

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

PURCHASE CARD ALERT NUMBER 8

(12 May 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Rotating Vendors/Obtaining Competition

Your Agency Program Coordinators (APC's) are currently conducting a review of purchases under the Purchase Card Program. The primary focus of this review is to question instances in which it appears the same vendors are being used repetitively by Cardholders.

The purpose of this Purchase Card Alert is to remind the Cardholders and Approving Officials of the Federal Acquisition Regulation (FAR) requirement to distribute purchases equitably among vendors and obtain competition when required. For micro-purchases (\$2,500 and below) the FAR requires that you rotate vendors. For actions above the micro-purchase threshold for which the purchase card is used as method of payment, the competition requirements of FAR must be followed.

If you've already researched the phone book and the internet and you're still having difficulty, please contact the Real Estate and Facilities Contracting Office (REFCO) for assistance in locating additional sources.

If you have any questions regarding this Alert or the Purchase Card Program, please don't hesitate to contact one of your APC's.

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.

