

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

PURCHASE CARD ALERT NUMBER 53

(Issue date: 07 November 2008)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Arrival of “SmartPay2” (SP2) Purchase Cards

The purpose of this Purchase Card Alert is to announce the arrival and planned distribution of the new SP2 Purchase cards.

The central location for distribution of the new SP2 purchase cards will be in the Purchase Card Program Office, The Pentagon, Room 3D267 from November 17, 2008 through November 26, 2008, during the hours of 9:00 a.m. to 11:30 a.m. and from 1:00 p.m. to 3:00 p.m.

Approving official account numbers will remain unchanged under the SP2 contract. All new SP2 purchase cards must be picked up by the individual cardholder, activated and linked to their current user-id in the Access On-line system (instructions will be provided during distribution) by the close of business on November 26, 2008. Additionally, all “ghost shopper” accounts will be terminated effective November 26, 2008 and new accounts issued by the Virginia Industries for the Blind (VIB) Supply Store. In order to accomplish this, cardholders will be required to provide an updated list of names of their “ghost shopper” accounts during pick up of their new SP2 purchase card.

Remember, your current purchase cards can be used through midnight on November 29, 2008. However, cardholders should plan their purchases accordingly and request the vendor’s bill all open charges as soon as possible. Charges submitted by vendors that have not received an authorization from the bank by midnight November 29th will be invalid and will be declined. Cardholders should also notify vendors to cancel any recurring charges (i.e. Fed Ex accounts, magazine subscriptions) and provide their new SP2 account number.

On December 1, 2008, cardholders will begin using their new SP2 purchase cards. At that time, cardholders will cut up their current purchase cards and provide it to their approving official for disposal. Approving officials are responsible for ensuring receipt of their cardholder’s purchase card. Additional information will be provided at a later date on reconciling the November and December billing cycles.

The chart that follows summarizes important milestone dates for the transition.

We appreciate your continued support and patience. Should you have any questions, please contact Tracy Nelson at (703) 695-8921 or by e-mail at Tracy.Nelson@whs.mil

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.

****KEY DATES****

<p>November 17th - November 26th, 2008 9:00 a.m. to 11:30 a.m. & 1:00 p.m. to 3:00 p.m.</p>	<ul style="list-style-type: none"> - Cardholders report to 3D267 to pick up new SP2 cards - Cardholders immediately activate new SP2 card upon receipt - Cardholders with “Ghost Shoppers” provide current list of “Ghost Shoppers” names
<p>COB November 26th</p>	<ul style="list-style-type: none"> - Card holders must link new SP2 cards to current Access on-line user-id - “Ghost Shopper” accounts terminated and revised by VIB
<p>Midnight November 29th</p>	<ul style="list-style-type: none"> - Current purchase card expires
<p>December 1, 2008</p>	<ul style="list-style-type: none"> - Cardholders cut up current purchase cards and turn over to approving officials - Approving Official responsible for receipt and disposal of cut up card - Cardholders begin using new SP2 cards