

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM OFFICE**

PURCHASE CARD ALERT NUMBER 41

(Issue date: 25 May 2007)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Annual Review, Fiscal Year 2006 Purchase Card Program Accounts

The purpose of this Purchase Card Alert is to summarize the subject review and to identify areas needing improvement under our Program. It is a follow up to Purchase Card Alert 39, issued 31 January 2007, which announced the FY-06 annual review.

The review revealed that most Purchase Card Program participants are doing an outstanding job in adhering to the rules and regulations governing the program. Overall, our Program is in great shape. However, there was a common thread among a number of accounts related to improper file documentation, retention and organization. The accountholders who were randomly selected for inspection have been notified of these weaknesses and have accomplished corrective action. For those accounts that were not inspected, you are requested to review your files and ensure that you are applying the proper file documentation procedures as follows:

- a) The Approving Official (AO) is required to sign the Cardholder Monthly Statement of Account on the "Reviewed By" line.
- b) The AO is required to certify a "hard copy" of the monthly invoice (printed from the Access Online System).
- c) Original receipts must be retained in the Cardholder's file. If for some reason an original receipt is not available, the Cardholder must prepare a Memorandum for Record (MFR) that documents why the original is missing and a copy has been used. If a receipt is not available at all, the Cardholder must prepare an MFR that documents why the receipt is missing, the date of purchase, item purchased, vendor's name and dollar amount of the purchase. The MFR shall be retained in the Purchase Card file for the associated billing cycle.
- d) The Cardholder is required to print the transaction log from the Access Online system and retain a "hard copy" in the Cardholder files.
- e) AO files are to be retained for six years and three months after final payment.
- f) Cardholder files are to be retained for three years after final payment.
- g) A new AO is responsible for obtaining and retaining the files of the previous AO.
- h) Files should be organized by billing cycle.
- i) Cardholder files must not be intermingled with AO files and vice versa.
- j) A separate signature must be obtained for both the purchaser and receiver.

Janette Ray will be offering training sessions on proper file documentation, retention and organization. You will be notified at a later date regarding these classes.

In the meantime, if you have any questions, please contact Janette Ray on (703) 695-8666 or Tracy Nelson on (703) 695-8921.

Thanks to each of you for your hard work and diligence in adhering to the program rules and policies. Your dedication has resulted in a very positive outcome for the FY-06 annual review.

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.