

**WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE**

PURCHASE CARD ALERT NUMBER 29

(Issue date: 31 October 2005)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Upcoming Change to Purchase Card Statement Cycle Date

The purpose of this Purchase Card Alert is to notify OSD/WHS Purchase Card Program accountholders that the monthly cycle date will change from the current cycle date (the 5th of each month) to a new cycle date (the 19th of each month). The change will be effective in November 2005. DoD is mandating this change in order to standardize all cycle dates within DoD. Standardized cycle dates will result in improved reporting and oversight of the Purchase Card Programs.

During the month of November, all OSD/WHS Approving Officials (AOs) and Cardholders (CHs) will receive two statements, the first one dated 05 November 2005 and the second one dated 19 November 2005. Don't wait for your invoice to arrive in the mail. These statements will be available in the C.A.R.E. System awaiting certification on 06 November and 20 November respectively.

5 November 2005 Statement:

The first November 2005 statement will be for the cycle ending 05 November. CHs will have three business days from the 5th of November to reconcile their statement, complete approval, and forward all backup documentation to their AO. AOs will have two business days from the receipt of the CH statement to verify the account and provide a printed invoice with a signed Certifying Officer statement to the Purchase Card Office for payment.

19 November 2005 Statement:

The second November 2005 statement will be for the cycle ending 19 November. CHs will have three business days from the 19th of the month to reconcile their statement, complete approval, and forward all backup documentation to their AO. AOs will have two business days from the receipt of the CH statement to verify the account and provide a printed invoice with a signed Certifying Officer statement to the Purchase Card Office for payment.

To summarize, AOs and CHs will go through the normal reconciliation/payment process in November. The change is that two statements must be reconciled and sent to the payment office.

NOVEMBER 2005 IS THE ONLY MONTH IN WHICH THERE WILL BE TWO STATEMENTS. BEGINNING IN DECEMBER 2005, AND THEREAFTER, THE CYCLE DATE WILL BE THE 19TH OF EACH MONTH. An e-mail will be issued in mid-October 2005 to remind AOs and CHs of the dates of the two billing cycles in November 2005 and the associated deadlines.

Since the payment office will be processing two billing cycles in one month, it is imperative to adhere to the deadlines for reconciliation/submission for payment to accommodate the higher payment volume.

If you have any questions whatsoever, please don't hesitate to contact an Agency Program Coordinator.

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.