

WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE

PURCHASE CARD ALERT NUMBER 20

(Issue date: 17 June 2004)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Office of the Secretary of Defense/Washington Headquarters Services
(OSD/WHS) Purchase Card Program Standing Operating Procedures
(SOP) dated 17 June 2004

The subject SOP is posted on the OSD/WHS Purchase Card Program Website at
<http://www.bfd.whs.mil/referencelib/cardholders/PCP.htm>. **Compliance with the SOP
is mandatory.**

The final step is to develop a formal WHS Administrative Instruction (AI) that
incorporates the content of the SOP. Since it will take considerably longer to staff and
finalize the AI, the SOP has been posted as immediate interim policy.

During the next several months, each activity will be given the opportunity to provide
comments and recommendations on the proposed AI. The comments and
recommendations will be evaluated for incorporation into a formal WHS AI covering the
purchase card program.

**Please do not coment on the SOP at this time. Your
comments on the WHS AI will be requested in the near
future.**

If you have questions regarding this Purchase Card Alert, or anything else under the
OSD/WHS Purchase Card Program, please don't hesitate to contact an APC. The APC's
are Ms. Tracy Williams (twilliams@bfd.whs.mil) on 703-695-6343 or Mrs. Claudia
Colvin (ccolvin@bfd.whs.mil) on 703-614-5382.