

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

AGENCY PROGRAM COORDINATOR

**PURCHASE CARD ALERT NUMBER 14**

(10 October 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Management Controls

The purpose of this Purchase Card Alert is to reiterate that an effective Management Controls program is essential (and required) under the OSD/WHS Purchase Card Program.

Each Approving Official (or substitute cardholder) has now completed the half-day management controls training presented by Management Concepts, Inc. During this session, the instructor, Bill Martin, made clear the importance of a good management control program. He used our Purchase Card Program as an example of an area where an effective management control program is imperative.

Each activity/organization participating in the OSD/WHS Purchase Card Program is mandated to implement and maintain an effective management control program. The Purchase Card Program mandates some management controls in the training and Standard Operating Procedure, but it does not dictate all management controls to the program participants. This is because each activity/organization has different internal situations, policies and procedures. Management controls must be established at the Approving Official level to meet the individual and specific needs of each organization.

Below are two examples of management controls that may be effectively used by your organization.

- 1) Mandating pre-approval of purchases by the Approving Official;
- 2) Appointing an independent (separate from the Approving Official or Cardholder) team of "receivers" to sign for receipt of supplies and ensure they are placed in the property records, as applicable.

These are just two examples. If you are unsure of the management controls within your organization or would like to discuss management controls in general, please make an appointment with one of your APC's.

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. 