

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION DIRECTORATE (AD)
OSD/WHS PURCHASE CARD PROGRAM OFFICE**

PURCHASE CARD ALERT NUMBER 79

(Issue date: 14 April 2011)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Annual Review Summary Fiscal Year (FY) 2008 2009 Purchase Card Program Accounts

The purpose of this Purchase Card Alert is to summarize the subject review and to identify areas needing improvement under our Program.

The review revealed that most Purchase Card Program participants are doing well with adhering to the rules and regulations governing the program. Overall, our program is in good shape; however, there was a common thread among a number of accounts related to the use of mandatory sources of supply, insufficient file documentation, property accountability with pilferable items, sales tax being paid and not recovered, split purchases, and missing receipts. The accountholders with significant findings were notified and have accomplished corrective action. All accountholders are requested to review your files and ensure that you are applying the proper file documentation procedures as follows:

- a) The AO is required to certify a “hard copy” of the monthly invoice (printed from the Access Online System).
- b) Original receipts must be retained in the Cardholder’s file. If for some reason an original receipt is not available, the Cardholder must prepare a Memorandum for Record (MFR) that documents why the original is missing and a copy has been used. If a receipt is not available at all, the Cardholder must prepare an MFR that documents why the receipt is missing, the date of purchase, item purchased, vendor’s name and dollar amount of the purchase. The MFR shall be retained in the Purchase Card file for the associated billing cycle.
- c) The Cardholder is required to print the transaction log from the Access Online system and retain a “hard copy” in the Cardholder files.
- d) AO files are to be retained for six years and three months after final payment.
- e) Cardholder files are to be retained for three years after final payment.
- f) The outgoing AO is responsible to provide the Purchase Card files to the AO supervisor when the new AO is not yet assigned. New AO’s are responsible for obtaining and retaining the files from the previous AO or the AO supervisor. Files should be organized by billing cycle.
- g) Cardholder files must not be intermingled with AO files and vice versa.

- h) A separate signature must be obtained for both the purchaser and receiver for items required to be recorded in the property book in accordance with AI 94.
- i) Any actions that deviate from established regulation or policy, such as a purchase outside the mandatory sources of supply, shall be documented by a memorandum for record, to be retained in the official purchase card file.

If you have any questions, please contact Caren Bush at 571-256-4259 or send an e-mail to Caren.Bush@whs.mil

Thanks to each of you for your hard work and diligence in adhering to the program rules and policies. Your dedication has resulted in a very positive outcome for the FY-08 - 09 annual reviews.

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.