

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

PURCHASE CARD ALERT NUMBER 86

(Issue date: 15 March 2012)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Guidance for Certified Funding for Purchase Card Accounts in Access Online

The purpose of this Purchase Card Alert is to provide instructions to verify that funding data posted in the Approving Official's (AO's) Access Online account is accurate.

- 1) Each AO should review the line of accountings (LOAs) and "Yearly Dollar" amount in the US Bank System to verify the information is posted correctly. The A/OPC's in the Purchase Card office are standing ready to assist you in locating this information.
- 2) FMD sets the yearly/quarterly limit in U.S. Bank Access Online System to equal the amount of funding that has been certified for that Approving Official's account. If FMD has not certified that funds are available for an account, then the yearly/quarterly dollar limit is set at \$1.00. The repercussions to the AO of having \$1.00 in the US Bank Access Online System will be that all associated cardholders will be unable to use the card until a new funding document is received by FMD and the funding posted in the Access Online System.
- 3) Questions concerning the line of accounting (LOA) or yearly/quarterly funding limitations are to be forwarded to your designated organizational Resource Manager (RM). If the RM needs assistance to resolve the issue, then the RM will forward the issue to the GPC mailbox at GPC@whs.mil <<mailto:GPC@whs.mil>> for assistance.
- 4) Actions submitted via email thru the RM to the GPC Box must have the following items listed in the Subject line: AO's last name and last four digits of the account number (Example: Subject: Funding Document Ray 5656) A response will be provided within five business days. If a response is not received within 5 days, then contact henry.bentley@whs.mil.
- 5) Purchase card questions not related to funding should be directed to an A/OPC (Janette Ray (703) 695-8666 or Terry McGregor (703) 695-8921).

We hope your 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.