

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

PURCHASE CARD ALERT NUMBER 55

(Issue date: 10 Dec 08)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: New Procedures for Official Government Mailing Address Changes

The purpose of this Purchase Card Alert is to notify accountholders of a new U.S. Bank policy for changing official mailing addresses on individual Government Purchase Card (GPC) accounts. Approving Officials and Cardholders needing to modify their official government mailing address must notify their Agency/Organization Program Coordinator (A/OPC). **Account holders shall not contact US Bank Customer Service directly.** If you contact the bank directly with a request for address change, there will be a 30 day suspension placed on your account.

If you require assistance, please contact Janette Ray on (703) 695-8666
janette.ray@whs.mil.

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.