

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

**PURCHASE CARD ALERT NUMBER 12**

(6 August 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: OSD/WHS Purchase Card Program Annual Review

The Department of Defense Government Purchase Card Concept of Operations (DoD Conops) dated 31 March 2003, mandates that the Purchase Card Agency Program Coordinator accomplish reviews of the Purchase Card Program at least annually.

The purpose of this Purchase Card Alert is to announce that the OSD/WHS Purchase Card Program Office, starting immediately, will be conducting a review of selected accounts under the program. The period covered by the review will be all of Fiscal Year 2002 through the present time.

If selected for inspection, you will be contacted by a member of the Purchase Card Program Office to schedule an appointment to review your records. Our goal is to shorten the face-to-face inspection time, thereby minimizing disruption to the Approving Officials and Cardholders. It is highly desirable for the Approving Official and/or Cardholder(s) to be present for the opening interview, but not absolutely necessary. All the reviewer will need is access to the purchase card records. Please be advised that because of the large number of accounts we are required to inspect, we will need your utmost cooperation in making your records available to the reviewers at the scheduled time.

You have a Primary and an Alternate Agency Program Coordinator ready to assist you. They are Ms. Tracy Williams ([twilliams@bfd.whs.mil](mailto:twilliams@bfd.whs.mil)) on 703-695-6343 or Mrs. Claudia Colvin ([ccolvin@bfd.whs.mil](mailto:ccolvin@bfd.whs.mil)) on 703-614-5382. Tracy and Claudia share the same FAX number. It is 703-693-0454.

**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.**



