

WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
OSD/WHS PURCHASE CARD PROGRAM

PURCHASE CARD ALERT NUMBER 33

(01 February 2006)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Transfer of Purchase Card Program Function

The purpose of this Purchase Card Alert is to notify Approving Officials and Cardholders of the realignment of the OSD/WHS Purchase Card Program from the Washington Headquarters Services (WHS) Financial Management Directorate to the WHS Acquisition and Procurement Office (A&PO).

Effective 1 February 2006, the OSD/WHS Purchase Card Program has physically relocated to Room 3D267 (the Pentagon). **Please deliver monthly invoices to Room 3D267.**

Below are the new phone numbers and e-mail addresses for the Purchase Card Program Office.

Claudia Colvin (Claudia.Colvin@whs.mil)	703-695-8974
Tracy Nelson (Tracy.Nelson@whs.mil)	703-695-8921
Janette Ray (Janette.Ray@whs.mil)	703-695-8663
Fax	703-695-5117

Other than the new phone numbers and physical location, this change will be virtually transparent to the Approving Officials and Cardholders.

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

PLEASE – IF YOU RECEIVED THIS E-MAIL AND YOU ARE NOT AN APPROVING OFFICIAL OR A CARDHOLDER, LET US KNOW BY RETURN E-MAIL SO WE WON'T BOTHER YOU WITH ANY MORE OF THESE ALERTS.

