

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

PURCHASE CARD ALERT NUMBER 13

(11 September 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Updated Delegation of Authority (DOA) memos issued to all
Approving Officials and Cardholders

The purpose of this Purchase Card Alert is to announce that updated Delegation of Authority (DOA) memos have been forwarded to each Approving Official and Cardholder under the OSD/WHS Purchase Card Program. The new memos contain the adjusted single purchase and monthly purchase limits and are issued under the new authority of the Program Manager, OSD/WHS Purchase Card Program.

Each Delegation of Authority memo contains a line for the Approving Official or Cardholder to acknowledge receipt of his/her delegation. The acknowledgment must be signed, dated and returned to the Agency Program Coordinator. Please keep the original memorandum for your files.

If you haven't already returned it, your signed acknowledgment is requested as soon as possible, but not later than close of business 26 September 2003. If you are an Approving Official or Cardholder and you did not receive a Delegation of Authority memorandum signed by the Program Manager, OSD/WHS Purchase Card Program, please immediately notify your APC.

RECAP REGARDING ADJUSTED LIMITS: The DOA memos for each Approving Official and associated Cardholder(s) were provided in a packet addressed to the Approving Official. On top of each packet was a page entitled "Cover Memo for Approving Official" which explained the necessity for limits to be reviewed by the APC and adjusted if necessary. The Cover Memo identified the APC's ability to adjust the limits of each cardholder as one of the many available tools for maintaining internal control of the program. No cardholder should carry limits beyond what is required to accomplish the mission. **Most importantly, the Cover Memo stressed that the adjusted limits are not rigid and can be quickly and easily adjusted with adequate justification from the Approving Official to the APC.**

There are approximately 370 accounts under the purchase card program. The APC has access to current and accurate data that depicts the historical usage on each purchase card. This data was analyzed and used to adjust the limits based on the requirements of the activity. It was not feasible to contact each account holder individually prior to adjusting the limits. The adjusted limits are considered a starting point. They are not rigid and can be adjusted quickly with adequate justification from the Approving Official. If the limits assigned prove to be either inadequate or excessive, Enclosure Number 1 to the Delegation of Authority packet provides the steps for requesting a limit adjustment.

You have a Primary and an Alternate Agency Program Coordinator ready to assist you. They are Ms. Tracy Williams (twilliams@bfd.whs.mil) on 703-695-6343 or Mrs. Claudia Colvin (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.

