

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

PURCHASE CARD ALERT NUMBER 65

(Issue date: 22 September 2009)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Products for H1N1 Prevention

The purpose of this alert is to provide authority to purchase H1N1 prevention items with the purchase card. There are no prohibitions in purchase card policies or regulations on buying these items; however, the Purchase Card Program Office cannot provide information regarding which products or brands are effective against H1N1. These types of questions, as well as questions concerning whether these purchases are prudent and/or advisable, should be directed to the Washington Headquarters Services (WHS) Safety and Environmental Management Branch on (703) 693-3683, or via e-mail at the global address listing of MLA WHS/DFD – Safety Info.

Examples of H1N1 prevention products are hand sanitizers and disinfectant wipes/sprays. In order to use the purchase card for these items, the known requirement must be below the micro-purchase threshold and the purchase card file must be documented to show that the items were purchased for H1N1 prevention; remember to check the mandatory sources of supply. Based on a stipulation from the DoD Purchase Card Program Manager's Office, hand sanitizers and similar items shall not be purchased for personal use and must be placed in a central location in an office, not on the desks of individuals.

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.