

**WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 62

(Issue date: 17 July 2009)

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Late Invoices are Causing Delinquent Payments

The purpose of this Purchase Card Alert is to reiterate the importance of the Approving Official forwarding certified invoices to the Purchase Card Program Office within the required timeframe each month. Per AI 105, paragraph E2.14, the Cardholder has three working days after the cycle date to forward their statement to the Approving Official and the Approving Official has two working days after receipt of the Cardholder statement to certify the monthly invoice and forward it to the Purchase Card Program Office in the Pentagon, Room 3D267.

Timely payments earn government rebates. Late payments cause US Bank to suspend accounts and divert Purchase Card Program resources from higher priorities. Over the course of the last six months, we have experienced an 8% delinquency rate. US Bank has the authority to permanently close an Approving Official's account and all associated cardholder accounts in the event the account experiences two delinquency suspensions in a twelve-month period. It is the responsibility of the Approving Official to submit a timely certified invoice to maintain an active account.

In order to combat the growing problem of late invoices, effective immediately, the Purchase Card Program Office will suspend those managing accounts (and all associated cardholder accounts) that have failed to submit a certified invoice to the Purchase Card Program Office within the required timeframe. Only accounts that have been granted a written (e-mail is fine) exception in advance by an A/OPC will be exempt from suspension. Suspended accounts will be reinstated by an A/OPC upon receipt of the certified invoice.

Attachment #1 provides a quick-reference table that highlights the due dates for upcoming billing cycles for the remainder of calendar year 2009.

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.

INVOICE DUE DATES – REMAINDER OF CALENDAR YEAR 2009

CYCLE DATE	DUE DATE CARDHOLDER STMT TO APPROVING OFFICIAL (3 working days after close of cycle)	DUE DATE AO CERTIFIED INVOICE TO P-CARD PROGRAM OFFICE (2 working days after receipt of Cardholder statement)	ACCOUNT SUSPENSION DATE PENDING RECEIPT OF CERTIFIED INVOICE
19 July 2009	23 July 2009	27 July 2009	28 July 2009
19 Aug 2009	24 Aug 2009	26 Aug 2009	27 Aug 2009
19 Sep 2009	23 Sep 2009	25 Sep 2009	28 Sep 2009
19 Oct 2009	22 Oct 2009	26 Oct 2009	27 Oct 2009
19 Nov 2009	24 Nov 2009	30 Nov 2009	01 Dec 2009
19 Dec 2009	23 Dec 2009	28 Dec 2009	29 Dec 2009

NOTE: Future due dates will be posted on the Purchase Card Program Web Page at <http://www.whs.mil/APO/PurchaseCard/index.cfm>

ATTACHMENT #1