

WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
OSD/WHS PURCHASE CARD PROGRAM OFFICE
PURCHASE CARD ALERT NUMBER 39

(Issue Date: 31 January 2007)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: OSD/WHS Purchase Card Program Annual Review

The “Department of Defense Government Charge Guidebook for Establishing and Managing Purchase, Travel and Fuel Card Programs”, dated 20 January 2006, mandates annual reviews of all Purchase Card Programs.

The purpose of this Purchase Card Alert is to announce that the OSD/WHS Purchase Card Program Office, starting immediately, will be conducting a review of randomly selected purchase card accounts. The period covered by the review will be Fiscal Year 2006 (1 October 2005 – 30 September 2006).

Approving Officials (AO’s) who are selected for inspection will receive an e-mail from an Agency/Organization Program Coordinator (A/OPC) announcing that their Purchase Card account will be inspected. Attached to the e-mail will be a two-part AO Checklist to be completed and certified by the AO. The e-mail will contain a suspense date of eight business days for the AO to complete and return both Parts of the AO Checklist to the A/OPC. Part I of the AO Checklist is generic and applies to all Cardholders (CH’s) under the subject AO. Part II will contain the name(s) of the CH’(s) account(s) to be physically inspected by the AO. In order to meet the milestones for completion of the overall Purchase Card Program inspection, it is imperative that the AO return both Parts I and II of the completed checklist to the A/OPC by the suspense date.

The second phase of the review will be a physical inspection by the A/OPC of the AO’s records. The appointment time for this inspection will be scheduled with the AO by the A/OPC. The A/OPC will decide which CH’s records she will physically inspect. Because of the large number of accounts we are required to inspect, we will need your utmost cooperation in making all AO and CH records available to the A/OPC at the scheduled time.

After the A/OPC completes the physical inspection of the AO records, she will prepare an e-mail inspection report to the AO that outlines the results. If corrective action is necessary, the e-mail inspection report will contain a suspense date for the AO to respond with the corrective actions taken and/or a corrective action plan and timeline for implementation.

If you have any questions, please don’t hesitate to contact Ms. Janette Ray on 703/695-8666.