

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

PURCHASE CARD ALERT NUMBER 57

(Issue date: 6 Jan 2009)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: New Guidance for the Government Purchase Card (GPC)

OSD Comptroller Memorandum dated 7 Nov 08, Subject: *Government Purchase Card (GPC) Certifying Officer and Departmental Accountable Official Responsibilities*, contains language that must be added to each cardholder Delegation of Authority (DOA) memorandum under the OSD/WHS Purchase Card Program. Within the next 45 days, new DOA's will be issued to each cardholder. The new DOA's will state that the cardholders may be held pecuniarily liable for illegal, improper or incorrect government purchase card payments resulting from their fault or negligence. The only action required by the cardholders will be to ensure their understanding of the language in the memo, sign and date the acknowledgement line, retain the original in the purchase card file, and return a copy to the Purchase Card Program Management Office. Historical DOA's must be retained in the Purchase Card file.

The OSD Comptroller Memorandum also provides a Government Purchase Card Monthly Review Checklist as a tool for AO's to reconcile monthly invoices. It is strongly encouraged that Approving Officials utilize this checklist monthly.

The OSD Comptroller memo dated 7 Nov 08 and the Government Purchase Card Monthly Review Checklist will be posted on the OSD/WHS Purchase Card Website Site under the Policy Section at: <http://www.whs.mil/APO/PurchaseCard/Policy/Policy.cfm>

Questions on this issue may be directed to Janette Ray at (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.