

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

PURCHASE CARD ALERT NUMBER 36

(Issue date: 30 August 2006)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Elimination of Monthly Cardholder Paper Statement

Since the Access Online System provides the Cardholder the capability to print the monthly statement from the online system, the OSD/WHS Purchase Card Program Manager has requested that the US Bank discontinue mailing paper statement to the Cardholders. The final monthly paper statement will be the one dated 19 October 2006 covering the billing cycle ending 20 September through 19 October 2006.

Approving Officials shall review the monthly statement for each Cardholder(s) assigned to their managing account. If all documentation is in order, the Approving Official shall sign and date the "reviewed by" line (located on the second page of the Cardholder statement). The Cardholder shall retain the signed monthly statement in the official purchase card file.

As a reminder, **Approval Officials must certify their Monthly Purchase Card Invoice in the Access Online System** as well as providing the printed invoice from the system (with the Certifying Officer's Statement) attached. The hardcopy invoice shall be forwarded to the OSD/WHS Purchase Card Program Office in the Pentagon, Room 3D267.

If you experience any problems certifying online or printing from the system, please don't hesitate to contact Janette Ray, Agency Program Coordinator, at (703) 695-8666.

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.