

WASHINGTON HEADQUARTERS SERVICES FINANCIAL MANAGEMENT DIRECTORATE

PURCHASE CARD ALERT NUMBER 21

(Issue date: 9 August 2004)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: New Purchase Card Program Team Member to manage US Bank
Customer Automation and Reporting Environment (CARE) Roll Out

The purpose of this Purchase Card Alert is to announce that Ms. Janette Ray has joined the Purchase Card Program Office in the Financial Management Directorate, Pentagon, Room 3B287. We are thrilled to have Janette as a member of the team. Initially, Janette's primary focus will be to train account holders in the use of the US Bank CARE System. Ultimately she will be responsible for granting account holders access to the CARE automated system. Jeanette's phone number is 703-614-6522.

The implementation of CARE will save the Government money and make everyone's life a bit easier by providing streamlined, less cumbersome account management. For example, CARE will eliminate the lead time we currently experience due to the Pentagon mail screening. Faster payment will equate to higher rebates for the Government. CARE will make account maintenance more standardized by allowing the cardholders to utilize existing on-line functions such as transaction logs. Approving Officials will have the capability to approve/disapprove cardholder transactions on-line.

We are working with the US Bank personnel to obtain the necessary training needed to operate the automated CARE system. Using the “train the trainer” approach, it is our plan to train everyone within the OSD/WHs program on CARE. We will keep you posted and provide further instructions/details as we progress through the process.

For your information, the following is a listing of the Purchase Card Program Office structure and the areas of primary responsibility for each team member.

Claudia Colvin Program Manager and Agency Program Coordinator – Oversight and management of the program to include program decisions, program policy/guidance and delegations of authority.

Tracy Williams Agency Program Coordinator – Program maintenance such as account changes, account holder questions, Office of the Secretary of Defense (OSD) annual budget, account set-up, account holder training, report review and questioned purchases.

Janette Ray Agency Program Coordinator – CARE Roll Out, refresher training, new account holder training.

Jeanette Stubbs Administrative support to the program – Jeanette is a contractor employee.

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 us. The APC's are Ms. Tracy Williams (twilliams@bfd.whs.mil) on 703-695-6343, Ms. Janette Ray on 703-614-6522 (jray@bfd.whs.mil) or Claudia Colvin (ccolvin@bfd.whs.mil) on 703-614-5382.