

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

PURCHASE CARD ALERT NUMBER 67

(Issue date: 12 January 2010)

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: New Procedures for Certifying Invoices

The purpose of this Purchase Card Alert is to set forth new procedures for Approving Officials to certify invoices. These new procedures must be strictly followed. They will greatly expedite and simplify the invoice submission and payment process

- 1) Effective with the 19 January 2010 billing cycle, the Approving Official must use the Purchase Card Certifying Officer sheet. Note it requires an electronic signature. In order for an invoice to be paid, the Approving Official must complete each block on the sheet, to include the amount to be paid on the invoice. **IMPORTANT: YOUR INVOICE WILL NOT BE PAID WITHOUT A FULLY COMPLETED PURCHASE CARD CERTIFYING OFFICER SHEET (SECOND ATTACHMENT TO THE E-MAIL TRANSMITTING THIS P-CARD ALERT).**
- 2) Ensure the package to be processed is complete and includes each of the following documents:
 - a. Invoice
 - b. Fully completed Purchase Card Certifying Officer Sheet
 - c. Cost Distribution Sheet (when applicable)
- 3) E-mail the complete invoice package to: fadgpc@whs.mil. The subject of the invoice transmittal e-mail must be **“For Official Use Only”** and the first sentence must read **“This document contains privacy act information”**.

For all invoices, both prior to and subsequent to the 19 January 2010 billing cycle, you may be contacted directly by FMD personnel to provide information on an invoice you have certified. You are required to respond to any and all questions immediately so as to not delay the invoice payment process.

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 Caren Bush at Caren.Bush@whs.mil.