



**Functional Series [300](#)
Acquisition & Assistance**

INTERIM UPDATE 07-14

SUBJECT: Purchase Card Training for New Cardholders - October 2007

NEW MATERIAL: The purpose of this Notice is to encourage any Bureau/Office that does not currently have an alternate Cardholder to designate one at this time and allow that individual to attend this training. This will ensure that your procurement needs are met in the absence of your primary Cardholder. Also, effective, October 1, 2006, all CURRENT purchase cardholders are required to take refresher training every two years from the date of their last training.

EFFECTIVE DATE: October 1, 2006

POLICY

USAID/General Notice
M/OAA
08/22/2007

Subject: Purchase Card Training for New Cardholders - October 2007

This Notice will be incorporated into ADS 331maa, USAID Worldwide Purchase Card Program Manual. This Notice supersedes the refresher training policy in 331maa.

The USAID Purchase Card Program Coordinator is sponsoring a mandatory training session for New Cardholders.

We encourage any Bureau/Office that does not currently have an alternate Cardholder to designate one at this time and allow that individual to attend this training. This will ensure that your procurement needs are met in the absence of your primary Cardholder.

Effective, October 1, 2006, all CURRENT purchase cardholders are required to take refresher training every two years from the date of their last training. If you are unsure of this date, please check with Sarah Laws.

Cardholders are required to attend the entire session.

Training scheduled: Thursday, October 11th - Conference Room 2.09 D/E

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- Time: 9:30 - 11:30 a.m.

We ask individuals to bring a copy of the January 2007 Purchase Card Manual with them to the training session located on the Purchase Card Website:
Please e-mail Sarah Laws or Steve Fitzgerald, to register for this training:

<http://inside.usaid.gov/M/OP/ccards/index.html>.

POINT OF CONTACT: Any questions concerning this Notice may be directed to Velma Jones, (202) 712-0117, Sarah Laws, M/OAA/CAS, (202) 712-1125, or Steve Fitzgerald, M/OAA/CAS, (202) 712-4551.

Notice 0869

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU3_0714_082207_cd49	08/22/2007	10/01/2006		ADS CD 49	This IU will be incorporated into ADS 331maa.

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