

WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
OSD/WHS PURCHASE CARD PROGRAM OFFICE

PURCHASE CARD ALERT NUMBER 66

(Issue Date: 13 Nov 2009)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: OSD/WHS Purchase Card Program Review

The purpose of this Purchase Card Alert is to announce that the OSD/WHS Purchase Card Program Office will be conducting a review of all purchase card accounts under the program. The period covered by the review will be FY 08 and FY 09 (1 October 2007 – 30 September 2009).

OSD accounts are undergoing a major restructuring and the Approving Official (AO) may change before time for the inspection. If you are an AO and are aware that you will no longer be an Approving Official after restructuring, please disregard this e-mail.

Each current AO will be notified via e-mail from an Agency/Organization Program Coordinator (A/OPC) announcing that their Purchase Card account will be inspected. Attached to the e-mail will be a two-part AO Checklist to be completed and certified by the AO. The e-mail will contain a suspense date for the AO to complete and return both parts of the AO Checklist to the A/OPC. Part I of the AO Checklist is generic and applies to all Cardholders (CH's) under the subject AO. Part II will contain the name(s) of the CH'(s) account(s) to be physically inspected by the AO. In order to meet the milestones for completion of the overall Purchase Card Program inspection, it is imperative that the AO return both Parts I and II of the completed checklist to the A/OPC by the suspense date.

The review will be a physical inspection by the A/OPC of the AO's and CH's records. The appointment for this inspection will be scheduled with the AO by the A/OPC. Because of the large number of accounts we are required to inspect, we will need your utmost cooperation in making all AO and CH records available to the A/OPC at the scheduled time.

After the A/OPC completes the physical inspection of the AO records, an inspection report will be prepared and sent to the AO that outlines the results. If corrective action is necessary, the inspection report will contain a suspense date for the AO to respond with the corrective actions taken and/or a corrective action plan and timeline for implementation.

If you have any questions, please don't hesitate to contact **Mrs. Caren Bush on 703-695-8921.**