

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

PURCHASE CARD ALERT NUMBER 45

(Issue date: 23 October 2007)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Credit Orders in the US Bank Access Online System

In March 2006, the Purchase Card Program Office implemented the US Bank Access Online System. The US Bank has been diligently working on enhancements to improve the capability of the software for their customers. The purpose of this purchase card alert is to announce that cardholders can now accept credits in the Access Online System.

There are several reasons that credits are applied to the purchase card: 1) if a vendor has overcharged an account, 2) if merchandise was returned, 3) or when US Bank provides credit (rebates) for prompt payments. All credits are posted to accountholders on the monthly purchase card statement.

The Access Online Step-by-Step Instructions Manual, created by the Purchase Program Office, has been updated to implement this change. Please insert the attached page 3 into your manual. The changes, in red font, are located in Section II, Para A, "Creating An Order" subpart 4.C (Accepting Credits).

If you have any questions, please don't hesitate to contact Ms. 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 them to the Agency Program Coordinators at purchasecard@bfd.whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.