

Date: June 25, 2018
From: Executive Director, VA Service and Distribution Center (003B6D2)
Subj: Memorandum 796-18-01, Reimbursement of Medical Equipment Repair Services
To: Medical Center Directors, Financial Managers, Purchasing Agents and Biomedical Engineers

1. PURPOSE: This Memorandum provides streamlined reimbursement instructions for utilizing the VA Service and Distribution Center (SDC) medical equipment repair services. The SDC currently offers support/repair of specialized biomedical commodities including flexible and rigid endoscopes as well as dental and surgical hand pieces. The endoscope and dental/surgical repair programs offered by the SDC can be utilized by Department of Veterans Affairs Medical Centers, Department of Defense Medical Centers as well as all other federal healthcare entities such as the Indian Health Service and Public Health Service. These programs are designed to offer low cost yet high-quality repair options while providing its customers with convenient and easy to use services.

2. REIMBURSEMENT OPTIONS:

- a. VA Form 1358, Obligation or Change in Obligation - Preferred

Use of the VA Form 1358 is the preferred option for repairs, particularly those that exceed the micro-purchase threshold. The greatest advantage to this option is that it is not a procurement and does not require action by a contracting officer, and because it is a tool to reimburse the Service and Distribution Center, there is no requirement to seek other pricing. Appropriate use of the VA Form 1358 is discussed in VA Financial Policy. Volume II, Chapter 6, <http://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter06.pdf>, which provides the procedures for reimbursing the Service and Distribution Center as a VA entity via Intra-Agency Sharing Agreement. The applicable extract states:

20. Non-Procurement Obligations

A. 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 Activity and the Using Service, in support of each authorized transaction against the VA Form 1358:

B. Justification.

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

3. References:

- a. VA Financial Policy. Volume II, Chapter 6, Appendix A dated August 2017

4. Contact Information:

For detailed program information or to request SDC repair services, the SDC website can be found at: <https://www.va.gov/opal/nac/sdc/merp.asp> or call 708-786-7670.

//s//
Neal Kemp
Executive Director
VA Service and Distribution Center