

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

PURCHASE CARD ALERT NUMBER 83

(Issue date: 27 October 2011)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Conference Related Activities and Expenses – DEPSECDEF Approval

The purpose of this Purchase Card Alert is to notify accountholders of a requirement contained in the Office of Management and Budget Memorandum, 21 September 2011, Subject: Eliminating Excess Conference Spending and Promoting Efficiency in Government. To view the memo, go to: [OMB Memo Eliminating Excess Conference Spending & Promoting Efficiency in Government](#).

The President has directed OMB to instruct all agencies and departments to conduct a thorough review of the policies and controls associated with conference-related activities and expenses. Until such time as the Deputy Secretary (or equivalent) can certify that the appropriate policies and controls are in place to mitigate the risk of inappropriate spending practices with regard to conferences, approval of conference-related activities and expenses shall be cleared through the Deputy Secretary (or equivalent).

Please direct questions regarding this alert to Claudia Colvin on (703) 695-8974, by e-mail at Claudia.colvin@whs.mil.

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 directly to the Program Manager at Claudia.Colvin@whs.mil.