

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM  
REAL ESTATE AND FACILITIES CONTRACTING OFFICE  
AGENCY PROGRAM COORDINATOR

**PURCHASE CARD ALERT NUMBER 1**

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Explanation of Purchase Card Alerts

As an Approving Official or Cardholder, you have been placed on our Agency Program Coordinator e-mail list to receive Purchase Card Alerts.

The purpose of these alerts is to disseminate information to Approving Officials and/or Cardholders as necessary. We will be sending out any necessary information or guidance pertinent to the purchase card. We will also be issuing reminders of policies and procedures and posting frequently asked questions along with the answers via these alerts. The alerts are numbered so you'll know you haven't missed one.

You are encouraged to contact either of your Agency Program Coordinators if you have any questions whatsoever regarding your responsibility, duties or procedures as an Approving Official or Cardholder.

You have a Primary and an Alternate Agency Program Coordinator ready to assist you. They are Ms. Tracy Williams ([twilliams@ref.whs.mil](mailto:twilliams@ref.whs.mil)) on 703-697-4341 or Mrs. Claudia Colvin ([ccolvin@ref.whs.mil](mailto:ccolvin@ref.whs.mil)) on 703-697-0614. Tracy and Claudia share the same FAX number. It is 703-692-4091.

**REMEMBER: THERE'S NO SUCH THING AS A "DUMB QUESTION" AND IT'S BETTER TO BE SAFE THAN SORRY! WE ARE HERE TO HELP YOU.**

**PLEASE – IF YOU RECEIVED THIS E-MAIL AND YOU ARE NOT AN APPROVING OFFICIAL OR A CARDHOLDER, LET US KNOW BY RETURN E-MAIL SO WE WON'T BOTHER YOU WITH ANY MORE OF THESE ALERTS.**

