

**WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE**

PURCHASE CARD ALERT NUMBER 28

(Issue date: 24 August 2005)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Commercial Subscriptions, Newspapers, and Subscriptions for Publications

1. The purpose of this Purchase Card Alert is to issue a change to the “OSD/WHS Standing Operating Procedure (SOP) for Government-wide Commercial Purchase Cards,” dated June 17, 2004 (hereinafter referred to as the “SOP”). This Alert is effective immediately and implements direction contained in Director, WHS, 15 July 2005 memorandum, Subject: Commercial Subscriptions, Newspapers, and Publications (Attachment 1).
2. New and renewal commercial subscriptions, newspapers, and subscriptions for publications (hereinafter referred to as “subscriptions”) in dollar amounts up to the Cardholder’s single purchase limit (not to exceed \$2,500) shall be purchased by the individual Purchase Cardholders. The purchase of subscriptions was previously restricted to Support Services Division (SSD) Cardholders. The contracting process shall continue to be used for subscriptions above \$2,500.
3. Approving Officials are reminded that they are responsible and pecuniarily liable for subscriptions purchased by their cardholder(s).
4. The Approving Official shall complete the following steps for purchases of subscription(s): Identify the known requirement¹ for subscriptions for the organization/activity/group supported by the Approving Official’s purchase card account, in compliance with Footnote 1. If the known requirement is \$2,500 or less, proceed to steps a – b, below.² If the requirement exceeds \$2,500, disregard steps a – b and process the requirement through normal contracting channels.

¹ 41 CFR 101-25.108 states that subscriptions for periodicals, newspapers, and other publications for which it is known in advance that a continuing requirement exists, should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration shall be given to consolidating these requirements, to the extent practical, on an agency-wide basis and on a multiyear basis.

² For subscription requirements above the Cardholder’s single-purchase limit, but not exceeding \$2,500, please contact an Agency Program Coordinator (APC) for guidance.

- a. Complete and sign the Approving Official Pre-Approval form (Attachment 2). This form shall be completed prior to the purchase of subscription(s) with the OSD/WHS Purchase Card. Retain the completed Attachment 2 form in the Purchase Card files.
 - b. Conduct an annual review of the subscriptions being received by the activity/organization that are purchased with the OSD/WHS Purchase Card and document the review by completing Attachment 3. Retain the completed Attachment 3 form in the Purchase Card files.
5. These changes will be reflected in the SOP as follows: Page 10, Support Services Division (SSD) Centralized Purchases, delete item h) “All subscriptions to include on-line subscriptions.” Renumber items i) through l) to reflect the deletion of the current h).
6. This Purchase Card Alert is effective until cancelled or incorporated into the WHS Administrative Instruction, same subject.
7. We hope you will continue to tell us when we are doing a good job of satisfying your needs, as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them to the Agency Program Coordinators at purchasecard@bfd.whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
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15 JUL 2005

MEMORANDUM FOR DIRECTOR, DEFENSE FACILITIES DIRECTORATE
DIRECTOR, FINANCIAL MANAGEMENT DIRECTORATE

SUBJECT: Commercial Subscriptions, Newspapers, and Publications

The WHS Planning and Evaluation Directorate (P&ED) recently completed a review of the WHS Subscription Program.

Based upon the recommendation contained in P&ED's June 2005 report, I have decided to rescind the requirement to centrally manage subscriptions below the micro-purchase threshold. Effective immediately, Government-Wide Commercial Purchase Cardholders in WHS and OSD may use their cards for the purchase of mission essential micro-purchase subscription requirements for their respective organizational components.

The contracting process will continue to be used for subscriptions that exceed the micro-purchase threshold. The "OSD/WHS Standard Operating Procedure (SOP) for Government-wide Commercial Purchase Cards," dated June 17, 2004, will be updated to reflect this change within the next 30 days. In addition, these changes will be incorporated into a WHS Administrative Instruction, same subject, which is currently being drafted.


Howard G. Becker
Director



ATTACHMENT 1 TO
PURCHASE CARD ALERT NUMBER 28

APPROVING OFFICIAL PRE-APPROVAL FORM
FOR PURCHASE OF COMMERCIAL SUBSCRIPTION(S),
NEWSPAPER(S) OR SUBSCRIPTIONS FOR
PUBLICATION(S) WITH THE OSD/WHS PURCHASE
CARD

- a. As Approving Official, I hereby certify that
- i. The attached listing¹ of commercial subscription(s), newspaper(s) or subscription(s) for publication(s) (hereinafter referred to as “subscriptions”) is in support of the mission of the activity/organization/group supported by my OSD/WHS Purchase Card account;
 - ii. Quantities are the minimum necessary to support the mission of the activity/organization/group supported by my OSD/WHS Purchase Card account;
 - iii. If the subscription(s) is available for free (at no cost) through the internet, the attached justification supports the need to purchase; and
 - iv. The subscription(s) shall be addressed to the name of the activity/organization, not to an individual.

APPROVING OFFICIAL’S SIGNATURE AND DATE

¹ The listing shall include the name of the Subscription(s), the vendor (if different from the name), the period of delivery, and the estimated total cost for the period of delivery.

RETAIN THIS FORM IN THE PURCHASE
CARD FILES

ATTACHMENT 2
TO PURCHASE CARD ALERT 28

**APPROVING OFFICIAL'S COMMERCIAL
SUBSCRIPTIONS, NEWSPAPERS AND SUBSCRIPTIONS
FOR PUBLICATIONS MONITORING FORM**

THIS FORM SHALL BE COMPLETED BY THE APPROVING OFFICIAL ON AN ANNUAL BASIS.

1. I have conducted the required annual review of the commercial subscription(s), newspaper(s), and publication(s) (hereinafter referred to as "subscriptions") purchased by the Cardholders under my purview as an OSD/WHS Purchase Card Program Approving Official and hereby certify that each is:

- a. In support of the mission of the organization/activity supported by my OSD/WHS Purchase Card Account;
- b. Being delivered in the minimum quantity necessary to support the mission of the organization/activity supported by my OSD/WHS Purchase Card Account;
- c. Is addressed to the activity/organization, not to an individual;
- d. Is supported by a written justification to purchase if it is available at no cost through the Internet; and
- e. I have immediately cancelled any subscriptions not meeting each of the mandates set forth above.

2. I have attached a listing¹ of the subscription(s) subject of this review.

APPROVING OFFICIAL'S SIGNATURE AND DATE

¹ The listing shall include the name of each subscription(s), the vendor (if different from the name), the period of delivery, and the total cost for the period of delivery.

**RETAIN THIS FORM IN THE PURCHASE
CARD FILES**

**ATTACHMENT 3
TO PURCHASE CARD ALERT 28**