

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

**PURCHASE CARD ALERT NUMBER 46**

(Issue date: 01 November 2007)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Revised Third Party Payment Policy

The purpose of this Purchase Card Alert is to revise the policy on the use of third party payment vendors. Details regarding this change can be found in the Director, Purchase Card Joint Program Management Office memo dated Oct 17, 2007, subject: Use of Third Party Payments – Policy Change which is incorporated herein by reference. This memo is available at <http://www.whs.mil/APO/PurchaseCard/index.cfm>

The use of third party payment services such as PayPal, E-Bay, Billpoint, etc. is prohibited with limited exception. The card holder shall make every attempt to choose another vendor with whom to procure the goods and/or services. In the event all sources are exhausted and it is unavoidable to use a merchant requiring third party payments, the cardholder shall document the file with specific details stating that a thorough review was conducted and it was necessary to use a third party payment service. In addition, documentation of actions taken to find another source to avoid the future use of third party payments shall also be retained in the purchase card file. The approving official will ensure the documentation supports the use of a third party payment service.

This change is effective immediately and will remain in effect until Change No. 2 to AI 105 is finalized.

If you have any questions, please contact Tracy Nelson at (703) 695-8921.

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 directly to the Program Manager at [Claudia.colvin@whs.mil](mailto:Claudia.colvin@whs.mil).