

**WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE**

PURCHASE CARD ALERT NUMBER 23

(Issue date: 03 September 2004)

SUSPENSE: 4:00PM, 17 September 2004

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Notice of Change of Classroom Location – Annual Refresher Training

This Purchase Card Alert is a follow-on to Purchase Card Alert Number 22, Subject: Annual Refresher Training for FY-2004.

The location of the 6 October 2004 Annual Refresher Training session that was originally scheduled to be held at the Polk Building has been changed. **THE NEW LOCATION IS THE PENTAGON, ROOM 1C547.** This change was necessitated by circumstances beyond our control and we regret any inconvenience to the students registered for the Polk Building session.

Therefore, we now have limited seats available in this October class at the Pentagon so, if you wanted to attend a classroom session, but were told the classes were full, now is your opportunity to register for this class. Seats will be assigned on a first-come, first-served basis.

Please contact Janette Ray janette.ray@whs.mil to register for the 6 October class at the Pentagon. **Registration will be closed at 4:00PM, 17 September 2004.** If you're already registered for this 6 October class, no further action is required on your part other than reporting to the different location. We've received extensive positive feedback from the students attending the first classroom session.

In addition, we've received a lot of questions regarding the on-line training module. Currently it is in the process of being developed. When it becomes available, a separate Purchase Card Alert will provide enrollment details. We plan to have the on-line module available in ample time for the accountholders to complete before the end of the calendar year.

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 (tracy.williams@whs.mil) on 703-695-6343 or Ms. Janette Ray (janette.ray@whs.mil) on 703-614-6522 or Ms. Claudia Colvin (claudia.colvin@whs.mil) on 703-614-5382.