

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM
WASHINGTON HEADQUARTERS SERVICES/BUDGET AND FINANCE
AGENCY PROGRAM COORDINATOR

PURCHASE CARD ALERT NUMBER 7

(5 May 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Transfer of Purchase Card Program

The purpose of this Purchase Card Alert is to notify Approving Officials and Cardholders that, effective 5 May 2003, the OSD/WHS Purchase Card Program has transferred from the Real Estate and Facilities Contracting Office to Washington Headquarters Services Budget and Finance.

The Agency Program Coordinators, Tracy Williams and Claudia Colvin, transferred with the Purchase Card Program to Budget and Finance. Please note their new phone numbers and e-mail addresses as follows:

Tracy Williams (twilliams@bfd.whs.mil)	703-695-6343
Claudia Colvin (ccolvin@bfd.whs.mil)	703-614-5382
Fax (for both Tracy and Claudia)	703-693-0454

Other than the new phone numbers and e-mail addresses, this change should be virtually transparent to the Approving Officials and Cardholders.

If you have any questions, please don't hesitate to contact one of your Agency Program Coordinators.

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.

