II Ch. 6 Appendix A Item 4		X	
Tort Claims/EEO Settlements; OIG Confidential Services and Investigative Purchases	Legal/confidential services may include settlement, including Judgment Fund payments to the Department of the Treasury. (Tort: 38 USC 515, Administrative settlement of tort claims)	1) No contract or acquisition activity is involved. (2) There may be a possible confidentiality issue. (3) There is no way to predict the amount or payee in advance; identify the vendor in the description or vendor field. In certain settlement cases, the vendor may be the representative of the claimant. The recipient's identity in confidential settlements will be recorded in supporting documentation to ensure that claimants are paid appropriately.	VA Financial Policy Volume II Ch. 6 Appendix A Item 8		X	
Volunteer and Resident Meal Tickets, Volunteer Reimbursement, Honoraria, and Stipends	Volunteer meals can be paid for by medical centers. Some facilities establish a VA Form 1358 for meals for residents. This could be either paid for with General Post Fund donations or Medical Services appropriations. It may also include reimbursements to volunteers for out-of-pocket costs incurred to meet requirements to volunteer, e.g., costs of VA printouts for volunteer drivers. (38 USC 7406(b), Residents and 38 U.S.C. 513, Contracts and personal services) Honoraria are voluntary payments to a person for a service for which a fee is not legally or traditionally required. VA policy, Volume II, Chapter 2, Honoraria, allows for honoraria payments, not to exceed \$100, provided that the payments are not of a significant nature, enforceable by law, and are used as more of a thank you or an expression of appreciation for voluntary services received. Stipends are fixed sums of money paid periodically for services or to defray expenses. A stipend is distinct from a salary payment because it does not represent payment for work performed, but rather is payment for a role that is normally unpaid, or which cannot be measured in terms of a task. 41 CFR 101 allows compensation and expense reimbursement of advisory committee members staffs and consultants.	(1) No contract or acquisition activity is involved. (2) There are multiple payees (e.g., residents, volunteers). (3) This may be a requirement of an affiliation agreement; may be voluntary on the part of the facility.	VA Financial Policy Volume II Ch. 6 Appendix A Item 9		X	
Beneficiary Travel and Direct Payment to Veterans from General Post Fund	Payments are made to Veterans and/or attendant or non-contract transportation vendors for travel related to medical care from Medical Services appropriation and other payments to Veterans from the General Post Fund. (38 USC 111, Payments or allowances for beneficiary travel)	(1) There are multiple beneficiaries or vendors. (2) There is no contract or no opportunity to establish contracts.	VA Financial Policy Volume II Ch. 6 Appendix A Item 11		X	

		(3) The dollar amount is small. (4) There is a high volume of transactions (4) There is a high volume of transactions (workload issue).				
VBA Lease Agreement Overtime Charges	VBA has lease agreements for office space with the General Services Administration (GSA) for most of its regional offices. These lease payments are normally paid from a centralized lease contract at the Office of Facilities, Access and Administration (OFAA) at VBA VACO. When there are adjustments to the lease payments, such as utility payments for overtime, the cost must be absorbed by the regional office and paid under a reimbursable work authorization (RWA). The amounts and timing of these payments are unknown and an estimated obligation must be established.	(1) The payment is billed through IPAC and the actual amount is unknown until the bill is received. (2) The frequency of need is unknown, and usually overtime is not regularly scheduled and is subject to availability of funds. (3) "Miscellaneous vendor" may not be used.	VA Financial Policy Volume II Ch. 6 Appendix A Item 14		X	
Reimbursements to VA Employees or Students	VA employees can be reimbursed for tuition, book expenses, and examination fees that have been approved on an SF-182, Authorization, Agreement, and Certification of Training, and when all requirements of VA Directive 5015, Employee Development, have been met. In addition, the following reimbursements may be made: (1) To employees for: • Professional Liability Insurance (50% of cost), not to exceed \$1504 • Certificates or certification licenses required by VA for employees to perform their duties (e.g., pesticide application) ⁵ • Education Debt Reduction Program (EDRP) • Self-certified transit and bicycle benefits, in accordance with Volume III, Chapter 1, Transit Benefit and Bicycle Benefit Programs, Appendix A: Self-Certification Reimbursements. • OIG Emergency Purchases. (2) To employees and students for: • Agreements between VA and individuals, to provide tuition reimbursement for college students enrolled in visual impairment or health professional programs, such as the Employee Incentive Scholarship Program and the Health Professional Education Assistance Scholarship Program. The Student agree to work for VA at the end of the	(1) Because reimbursements to VA employees for training are not reportable obligations to the Federal Procurement Data System (FPDS), and they are not subject to procurement regulations, the obligation does not need to be made on a VA Form 2237/PO. (2) A copy of the approved SF-182 or other documentation required by VA Directive 5015 must be kept on file by the Finance Activity as backup to VA Form 1358 expenditures.	VA Financial Policy Volume II Ch. 6 Appendix A Item 19		X	
Non-Procurement Obligations	The following non-procurement obligations may be obligated on a VA Form 1358 as long as the source document for each expenditure is kept on file in the Finance Activity and the Using Service for each authorized transaction against the VA Form 1358. (1) OneVA Plus Fund, Compensated Work Therapy (CWT) program (used by VA entities to obligate funds to reimburse CWT program for services provided by CWT workers), other VA internal programs and agreements and Agent Cashier bank service charges. (2) VA Homeless Providers Grant and Per Diem Program, Cemetery Grants, State Home Program, and other VA grant programs as authorized by regulatory guidance that meet the criteria of grants as determined in 31 USC, Chapter 63, Using Procurement Contracts and Grant and Cooperative Agreements. (3) Other government agency obligations such as GSA activity (including vehicle, property leasing and utilities), Government Printing Office, Interagency Agreements ⁶ , Inter-agency Sharing Agreements (including VA/DOD Sharing), Intra-agency Sharing Agreement (VHA, VBA and NCA)	(1) These obligations do not require any action by a procurement official and do not require reporting to FPDS. Using the 1358 under this approved use is not authorization to circumvent the acquisition review; users are encouraged to seek the Office of Acquisition's advice. (Refer to Volume I Chapter 11, Reimbursable Agreements, for policy and procedures) (2) Source documents for these obligations may not be automated in the feeder system. For these, supporting documentation would need to be retained. (3) The NCA State Grant Program, authorized by 38 USC 2408, Aid to States for establishment, expansion, and improvement of veterans' cemeteries, authorizes the Secretary to issue an award letter for the monetary grant to a state to establish, expand, or improve a state Veterans' cemetery and to make progress payments from these funds as the work is completed. A Memorandum of Agreement is established between the state and VA stipulating the terms of the grant. These grants are authorized by the Secretary.	VA Financial Policy Volume II Ch. 6 Appendix A Item 20		X	

Special Adaptive Housing Inspections NOT ALLOW FOR 1358	Veterans or Servicemembers who have specific service-connected disabilities may be entitled to a grant from VA for the purpose of constructing an adapted home or modifying an existing home to meet their adaptive needs. (38 USC 2101, Acquisition and adaptation of housing: eligible veterans) VBA Regional Loan Centers employ various inspectors for reviews of properties for compliance with Special Adaptive Housing (SAH) requirements. The amounts and timing of these payments are unknown and an estimated obligation must be established. NOT ALLOW FOR 1358	(1) There are no existing contract(s). (2) There are multiple payees. "Miscellaneous vendor" may be used; identify vendors in the Purpose Field. NOT ALLOW FOR 1358	VA Financial Policy Volume II Ch. 6 Appendix A Item 22	X		X
State Approving Agency (SAA)	The state legislation established the State Approving Agency (SAA) for approving courses and programs in accordance with the provisions of Title 38, USC. VA is authorized, under the provisions of 38 USC 3671, Designation, and 3674, Reimbursement of expenses, to reimburse the SAA for reasonable and necessary expenses of salary, travel, administrative costs, outreach activities, and subcontract work incurred by employees of the SAA.	(1) There are no existing contract(s). (2) There are multiple payees. "Miscellaneous vendor" may be used; identify vendors in the Purpose Field.	VA Financial Policy Volume II Ch. 6 Appendix B Item 23		X	
Deregulated utilities, Network, and or voice/data telecommunications, or combination of services solely relying from both Network and non-Network sources, and electronic and information technology (EIT).			VA Financial Policy Volume II Ch. 6 Appendix A Item 1			X
Transcription services			VA Financial Policy Volume II Ch. 6 Appendix B Item 4			X
Postage		Obligate commercial services on a VA Form 2237/PO or Government purchase card. USPS direct payments may be made using a VA Form 2237/PO, purchase card, or SF 1034, Public Voucher for Purchases and Services other than Personal .	VA Financial Policy Volume II Ch. 6 Appendix B Item 5			X
Facility security services			VA Financial Policy Volume II Ch. 6 Appendix B Item 6			X
Notary Stamp		Items not listed under this appendix require a VA Form 2237 Greater than \$10,000 use VA Form 2237 Less than \$10,000 use GPC	VA Financial Policy Volume II Ch. 6 Appendix B Item 5	X		
Desktop delivery of office supplies		Greater than \$10,000 use VA Form 2237 Less than \$10,000 use GPC	VA Financial Policy Volume II Ch. 6 Appendix B Item 7	X		X
General Post Funds		Greater than \$10,000 use VA Form 2237 Less than \$10,000 use GPC	VA Financial Policy Volume II Ch. 6 Appendix B Item 7	X		X

Construction		Contingency funds not included in the contract amount should remain unobligated in the appropriate fund control point until required.	VA Financial Policy Volume II Ch. 6 Appendix B Item 7			X
Interior design/furniture		Greater than \$10,000 use VA Form 2237 Less than \$10,000 use GPC	VA Financial Policy Volume II Ch. 6 Appendix B Item 10	X		X
Regulated Utilities (formerly authority code 18) Change			VA Financial Policy Volume II Ch. 6 Appendix A Item 18		X	