

**OSD/WHS PURCHASE CARD PROGRAM
WASHINGTON HEADQUARTERS SERVICES
BUDGET AND FINANCE DIRECTORATE**

PURCHASE CARD ALERT NUMBER 16

(19 November 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Purchasing Emergency Provisions with the Purchase Card

Most Pentagon employees have received a recommendation to keep certain “emergency provision” items on hand such as a change of clothes and food for use in the event of an emergency at the Pentagon. The Purchase Card Agency Program Coordinators have received numerous inquiries regarding whether the purchase card can be used to purchase these emergency provisions.

The purpose of this Purchase Card Alert is to advise that the purchase of emergency provisions is prohibited with the OSD/WHS purchase card. Do not use your purchase card to buy any items that are to be kept on hand for use in response to an emergency. Some examples are food, water, duct tape, flashlights, blankets and clothing. If you’ve already purchased emergency provisions with your purchase card, please annotate the purchase card file that the item(s) were purchased prior to this notification. Do not purchase further emergency provision items with the purchase card.

If you have any questions regarding this Purchase Card Alert, or anything else under the Purchase Card Program, please don't hesitate to call one of your APC's. The APC's are Ms. Tracy Williams (twilliams@ref.whs.mil) on 703-697-4341 or Mrs. Claudia Colvin (ccolvin@ref.whs.mil) on 703-697-0614.

 **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. 