



APD ALERT

Extended Absence and Departure Procedures if You Have a Purchase Card

This Alert serves as a reminder to purchase cardholders. If you are going to be out on extended leave, retiring, being transferred, or leaving the Agency, please notify your Local Area Program Coordinator. This notification is required by regulations so that your account may be monitored in your absence or departure to ensure no fraudulent activity occurs and that your open actions are reconciled in a timely manner.

For additional information, please see your PCMS/Micro-Purchase Guide. Managers should also be advised to take this into consideration during exit procedures.

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