

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

**PURCHASE CARD ALERT NUMBER 2**

**S: 14 NOVEMBER 2002**

THIS ALERT IS APPLICABLE TO:

\*APPROVING OFFICIALS



CARDHOLDERS



**\*NOTE: THIS PURCHASE CARD ALERT APPLIES TO APPROVING OFFICIALS ONLY.**

SUBJECT: Inventory, Verification and Update of Approving Officials and Cardholders

Your purchase card Agency Program Coordinators (APC's) are in the process of verifying the names, organizations/missions and physical addresses of all Approving Officials and the cardholders under each Approving Official. We need your help with this process.

**APPROVING OFFICIALS** are requested to provide, by return e-mail, the following information on themselves and on each cardholder under them. The **blue** letters provide an example of the information required.

APPROVING OFFICIAL NAME: ***JOHN DOE***

COMPLETE (SPELLED OUT) ORGANIZATION NAME:  
***REAL ESTATE AND FACILITIES CONTRACTING OFFICE***

ACRONYM FOR ORGANIZATION: ***REFCO***

BRIEF STATEMENT OF OVERALL MISSION OF ORGANIZATION (ONE OR TWO SENTENCES): ***CONTRACTING FOR SUPPLIES AND SERVICES***

COMPLETE MAILING ADDRESS TO INCLUDE OFFICE SYMBOL (IF APPLICABLE): ***WASHINGTON HEADQUARTERS SERVICES, REAL ESTATE & FACILITIES CONTRACTING OFFICE, REMOTE DELIVERY FACILITY, 1155 DEFENSE PENTAGON, ROOM RDF1K711B, WASHINGTON, DC 20301-1155***

FULL NAME OF EACH CARDHOLDER UNDER THIS BILLING OFFICIAL and if the cardholder's physical address is different from the organization address above, please provide the organization acronym and full mailing address to include the office symbol, if applicable:

*I. M. CARDHOLDER*  
*U.R. ANOTHERCARDHOLDER*  
*I.B. YETANOTHERCARDHOLDER*

**YOUR RESPONSE IS REQUESTED AS SOON AS POSSIBLE, BUT NOT LATER THAN 14 NOVEMBER 2002.**

As a reminder, your Primary and Alternate Agency Program Coordinator are 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. Please give one of us a call if you have any questions about the Purchase Card Program in general or about the information requested by this **Policy Alert Number 2**.

**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.**

**THANK YOU FOR YOUR HELP IN THIS MATTER**