

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

PURCHASE CARD ALERT NUMBER 3

(ISSUE DATE: 26 NOVEMBER 2002)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Inspections Through US Bank Generated Reports

As you are probably aware, the overall Government Purchase Card (GPC) Program is highly visible and is undergoing a lot of scrutiny at this point in time. The goal of your Agency Program Coordinators (APCs) is to do everything within our power to provide the best possible service to meet the needs of our customers (Approving Officials and Cardholders). We also recognize the necessity to strike a balance between meeting your needs and maintaining the integrity of the purchase card system.

We want to keep you informed regarding what's going on with the purchase card program and maintain an open, two-way line of communication with our customers. Most importantly, we don't want any surprises.

We are currently reviewing historical transaction reports generated by the US Bank system and flagging some purchases for closer examination. We'll be contacting the respective Approving Officials to make further inquiries. We will be reviewing the transaction reports monthly, so please don't be surprised if you receive a request for additional information at some point in time.

RECEIVING AN INQUIRY DOES NOT AUTOMATICALLY MEAN THAT SOMETHING HAS BEEN DONE INCORRECTLY UNDER A FLAGGED TRANSACTION. If any purchases turn out to be noncompliant with the rules, regulations and policies governing the GPC, then we will help you identify the cause of the problem and work with you to ensure corrections are made.

As a reminder, your Agency Program Coordinators are ready to assist you. They are Ms. Tracy Williams (twilliams@ref.whs.mil) on 703-697-4341 or Mrs. Claudia Colvin (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 or an e-mail if you have any questions about the Purchase Card Program in general or this Purchase Card Alert specifically.

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.

