

**GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM
REAL ESTATE AND FACILITIES CONTRACTING OFFICE
AGENCY PROGRAM COORDINATOR (APC)**

PURCHASE CARD ALERT NUMBER 6

(16 APRIL 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Blocking of Merchant Category Codes

The purpose of this Purchase Card Alert is to remind Approving Officials and Cardholders of the Department of Defense (DoD) policy restricting purchases of items/services from merchants coded in certain categories. This policy does not restrict "what" is purchased, but rather restricts purchases from certain types of merchants. **The below listed codes are blocked DoD wide and purchases are prohibited from merchants registered under these category codes.**

4829--Wire Transfer-Money Orders	6211—Security Brokers/Dealers
5932--Antique Shops	6760--Savings Bonds
5933--Pawn Shops	7012--Timeshares
5937--Antique Reproductions	7273--Dating & Escort Services
5044--Jewelry Stores	7995--Betting, Casino Gaming Chips, Off-Track Betting
5960--Direct Marketing Insurance	8651--Political Organizations
6010--Financial Institutions Manual Cash Advance	9211--Court Costs, Alimony, Child Support
6011--Financial Institutions Automatic Cash Advance	9222--Fines
6051--Non-Financial Institutions-Foreign Currency, Money Orders, Travelers Checks	9223--Bail and Bond Payments
	9311--Tax Payments
	9700--Automated Referral Service

In addition to the above-listed codes, your Agency Program Coordinators have carefully reviewed the mission-specific purchase card usage of each activity under the Purchase Card Program. The authority of the cardholders has been tailored by blocking non-mission specific merchant category codes in the US Bank System. For example, car washes are prohibited purchases within the WHS/RE&F Purchase card program, therefore, all car wash vendors will be blocked from all card holders. The cardholders will not be able to purchase from "blocked" merchants. This process will ensure that purchases are made only from authorized types of merchants.

If you experience a decline on your card, have the merchant check with their bank to make sure their category code has been input correctly. If everything is correct between the merchant and his bank, then call your APC and request a one-time approval of the instant purchase or approval to make purchases from this merchant category in the future. When contacting the APC for this approval, be prepared to justify the mission need for the purchase.

Please direct any questions to Ms. Tracy Williams (twilliams@ref.whs.mil) on 703-697-4341 or Mrs. Claudia Colvin (ccolvin@ref.whs.mil) on 703-697-0614.



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.

