

**WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE**

PURCHASE CARD ALERT NUMBER 30

(Issue date: 24 November 2005)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Elimination of Paper Invoice/Statement

The purpose of this Purchase Card Alert is to provide notification that paper invoices and statements will be cut off by US Bank effective with the billing cycle ending 19 December 2005. This means the last paper invoice/statement will cover the billing cycle ending 20 November through 19 December 2005. The DOD program manager's office in conjunction with the U.S. Bank is working to reduce paper and shorten the time to receive statements.

The AO will continue to print the monthly invoice from the C.A.R.E. System and forward the printed version to the WHS/FMD Purchase Card Program office for review/payment. The AO shall include the "Certifying Officer Statement" and forward it with the invoice for payment.

If you have any questions/problems printing your C.A.R.E. Invoice, please don't hesitate to contact Janette Ray at 614-6522.

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.