

**USE OF ESTIMATED MISCELLANEOUS OBLIGATION OR
CHANGE IN OBLIGATION (VA FORM 1358)**

- 1. REASON FOR ISSUE:** To establish VA-wide policy for the proper use of VA Form 1358, Estimated Miscellaneous Obligation or Change in Obligation, as a method of obligation.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive sets forth policy for the use of estimated miscellaneous obligation or change in obligation (VA Form 1358). This directive contains:
 - a. The authority by which a VA Form 1358 will not be used as a miscellaneous obligation control document; and
 - b. The exception listing (VA Handbook 4533, Appendix A) where VA Form 1358 can be used as a miscellaneous obligation control document without the approval of the Head of Contracting Activity (HCA).
- 3. RESPONSIBLE OFFICE:** Office of Financial Policy (047G), Office of the Deputy Assistant Secretary for Finance (047).
- 4. RELATED HANDBOOK:** VA Handbook 4533, Use of Estimated Miscellaneous Obligation or Change in Obligation (VA Form 1358).
- 5. RESCISSIONS:** MP-4, Part V, Chapter 3, Section A, Paragraph 3A.02, dated May 3, 1990, and OF Bulletin 06GA1.05, dated September 29, 2006.



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Deputy Secretary

Distribution: Electronic Only

**USE OF ESTIMATED MISCELLANEOUS OBLIGATION OR
CHANGE IN OBLIGATION (VA FORM 1358)**

1. PURPOSE. This directive establishes VA-wide policy for the use of VA Form 1358, Estimated Miscellaneous Obligation or Change in Obligation, as a method of obligation.

2. POLICY.

a. In accordance with this directive, VA Form 1358 will not be used as an obligation control document unless the Head of Contracting Activity (HCA) has determined that a purchase order or contract is not required. VA Handbook 4533 Appendix A lists the exceptions in which the VA Form 1358 can be used as the obligation control document without the approval of the HCA. VA Form 1358 must be submitted to the local Finance Service for obligation.

b. When using VA Form 1358 to record obligations for approved procurements (as allowed per VA Handbook 4533 Appendix A), there will be only one obligation number per contract or purchase order. The same obligation number will be used to record an obligation throughout the fiscal year on each VA Form 1358. The only exception will be Consolidated Mail-Out Pharmacies (CMOP), which, because of dollar limitations within the accounting system, will be obligated monthly. In addition, the contract number will be placed on all VA Form 1358s. The Using Service is responsible for determining whether an increase or decrease adjustment is necessary as new authorizations and/or entries are added or paid. Adjustments will be sent to the local Finance Service for processing, no later than quarterly.

c. At the Using Service's request, and prior to establishing a VA Form 1358, the HCA must determine the following:

- (1) Whether a valid procurement authority exists; and
- (2) Whether a procurement authority needs to be initiated; and
- (3) The appropriate method of obligation.

d. If the Finance Service determines that the VA Form 1358 is not coded correctly, or does not fall under one of the specified exception categories, or is not sufficiently justified as a one-time exception, the document will be returned to the Using Service. VA Handbook 4533 Appendix B defines the information required on VA Form 1358, including vendor, contract number, and purpose fields. VA Handbook 4533 Appendix C is a sample of how a new VA Form 1358 obligation document is to be input by the Using Service.

e. To ensure appropriate segregation of duties, no one official may control all key aspects of a transaction or event. Specifically, no one official may perform more than one of the following key functions:

- (1) Requesting the miscellaneous obligation;
 - (2) Approving the miscellaneous obligation;
 - (3) Recording the obligation of funds;
 - (4) Certifying delivery of goods and services and approving payment.
- f. Adequate documentation must be included to support the obligation.

3. RESPONSIBILITIES.

a. The Office of Financial Policy (047G) within the Office of Finance (047) is responsible for the information contained in this directive.

b. Administration Chief Financial Officers (CFOs), fiscal officers, and accounting chiefs within the Department are responsible for ensuring compliance with the policy in this directive.

c. The Office of Business Oversight (043) will conduct quarterly reviews of VA Form 1358 usage to ensure compliance with this directive.

**USE OF ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN
OBLIGATION (VA FORM 1358)**

1. **REASON FOR ISSUE:** To establish VA-wide procedures for the proper use of VA Form 1358, Estimated Miscellaneous Obligation or Change in Obligation, as a method of obligation.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook sets forth the procedures for use of estimated miscellaneous obligation or change in obligation (VA Form 1358). This handbook contains:
 - a. The appropriate segregation of duties for processing a VA Form 1358;
 - b. The requirement of adequate documentation to support a miscellaneous obligation; and
 - c. A list of exceptions where VA Form 1358 can be used as a miscellaneous obligation control document without the approval of the Head of Contracting Activity (HCA).
3. **RESPONSIBLE OFFICE:** Office of Financial Policy (047G), Office of the Deputy Assistant Secretary for Finance (047).
4. **RELATED DIRECTIVE:** VA Directive 4533, Use of Estimated Miscellaneous Obligation or Change in Obligation (VA Form 1358).
5. **RESCISSIONS:** MP-4, Part V, Chapter 3, Section A, Paragraph 3A.02, dated May 3, 1990, and OF Bulletin 06GA1.05, dated September 29, 2006.



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**USE OF ESTIMATED MISCELLANEOUS OBLIGATION OR
CHANGE IN OBLIGATION (VA FORM 1358)**

1. PURPOSE. To establish VA-wide policy and provide procedures for the proper use of VA Form 1358, Estimated Miscellaneous Obligation or Change in Obligation, as a method of obligation.

2. PROCEDURES.

a. The following steps must be followed for establishing a VA Form 1358:

(1) VA Form 1358 must be entered within the parameters of Appendix A.

(2) Purpose must be specific and contain appropriate reference and the period of performance.

(3) VA Form 1358 must be approved by the Using Service's control point official.

(4) The obligation number is assigned to VA Form 1358 when the local Finance Service obligates the document. The Using Service is notified of the obligation number.

(5) Line item details (Authorizations) must clearly identify the period of performance and total estimated obligations for that individual line item.

(6) Each line item (Authorization) must be monitored by the Using Service. This includes ensuring that all transactions and activity have been properly recorded and tracked for each line item.

(7) The total amount for all line items (Authorizations) may not exceed the total funds obligated on VA Form 1358. If the amount required exceeds the obligation, the VA Form 1358 must be increased, and the increase must be approved by the Using Service's control point official.

(8) After all expected activity is completed, any balance remaining will be closed out within 30 days of month end or fiscal year end, as appropriate. Decreases will be initiated and approved by the Using Service and routed to the local Finance Service.

b. When a Using Service determines it is necessary to obligate funds on a VA Form 1358, and the purpose is not listed on the Exception List in Appendix A, the following procedures must be followed prior to submitting the obligation to the local Finance Service:

(1) VA Form 1358 must be submitted to the Head of Contracting Activity (HCA). This can be accomplished by sending an e-mail message to the specified HCA and attaching a copy of the completed VA Form 1358. If the request is for a recurring

service, which could be covered by a contract through the end of the fiscal year, the request would need to be submitted only once each fiscal year.

(2) Upon receipt of the VA Form 1358, the HCA will review the request for appropriateness. The Using Service will be notified via e-mail of the course of action to be taken on their request. If the HCA determines it is not an appropriate use of a VA Form 1358, the user will be asked to submit a VA Form 2237, Request, Turn-In and Receipt for Property or Services, to initiate the procurement process.

c. The Finance Service cannot obligate any new VA Form 1358 without appropriate information recorded in the vendor, contract number, and purpose fields on the document, as stated in Appendix B. When the information is verified and determined to be correct, the obligation will be processed. Any VA Form 1358 missing this information will be returned to the requestor with the reason for return.

d. All expenditures against a VA Form 1358 for procurements made by contracting officials (contracting officers, purchasing agents, item managers, etc.), must be reported no later than quarterly to the Federal Procurement Data System (FPDS) depending on the dollar value of the transaction(s) to be reported and consistent with when invoices are received, as specified in contract language. Logistics Service (Purchasing & Contracting) will contact Finance Service monthly or at least quarterly regarding VA Form 1358s with contracts that have been established and that need to be reported into FPDS. The pertinent contracting official is responsible for ensuring that this information is requested from Finance Service and submitted to FPDS. Finance Service will provide the expenditures for each VA Form 1358, to include the following:

- (1) VA Form 1358 obligation number;
- (2) Contract number;
- (3) Vendor;
- (4) Specific purpose, period of performance, and appropriate reference; and
- (5) Total expenditures for the period requested.

e. Indefinite Delivery/Indefinite Quantity contracts will not be obligated using VA Form 1358, unless the purpose is listed specifically as an exception in Appendix A. If the purpose is not listed, VA Form 2237 will be used as the requesting document, and VA Form 2138, Order for Supplies or Services, will be used as the obligating document.

3. REVIEWS

a. Each facility is responsible for performing an independent quarterly review of VA Form 1358s to ensure compliance with this VA guidance.

b. Reviews must be performed quarterly at a minimum, and the review universe should include all new VA Form 1358 obligations or changes to existing VA Form 1358 obligations that occurred in the previous quarter.

c. The facility may use sampling as part of their independent quarterly review of the VA Form 1358s. The sampling methodology must be documented and should follow guidance in Statement on Auditing Standards No. 39 if less than 100 percent of the universe is reviewed.

d. The quarterly review's results and recommendations to correct deficiencies noted must be documented. Recommendations must be tracked to ensure that remediation actions have been implemented. The routine follow-up on the recommendations and their implementation should also be documented and the report closed out only upon documentation that applicable parties have implemented the recommendations.

e. The scope of the review must include the following, at a minimum:

(1) HCA review and approval of a miscellaneous obligation – Ensure that the HCA reviewed and approved the use of the miscellaneous obligation and that the review was documented.

(2) Segregation of duties for processing a VA Form 1358 – Ensure that one individual did not perform more than one of the following functions:

(a) Requesting the miscellaneous obligation;

(b) Approving the miscellaneous obligation;

(c) Recording the obligation of funds; or

(d) Certifying delivery of goods and services and approving payment.

(3) Adequacy of supporting documentation – Ensure that supporting documentation adequately supports the transaction, including validating the purpose, vendor, and contract number fields; verifying accuracy of supporting documentation reviewed; describing what was procured; and supporting the obligation amount and budget object code charged.

VA FORM 1358 EXCEPTION LIST

1. GENERAL. This Appendix provides a list of exceptions that are appropriate for the use of a VA Form 1358. Items not listed require a VA Form 2237, Request, Turn-in and Receipt for Property and Services, or approval from the Head of Contracting Activity (HCA), as specified in VA Handbook 4533, paragraph 2b.

2. MAJOR EXCEPTIONS.

a. Nursing Homes/Adult Daycare

(1) Description. Actual individual contracts are awarded for Community Nursing Home (CNH) or Adult Daycare services; however, for the reasons listed below, a VA Form 1358 is required.

(2) Justification.

(a) Individual authorizations are made by VA Form 10-1204, Referral for CNH Care, against the established blanket ordering agreement awarded by a contracting official. These contracts fall under the Fee Basis authority, and pricing is based on established Medicare/Medicaid rates. The Contract Nursing Home software package was developed exclusively with an interface to the VA Form 1358 package in IFCAP. Until changes are made to the Nursing Home/VA Form 1358 interface, VHA must continue to obligate nursing home contracts on VA Form 1358s and make payments through the VistA Fee Basis software package.

(b) Multiple contractors.

(c) Undefined number of patients/usage.

(d) Required tracking is easier under VA Form 1358 (workload issue).

(3) VA Form 1358, Purpose Field. Reference Nursing Home or Adult Day Care authority and M-5, Part II, Chapter 3.

b. Fee Basis, including Fee Dental, Homemaker/Home Health Aid, Non-VA Hospitalization, and CHAMPVA, including similar Health Administration Center programs

(1) Description. These are pre-authorized fee-for-service activities (except the Veterans Millennium Health Care and Benefits Act (Public Law 106-117, hereafter referenced as the Veterans Millennium Act) and Unauthorized Claims) that cannot be provided by the medical center because of staffing or specialty care reasons. These services are paid at Medicare rates.

(2) Justification.

(a) The VistA Fee software package is interfaced with the VA Form 1358 package in IFCAP. Unless significant programming changes are made, there is no capability for the Fee paid invoices to be associated with a VA Form 2237/PO transaction.

(b) Individual authorizations are made on appropriate Fee Basis forms; if the demand for specific services is great enough, contracts for medical services are negotiated. One VA Form 1358 may be utilized to document multiple authorizations.

(c) VHA Directive 2006-039, Electronic Claims Processing for Contract Fee Services, states that VISN directors are responsible for "establishing procedures to ensure local use of the Veterans Health Information System and Technology Architecture (VistA) Fee software package to process electronic health care claims for contract medical care when the workload cannot be credited through Computerized Patient Record System (CPRS) and Patient Encounter systems."

(d) Payments must be made per veteran.

(e) Multiple bills are received for services (x-ray, lab, pharmacy, hospital, or possibly multiple bills for each of these services, per doctor).

(f) Multiple vendors are not known up-front.

(g) Volume of transactions has increased.

(h) Emergency travel, including non-contract ambulance service, is included in this exception (authority per Veterans Millennium Act).

(3) VA Form 1358, Purpose Field. Reference the appropriate U.S.C. Fee Basis authority.

c. Standard Obligations

(1) Description. These obligations are established by a service-level agreement or other contractual agreement at the national level. 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 obligation. The following payments are made at the national level and are distributed to individual facilities for obligation at the local level:

(a) FTS 2001.

(b) College of American Pathology.

(c) Convenience check fees.

- (d) Denver Acquisition and Logistics Center (DALC) services and supplies.
- (e) Emergency care beneficiary travel mileage and charges other than mileage.
- (f) Fee Basis purchase card.
- (g) Federal Employees Compensation Program (FECP).
- (h) SHPS Inc.
- (i) Standard Level User Charges (SLUC/GSA).
- (j) Transit benefits.

(k) Franchise Fund Accounts: Security and Investigations Center, Law Enforcement Training Center, Financial Services Center, Debt Management Center, Austin Information Technology Center, and Records Center and Vault.

(2) Justification.

(a) Costs need to be distributed to VHA facilities.

(b) No other payment methodology is available for the DALC at this time.

(3) VA Form 1358, Purpose Field. Reference the Standard Obligation as directed by VHA.

d. Local Open Travel Authority (LOTA) under \$10.00. *(Note: FedTraveler can process local travel but it is not currently cost effective at \$4.82 per travel voucher for claims under \$10.00.)*

(1) Description. Facilities may use VA Form 1358 to document and obligate multiple local travel episodes in lieu of using FedTraveler.

(2) Justification.

(a) Multiple employees/multiple trips/no contracts.

(b) Currently more cost effective than FedTraveler.

(3) VA Form 1358, Purpose Field. Reference VA Handbook 4533, Use of Estimated Miscellaneous Obligation or Change in Obligation.

e. Research Studies

(1) Description. These can be studies conducted by both VA and external organizations. This item is for payment directly to multiple participants (VA patients) of research studies for minor costs, such as those associated with travel to their appointments. VA Form 1358 must reference the research study.

(2) Justification. Multiple individuals with no contract(s).

(3) VA Form 1358, Purpose Field. Reference VA Handbook 4533, Use of Estimated Miscellaneous Obligation or Change in Obligation.

f. Inter-Library Loan Program

(1) Description. National contracts available on the VHA intranet (VAL-Net) for library public access, cataloging, and periodicals.

(2) Justification. Multiple vendors covered under national contract with usage not defined in advance.

(3) VA Form 1358, Purpose Field. Reference National Network of Libraries of Medicine.

g. Affiliation Agreements for Interns/Residents. Long-term residency agreements between the medical center director and the dean of the affiliated university medical school for training of interns/residents. Rates are negotiated by the medical center director, in consultation with the Office of Academic Affairs in VHA Central Office, and may be negotiated yearly or multiple times per year.

(1) Description. Negotiated cost for residents from an affiliated university assigned to a medical center. These are affiliation agreements for resident/intern programs, not for medical service contracts negotiated under 38 U.S.C. 8153 (Enhanced Sharing) or 38 U.S.C. 7409 (Scarce Medical Services) contracting authorities.

(2) Justification. May be single vendor (with possibly multiple payees) or multiple vendors, based on negotiated academic affiliation agreements.

(3) VA Form 1358, Purpose Field. Reference Affiliation Agreement.

h. Tort Claims/EEO Settlements; OIG Confidential Services

(1) Description. Confidential (possibly) legal settlement.

(2) Justification.

(a) No contract or acquisition activity.

(b) Confidentiality.

(c) No way to predict amount or payee in advance.

(3) VA Form 1358, Purpose Field. Reference case number. Document specific vendor in vendor field (may not be "miscellaneous vendor").

i. Meal Tickets

(1) Description. Volunteer meals as paid by medical centers. Some facilities establish a VA Form 1358 for meals for residents. This could be paid for with either General Post Fund or Medical Services appropriations.

(2) Justification.

(a) No contract or acquisition activity.

(b) Multiple payees (e.g., residents, volunteers).

(c) May be a requirement of an affiliation agreement; may be voluntary on the part of the facility.

(3) VA Form 1358, Purpose Field. Reference VA Handbook 4533, Use of Estimated Miscellaneous Obligation or Change in Obligation.

j. Incentive Therapy/Compensated Work Therapy (Note: This exception does not include the Veterans Industries program, which would use VA Form 2237 or contract.)

(1) Description. Patients.

(2) Justification.

(a) Multiple patients.

(b) No contract(s).

(3) VA Form 1358, Purpose Field. Reference VA Handbook 4533, Use of Estimated Miscellaneous Obligation or Change in Obligation.

k. Beneficiary Travel

(1) Description. Reimbursement to veterans and/or escort, for travel related to medical care.

(2) Justification.

- (a) Multiple beneficiaries.
- (b) No contract(s).
- (c) Small dollar amounts.
- (d) High volume of transactions (workload issue).

(3) VA Form 1358, Purpose Field. Reference the Beneficiary Travel Authority/Veterans Millennium Act.

I. Home Improvement Structural Alterations (HISA)

(1) Description. If eligible for full amount, it will be paid on purchase order (PO) to the vendor. If it is paid by the veteran, the veteran will be reimbursed by VA Form 1358. This is a rare occurrence; policy is to pay the vendor.

(2) Justification.

- (a) Paid to beneficiaries.
- (b) Limited to vendors who will not/cannot accept purchase cards.

(3) VA Form 1358, Purpose Field. Reference VHA Handbook 1173.14, Home Improvements and Structural Alterations (HISA) Program.

m. Outer Burial Receptacle

(1) Description. One-time benefit payment to the next of kin of a deceased veteran who has chosen to have a private vault for burial in lieu of a VA-furnished vault. VBA establishes a single VA Form 1358 for the year. A file is sent weekly from the NCA Burial System to the Austin Information Technology Center (AITC); the AITC uses this data to create a payment file that references the VA Form 1358 obligation and sends these payments to the Financial Management System (FMS) using MISCOBR as the vendor and referencing the VA Form 1358 obligation.

(2) Justification.

- (a) Paid to beneficiaries' families.
- (b) Multiple payees.
- (c) Crosses administrations from VBA to NCA.

(3) VA Form 1358, Purpose Field. Reference VA Regulation M 21-1 MR, Part VII (38 U.S.C. 2303(b)) authority.

n. VBA Lease Agreement Overtime Charges

(1) Description. VBA has lease agreements for office space with GSA for most of its regional offices. These lease payments are normally paid from a centralized lease contract at the Office of Facilities and Management 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.

(2) Justification.

(a) Billed through IPAC and actual amount is unknown until the bill is received.

(b) Frequency of need is unknown; usually overtime is not regularly scheduled and is subject to availability of funds.

(3) VA Form 1358, Purpose Field. Must use and reference a RWA.

o. Home Oxygen Bills

(1) Description. Individual facility or multi-facility indefinite delivery/indefinite quantity (IDIQ) contracts are awarded for home oxygen. Because home oxygen bills are paid in arrears, an obligation for the estimated amount of the bills is required. It is not possible to estimate an annual amount for each patient on a VA Form 2237, as the number of patients provided home oxygen changes from month to month.

(2) Justification.

(a) The number of patients and the total amount of the invoice for each patient each month is unknown in advance.

(b) Billed in arrears for actual patients provided service.

(3) VA Form 1358, Purpose Field. Must use and reference the month and the contract number.

p. Prosthetics – New or Repaired Items

(1) Description. VA Form 1358 is utilized whenever a vendor for a prosthetics item or repair will not accept a purchase card, in lieu of a VA Form 2237.

(2) Justification. If the vendor does not accept purchase cards because he or she does not have a mechanism for doing so, and the item/service must be provided to a patient, it is paid from a VA Form 1358.

(3) VA Form 1358, Purpose Field. Reference VHA Handbook 1173.2.

NOTE: This is an interim exception that will no longer be allowed upon completion of necessary modifications to the Prosthetics software.

q. Pharmacy and Subsistence Prime Vendor

(1) Description. Prime Vendor contract is in place for Pharmaceuticals and Subsistence ordered by VHA field facilities and Consolidated Mail-Out Pharmacies (CMOPs); however, for the reasons listed below, a monthly VA Form 1358 is required.

(2) Justification.

(a) Orders are placed directly through the Prime Vendor's online proprietary ordering system against a pre-established purchase card account. These charges require a corresponding obligation number in the accounting system.

(b) Because of the currently limited capabilities of IFCAP, there is no alternate method for obligating these daily, high-volume orders without considerable duplication of data entry, which greatly increases the potential for errors and causes difficulty in reconciling.

(c) To utilize this exception, all ordering activities must follow the VA Form 1358 Training Document issued by the Pharmacy Benefits Management Office, and the Prime Vendor contract number must be included in the purpose field of the VA Form 1358.

r. Regulated Utilities

(1) Description. Public utilities may be obligated on VA Form 1358 if they are regulated by a State or local governmental authority that has rate structures approved by the regulating body in the form of a published tariff and if the requirements of Federal Acquisition Regulation (FAR) section 41 have been followed by a warranted contracting official. FAR 41.102(b) (3) states that cable television and telecommunications are not considered utilities. Telecommunication is governed by FAR 39 and is now classified as "Electronic and Information Technology" (EIT). It includes, but is not limited to, telecommunication products such as telephones. EIT and any deregulated utility will be procured by warranted contracting officials and will be obligated on a VA Form 2237/PO.

(2) Justification.

(a) Public utilities differ from most other providers of goods or services in one important respect. Most utilities are regulated by a State or local governmental authority and have rate structures approved by the regulating body in the form of a published tariff. Federal agencies acquiring utility services may or may not do so under a formal contract. When there is no formal contract, the agency acquires the services in much the same way that an individual customer does—the agency requests the services, and the utility provides them and bills the agency periodically. Acceptance of the services with knowledge of the published rate schedule also constitutes a contract that, depending on the precise facts and circumstances, may be an expressed oral contract or a contract implied-in-fact.

(b) 31 U.S.C. 1501 provides the documentary evidence requirements for government obligations. Amounts will be recorded as an obligation of the U.S. Government only when supported by documentary evidence, which includes "services provided by Public Utilities" (paragraph (a)(8)).

(c) Federal Acquisition Regulations (FAR) require establishment of a bilateral written contract when feasible, even for regulated public utilities. However, an exception exists for making obligations without the benefit of a contract when the procedures and documentation specified in FAR 41.201 and 202 have been executed.

(d) A copy of the published rates will be provided to Finance Service from the Using Service, and Finance Service will retain for appropriate back-up documentation.

(e) Bilateral contracts for utilities will be negotiated by contracting staff, and the contract number will be referenced in the purpose field of the VA Form 1358, unless the exception described above applies. If an exception applies, reference 31 U.S.C. 1501, paragraph (a)(8) in the purpose field of the VA Form 1358.

s. Tuition Reimbursement to VA Employees

(1) Description. VA employees can be reimbursed for tuition expenses that have been approved on an SF-182, Authorization, Agreement, and Certification of Training, and all requirements of VA Directive 5015, Employee Development, have been met. Obligations for employee reimbursements can be made on a VA Form 1358. Tuition expenditures directly to vendors must be obligated on a 2237/PO or purchase card order.

(2) Justification.

(a) Because reimbursements for training to VA employees are not reportable obligations to the Federal Procurement Data System (FPDS), and they are not subject to procurement regulations, obligation does not need to be made on a VA Form 2237/PO.

(b) A copy of the approved SF-182 and any other documentation required by VA Directive 5015 must be kept on file by Finance Service as backup to VA Form 1358 expenditures.

(3) VA Form 1358, Purpose Field. Reference VA Directive 5015.

t. Miscellaneous Non-Procurement Obligations

(1) Description. The following non-procurement obligations can be obligated on a VA Form 1358 as long as the source document for each expenditure is kept on file in the Finance Service and the Using Service, in support of each authorized transaction against the VA Form 1358:

(a) OneVA Plus Fund, VA Homeless Providers Grant and Per Diem Program, and Cemetery Grants and State Home Program; and

(b) Other government agency obligations for GSA Vehicle and Property Leasing, Government Printing Office, Inter-agency Sharing Agreements (including VA/DOD Sharing), and Intergovernmental Personnel Agreements.

(2) Justification.

(a) These obligations do not require any action by a procurement official and do not require reporting to FPDS.

(b) Source documents for these obligations are not automated in IFCAP, therefore only a hard copy document would be available to support the obligation in FMS.

(c) The National Cemetery Administration (NCA) State Grant Program, authorized by 38 U.S.C. 2408, authorizes the VA Secretary to issue an Award Letter for the monetary grant to a State to establish, expand, or improve a State Veteran's 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 VA Secretary.

(3) VA Form 1358, Purpose Field. Use the source document reference number.

Examples of Invalid Uses of a VA Form 1358 Obligation

1. Deregulated utilities and Electronic and Information Technology (EIT). Obligate on VA Form 2237/PO.
2. Contract ambulance. Obligate on VA Form 2237/PO.
3. Employee tuition paid directly to vendors. Obligate on VA Form 2237/PO.
4. Bed rentals. Obligate on VA Form 2237/PO or purchase card.
5. Transcription services. Obligate estimated quantities on VA Form 2237/PO.
6. Postage. Obligate on VA Form 2237/PO.
7. Station security services. Obligate contracted services on VA Form 2237/PO.
8. Desktop delivery of office supplies. Obligate on VA Form 2237/PO or purchase card.
9. General Post Funds. Obligate on VA Form 2237/PO or purchase card, except meal tickets.
10. Construction. Obligate on VA Form 2237/PO. Contingency funds not included in contract amount should remain unobligated in appropriate fund control point until required.
11. Interior design/furniture. Obligate on VA Form 2237/PO or purchase card.
12. Compensated Work Therapy (CWT). For contracts with external entities, use VA Form 2237/PO.
13. Studies, such as environmental studies. These should be on contract, agreement, or MOU and obligated on VA Form 2237/PO. **Note: This does not apply to research studies.**
14. Registry for nursing services/temporary services. Obligate on VA Form 2237/PO or purchase card.
15. Headstones. Obligate on VA Form 2237/PO or purchase card.
16. Lab tests and blood products. These are individual contracts and single vendors; obligate on VA Form 2237/PO.
17. Demurrage for medical gas cylinders. Obligated contracted services on VA Form 2237/PO.

19. If a contract is awarded for outpatient medical services, and the specifications of that contract require the contractor to utilize the VHA CPRS software system and Patient Encounter system for documenting services provided, obligation of funds for these contracts should be accomplished on a VA Form 2237/PO, not on a VA Form 1358 for payment through the VistA Fee software package.

20. Contracts for medical services performed in a VA facility require the contractor to document services provided in the VHA CPRS package and Patient Encounter systems. As a result, obligation of funds for services provided in a VA facility should be made on VA Form 2237/PO, not on a VA Form 1358 for payment through the VistA Fee software package.

Information Required on VA Form 1358

Vendor Field =	Vendor name and address Not required for multiple vendors
Contract Number Field =	Contract number (if possible) Not required for multiple vendors
Purpose Field =	Specific purpose and specific period of performance Multiple vendors (if applicable) Contract number or VA regulatory authority The word "exception" is not required

ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION

Originator of Request:

Requestor: |Date Requested: |Obligation No.:

Vendor: |Contract Number:
MUST BE USED FOR |**COMPLETE THIS FIELD FOR SINGLE VENDOR, IF POSSIBLE**
SINGLE VENDOR |**(IF UNABLE TO USE THIS FIELD, PUT IN THE PURPOSE FIELD)**

Name and Title Approving Off.: |Signature: |Date Signed:

FUND CERTIFICATION: The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.

Appropriation & Acct. Symbols: |Obligated By: |Date Obligated:

Purpose: MUST STATE SPECIFIC PURPOSE AND PERIOD OF SERVICE, AND APPROPRIATE REFERENCE

EXAMPLE:

Community Nursing Home Care Program for the 3rd quarter of FY 2008

Description:

Actual individual contracts are awarded for community Nursing Home or Adult Daycare services; however, for the reasons listed below, a VA Form 1358 is required.

Justification:

- Multiple contractors
- Undefined number of patients/usage
- Required tracking is easier under VA Form 1358 (workload issue)
- Nursing Home authority _____

EXAMPLE:

Beneficiary Travel for the month of May 2008

Description:

Reimbursement to veterans and/or escort, for travel related to medical care.

Justification:

- Multiple beneficiaries
- No contract(s)
- Small dollar amounts
- High volume of transactions (workload issue)
- Beneficiary travel authority _____

VA FORM 1358a (NOV 1987)
(Automated version of VA Form 1358)