

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

PURCHASE CARD ALERT NUMBER 48

(Issue date: 17 JUNE 2008)

SUSPENSE: 27JUNE 2008

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: SmartPay 2 (SP2) Contract

The purpose of this Purchase Card Alert is to announce that US Bank has been awarded a task order under the new GSA "SmartPay2" (SP2) contract.

Under the new "SP2" contract, all existing purchase cards and convenience checking accounts will be cancelled effective 29 November 2008 and new cards and checks re-issued to a central location for individual card holders to pick-up before utilization effective 1 December 2008. Existing cards will be returned in exchange for new cards at the time of pick-up. There will be no interruption in your ability to use your purchase card during this time.

In order to prepare for this transition, it is required of each account holder (approving official and card holder) to provide the following information to Tracy.Nelson@whs.mil by close of business 27 June 2008:

- 1) Name **EXACTLY** as it appears on your Common Access Card (CAC)
- 2) Complete office address to include room number and zip code
- 3) Office phone number and fax number to include area code
- 4) E-mail address

Preparing for the transition to "SP2" is the first step in a series of changes for the Government Purchase Card Program and additional information will be provided to you as it becomes available.

Your cooperation is essential to ensure a smooth transition. 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.