

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

PURCHASE CARD ALERT NUMBER 84

(Issue date: 03 November 2011)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Inappropriate Spending Practices Related to Conferences

Reference: Purchase Card Alert Number 83, issued 27 October 2011

The purpose of this Purchase Card Alert is to cancel and supersede Purchase Card Alert 83 and to notify accountholders that the Deputy Secretary has certified that the appropriate policies and controls are in place to mitigate the risk of inappropriate spending practices with regard to conferences.

In support of that certification, the Purchase Card Program has implemented a process to mitigate the risk of inappropriate spending practices associated with conferences, to include off-site meetings:

- Conferences - Government employees who are organizing or conducting a conference for which associated expenses will be paid with the purchase card, shall include evidence of their Agency's review and approval in the official purchase card file prior to incurring any expenses. In the event that the Agency does not have a process in place, complete and sign the attached certification checklist as the Certifying Official and include that checklist in the official purchase card file prior to incurring any expenses. Completing this checklist does not excuse the organizer from obtaining any other Agency required approvals.
- Off-Site Meetings - Government employees who are renting off-site meeting space are not required to complete the attached checklist; however, the Approving Official is responsible for ensuring that the proposed off-site meeting expenditures were planned economically and that a suitable Government facility was not available at a lesser rate.
- Attendees - Government employees who are attendees at conferences or off-site meetings have the responsibility to report fraud, waste, or abuse to their Designated Agency Ethics Official, but are not required to complete the checklist.

Compliance with this requirement as well as with all other considerations of appropriate expenses will be monitored during purchase card program annual inspections. The inspection will ensure the Agency required approvals or the checklist have been completed, prior to the purchase card being used to pay for organizing or conducting a conference, that the official purchase card file contains the completed checklist or Agency approval, and that the expenses incurred do not appear to be excessive.

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.

CONFERENCE-RELATED SPENDING CHECKLIST			
APPROVING OFFICIAL NAME		APPROVING OFFICIAL PHONE #/ROOM #, ORGANIZATION:	
TITLE AND PURPOSE OF CONFERENCE:		DATE(S) AND LOCATION OF CONFERENCE COVERED BY THIS CHECKLIST:	
REFERENCES: <ul style="list-style-type: none"> (a) Executive Order, dated June 13, 2011, Delivering an Efficient, Effective and Accountable Government, http://www.whitehouse.gov/the-press-office/2011/06/13/executive-order-delivering-efficient-effective-and-accountable-governmen (b) OMB Memorandum M-11-35, dated September 21, 2011, Eliminating Excess Conference Spending and Promoting Efficiency in Government, http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-35.pdf (c) Conference Sponsorship and Conference Planning: Relevant Ethics and Fiscal Issues http://www.dod.gov/dodgc/defense_ethics/resource_library/2010_Deskbook/8ECC_ConferenceSponsorshipandPlanning.pdf (d) WHS Administrative Instruction 105, OSD/WHS Purchase Card Program http://www.dtic.mil/whs/directives/corres/pdf/a105p.pdf (e) DoD Financial Management Regulation Volume 14, Chapter 1, Section 010205. Statutory Limitations and Duties of DoD Officials http://comptroller.defense.gov/fmr/14/14_01.pdf 			
<p>The Approving Official is required to complete this checklist prior to organizing or conducting a conference only if the Approving Official's Agency does not have a conference review and approval process in place.</p> <p>Prior to the Cardholder using the Purchase Card <u>to organize or conduct a conference</u>, the Approving Official must be able to answer "TRUE" to all questions on this checklist to the best of his or her knowledge and belief, and shall certify the checklist by signing in the space provided on the last page. A copy of this fully executed checklist, when applicable, must be retained in the official Purchase Card file.</p>			
NO.	ITEM	TRUE	FALSE
1.	Government resources and funds in support of this conference are being used only for authorized purposes.		
2	Government personnel associated with this conference have not offered preferential treatment to any private organization or individual.		
3	The Approving Official shall disclose any waste, fraud, abuse, and corruption to their Designated Agency Ethics Official.		
4	Government personnel associated with this conference have not used their public office for private gain.		
5	Government personnel have not and will not accept any gift or favor in connection with organizing or conducting this conference.		

6	Government personnel associated with this conference have not knowingly made unauthorized commitments or promises of any kind purporting to bind the Government.		
7	The proposed conference expenditures were planned economically and provide the greatest benefit to the Government.		
8	There was appropriate management oversight of the conference planning process.		
9	The Cardholder performed a cost comparison of the size, scope, and location of the conference.		
10	The Cardholder has determined that a Government facility is not available at a lesser rate.		
11	Alternatives to a conference were considered, <i>e.g.</i> , teleconferencing, consolidating the event with another event. (Maintain written documentation of the alternatives considered and the selection rationale used).		
12	<u>For conferences of 30 or more attendees</u> , a record has been maintained of the cost of each alternate conference site considered for each conference sponsored or funded, in whole or in part. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.		
13	The Approving Official has considered all direct and indirect conference costs paid by the Government (<i>e.g.</i> , rent of rooms for official business and costs of audiovisual and other equipment) and, where possible, compared costs of alternatives.		
14	The Approving Official has not approved the purchase of any food or refreshments for the conference without first obtaining approval from a Purchase Card Agency/Organization Coordinator.		
15	The Approving Official serves as a DOD Certifying Official and has complied with all requirements of the DoD Financial Management Regulation.		

Signature of Purchase Card Certifying Official

Date signed