

**WASHINGTON HEADQUARTERS SERVICES (WHS)  
ACQUISITION AND PROCUREMENT OFFICE (A&PO)  
OSD/WHS PURCHASE CARD PROGRAM**

**PURCHASE CARD ALERT NUMBER 54**

(Issue date: 12 Nov 08)

**SUSPENSE: 24 Nov 08**

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Purchase Card On-Line System (PCOLS) Data Call

**This Purchase Card Alert applies to Approving Official (AO's) only.** This Purchase Card Alert is to inform AOs that the OSD/WHS Purchase Card Program is in the process of implementing the DoD mandated Purchase Card On-Line System (PCOLS) in CY2009. PCOLS is a DoD-wide, DoD-operated electronic system that the Government Purchase Card officials will use to improve the management and accountability of all Government Purchase Card Programs. More specific details regarding PCOLS will be provided in the future. You may read an overview of PCOLS at <http://www.whs.mil/APO/PurchaseCard/Policy/documents/PCOLSWhitePaper.pdf>

During the next two months, the Purchase Card Program office will be working with the DoD Program Manager's Office to define our organizational hierarchies in the new system. PCOLS establishes a top down hierarchy, which requires the AO supervisor to serve in a specific role under the purchase card program. In order for this process to begin, each AO must provide the following information on their immediate supervisor: Name, Office Symbol, to include office location (room number), e-mail address and telephone number.

Please forward this information by e-mail to [janette.ray@whs.mil](mailto:janette.ray@whs.mil), not later than **24 Nov 08**. If you require assistance, please contact Janette Ray on (703) 695-8666.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or directly to the Purchase Program Manager at [Claudia.colvin@whs.mil](mailto:Claudia.colvin@whs.mil).