

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

**PURCHASE CARD ALERT NUMBER 56**

(Issue date: 15 Dec 2008)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Final Implementation Phase from SmartPay® (SP1) to SmartPay® (SP2)

In accordance with the instructions in Purchase Card Alert 53 <http://www.whs.mil/APO/PurchaseCard/Alerts/index.cfm>, all cardholders should, as of this date, have in their possession a SP2 Government Purchase Card (GPC). Note: If you have not picked up your card, please contact your Agency/Organization Program Coordinator (A/OPC) immediately to arrange for GPC pick-up.

Due to SP2 implementation, cardholders are responsible for reconciling two statements in December 08. The first statement will cover SP1 account activities for the period of 20-30 November 08. The second statement issued, under the new SP2 contract, will cover account activities for the period of 1-19 December 08. SP1 and SP2 statements will be forwarded concurrently by the U.S. Bank.

Approving Officials (AO) are responsible for reconciling and certifying two invoices for the timeframes listed above. This applies even if there were no purchases charged to SP1 accounts. As a reminder, AOs are required to provide hardcopy invoices, with signed Purchase Card Certifying Official Certification Statements, to the Purchase Card Program Office located in the Pentagon, room 3D267.

For the January 09 billing cycle, we will return to business as usual with one billing cycle invoice for the period ending 19 Jan 09.

We would like to thank our customers for their patience and assistance as we transition from SP1 to SP2. If you require assistance, please contact Janette Ray on (703) 695-8666.

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