

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 85

(Issue date: 22 February 2012)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Commercial Subscriptions, Newspapers, and Subscriptions for Publications
(formerly Purchase Card Alert 28)

1. The purpose of this Purchase Card Alert is to supersede and replace Purchase Card Alert Number 28 dated 24 August 2005, subject as above. This Purchase Card Alert adds a requirement for the Approving Official to query the Pentagon Library regarding availability prior to acquiring any commercial subscription, newspaper, or subscriptions for publications with an OSD/WHS purchase card. The purchase card file must be documented to reflect coordination with the Pentagon Library. Additionally, this Purchase Card Alert updates the micro-purchase limit to the current level of \$3,000.
2. Prior to purchasing any new and renewal commercial subscriptions, newspapers, and subscriptions for publications (hereinafter referred to as “subscriptions”) the Approving Official is mandated to first check with the Pentagon Library regarding availability. The Pentagon Library has established a mailbox for subscription requests at subscriptions@whs.mil. The Approving Official must obtain and retain concurrence from the Library (email is fine) that either:
 - a. The subscription is not available from the Library;
 - b. Or, if the Approving Official will purchase the subscription, even though available from the Library, the reason and concurrence from the Library must be documented prior to making the purchase of the subscription using the purchase card.
3. If unavailable from the Pentagon Library, subscriptions in dollar amounts up to the Cardholder’s single purchase limit (not to exceed \$3,000) shall be purchased by the individual Purchase Cardholders. The contracting process shall continue to be used for subscriptions above \$3,000.
4. Approving Officials are reminded that they are responsible and pecuniarily liable for subscriptions purchased by their Cardholder(s).

5. The Approving Official shall complete the following steps for obtaining subscription(s):
 - a. Contact the Pentagon Library and document the Purchase Card file in accordance with paragraphs 2 a – b, above.
 - b. If the subscription(s) is to be purchased, the Approving Official shall:
 - i. Identify the known requirement¹ for the subscriptions for the organization/activity/group supported by the Approving Official's purchase card account in compliance with Footnote 1. If the known requirement is \$3,000 or less, proceed to the step ii, below².
 - ii. Complete and sign the Approving Official Pre-Approval memorandum (Attachment 1). This memorandum shall be completed prior to the purchase of any subscription(s) with the OSD/WHS Purchase Card. Retain the completed Attachment 1 memorandum in the Purchase Card files.
 - c. Conduct an annual review of the subscriptions being received by the activity/organization that are purchased with the OSD/WHS Purchase Card and document the review by completing Attachment 2. Retain the completed Attachment 2 memorandum in the Purchase Card files.
6. This Purchase Card Alert is effective until incorporated into WHS Administrative Instruction 105, or cancelled.
7. 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.

¹ 41 CFR 101-25 states that subscriptions for periodicals, newspapers, and other publications for which it is known in advance that a continuing requirement exists, should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration shall be given to consolidating these requirements, to the extent practical, on an agency-wide basis and on a multiyear basis.

² For subscription requirements above the Cardholder's single-purchase limit, but not exceeding \$3,000, please contact an Agency/Organization Program Coordinator (A/OPC) for guidance.

**MEMORANDUM FOR THE PURCHASE CARD FILE DOCUMENTING THE
APPROVING OFFICIAL’S PRE-APPROVAL FOR PURCHASE OF SUBSCRIPTION(S)**

- a. As the Approving Official, I hereby certify that:
- i. The attached listing¹ of commercial subscriptions(s), newspaper(s), or subscription(s) for publication(s) (hereinafter referred to as “subscriptions) is not available from the Pentagon Library (hereinafter referred to as “the Library) and I have placed evidence (email is fine) of Library non-availability (e.g., an email from the Library) in the Purchase Card file.
 - ii. Or, even though the subscription(s) is available from the Library, the reason for purchasing the subscription and Library concurrence has been documented prior to making the purchase and the documentation (email is fine) is retained in the p-card file.
 - iii. Purchased subscription(s)
 - 1. Are not available from the Pentagon Library;
 - 2. Are in support of the mission of the activity/organization/group supported by my OSD/WHS Purchase Card account;
 - 3. Quantities are the minimum necessary to support the mission of the activity/organization/group supported by my OSD/WHS Purchase Card account;
 - 4. Shall be addressed to the name of the activity/organization, not to an individual.
 - iv. If the subscription(s) is not available from the Library, but is available for free (at no cost) through the internet, the attached justification (signed by the Approving Official) supports the need to purchase.

APPROVING OFFICIAL’S SIGNATURE AND DATE

RETAIN THIS MEMORANDUM IN THE PURCHASE CARD FILES

**ATTACHMENT 2
TO PURCHASE CARD ALERT #85**

¹ The listing shall include the name of each subscription(s), the vendor (if different from the name), the period of delivery, and the total cost for the period of delivery.

**APPROVING OFFICIAL’S COMMERCIAL SUBSCRIPTIONS, NEWSPAPERS AND
SUBSCRIPTIONS FOR PUBLICATIONS RECORD OF MONITORING**

THIS RECORD OF MONITORING SHALL BE COMPLETED BY THE APPROVING
OFFICIAL ON AN ANNUAL BASIS

1. I have conducted the required annual review of the commercial subscription(s), newspaper(s), and publication(s) (hereinafter referred to as “subscriptions”) purchased by the Cardholders under my purview as an OSD/WHS Purchase Card Program Approving Official and hereby certify that each subscription is:
 - a. Not available from the Pentagon Library with non-availability supported by a written concurrence (email is fine) from the Pentagon Library that they cannot provide the subscription(s);
 - b. Being purchased with concurrence from the Library on the justification for purchasing instead of obtaining from the Library;
 - c. In support of the mission of the organization/activity supported by my OSD/WHS Purchase Card account;
 - d. Being delivered in the minimum quantity necessary to support the mission of the organization/activity supported by my OSD/WHS Purchase Card account;
 - e. Addressed to the activity/organization, not to an individual;
 - f. Supported by a written justification to purchase if it is available at no cost through the Internet; and
2. I have immediately cancelled any subscriptions not meeting each of the mandates set forth above.
3. I have attached a listing¹ of the subscription(s) subject of this review.

APPROVING OFFICIAL’S SIGNATURE AND DATE

¹ The listing shall include the name of each subscription(s), the vendor (if different from the name), the period of delivery, and the total cost for the period of delivery.

RETAIN THIS MEMORANDUM IN THE PURCHASE CARD FILES

**ATTACHMENT 2
TO PURCHASE CARD ALERT #85**