

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

PURCHASE CARD ALERT NUMBER 68

(Issue date: 28 January 2010)

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: New Procedures for Certifying Invoices

The purpose of this Purchase Card Alert is to cancel Purchase Card Alert #67. This cancellation is due to Washington Headquarters Service, Financial Management Directorate (WHS FMD) instituting a change in the invoice payment process that was set forth in Purchase Card Alert #67.

Each Approving Official (AP) will be contacted by an FMD Resource Manager (RM) regarding the invoice(s) already submitted to the FADGPC mail box for the January 2010 billing cycle. AO's will be instructed to resubmit their invoices through their RM. AO's will continue to certify electronically on the certification sheet **(ATTACHMENT TO THE E-MAIL TRANSMITTING THIS P-CARD ALERT)**. Please provide Ms. Chauntel Caesar your full cooperation.

We apologize for any inconvenience this change may cause. The Purchase Card Office and FMD are currently coordinating detailed instructions for future invoice submission. The new process will drastically reduce processing time and avoid further late penalties and suspensions.

The point of contact in FMD for this action is Ms. Chauntel Caesar. Please contact her with any questions at email Chauntel.caesar@whs.mil or by phone at 703-693-4133.