

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

PURCHASE CARD ALERT NUMBER 72

(Issue date: 29 April 2010)

APPROVING OFFICIALS



CARDHOLDERS



PFPA ACCOUNT HOLDERS



SUBJECT: Enhanced Procedures for Purchase Card Invoice Processing

The purpose of this Purchase Card Alert is to provide account holders with process enhancements developed between WHS FMD and WHS A&PO (P-Card Program). Approving Officials (AO's) have been experiencing delinquent and suspended accounts. The enhancements set forth in this P-Card Alert are specific to invoice processing procedures that will ensure delinquencies occur only as a result of an AO's failure to submit their complete monthly invoice timely. As set forth in detail below, the AO will now be kept in the loop and notified as the invoice moves through the payment process – first by the Resource Manager (RM) at funds certification and then again when payment processing is complete.

The processes outlined in this Purchase Card Alert apply to accounts funded from all different types of funding under the OSD/WHS Purchase Card Program.

Another process to improve and implement is distributing annual budgets to organizations. Although we announced the change in Purchase Card Alert #59, we did not fully implement the new process and are now rescinding the alert. We will issue a replacement Purchase Card Alert in the near future to address process improvements for distributing the annual budget allocations to the organizations.

These changes will ultimately be published in the updated version of AI 105, OSD/WHS Purchase Card Program.

The enhancements for invoice processing are to internal FMD processing. There will be no change to the process steps performed by the Approving Official. As a recap, the Approving Official will continue to process invoices as follows:

Approving Officials:

- 1) Perform monthly review of purchase cardholders' records and certify the invoice within five working days after close of the billing cycle each month. Certification will be accomplished electronically on the Certifying Official Sheet, with the AO's CAC. In addition to signing, the AO must fill in the amount to be paid on the invoice, or it will be returned, unpaid for correction by FMD.
- 2) Refer to Purchase Card Alert # 71 - Find your name on the attached listing and forward the complete invoice certification package to the address in the column next to your name.
- 3) A complete invoice certification package shall contain:
 - a. Complete Invoice
 - b. Fully completed Purchase Card Certifying Officer Sheet
 - c. Cost Distribution Sheet (when applicable).
- 4) Transmit the complete invoice certification package via e-mail to the address in the column next to your name. The subject of the invoice transmittal e-mail must be **"For Official Use Only"** and the first sentence must read **"This document contains privacy act information"**.

The changes that will enhance invoice processing will be implemented by FMD RM's and the Finance and Accounting Division (FAD). The following sets forth the new processes:

RM's

- Retrieve invoice from AO via the FADGPC@whs.mil mailbox (or directly from RM's e-mail if Alert 71 instructs AO to forward to RM).
- If invoice is incomplete, return to AO with notification of missing or incomplete information with a suspense date and time for resubmission.
- If invoice is complete and certified in accordance with P-Card Alert #71, verify funds availability.
- Notify AO if insufficient funds to cover invoice amount.
- Return complete, proper, and funded invoices to FADGPC@whs.mil mailbox via e-mail.
 - Concurrent e-mail to AO stating:
 - Amount approved for payment on the invoice.
 - Month, day and year of invoice(s) to be paid.
 - Annual allocation for the p-card account.
 - Annual allocation balance after subject invoice(s) paid.
- Act as POC for AO's to check on invoice receipt and payment status
- Approving Officials who forward their invoices to FADGPC@whs.mil should direct questions regarding invoice processing and payment to Chauntel Caesar at 693-4133, chauntel.caesar@whs.mil. Approving Officials who are directed by P-Card Alert # 71 to

forward their invoices to a specific RM should contact that RM for questions regarding invoice processing and payment.

- Notify all affected parties of changes in RM personnel
- Do not cc P-Card PM on e-mail traffic relative invoicing.

FAD

- Retrieve invoice approved by RM via the FADGPC@whs.mil mailbox.
- Process invoice for payment.
- Notify AO that payment has been made via e-mail.
- If invoice is incomplete and payment cannot be made, return to RM identifying missing or incomplete information on invoice.
- Manage correspondence and all contact with DFAS.
- Do not cc P-Card PM on e-mail traffic relative to invoicing.

To briefly summarize the new process, the AO will submit their invoice as directed in Alert 71. The RM will e-mail the AO when the invoice is approved and submitted for payment the following: amount to be paid, invoice date, annual allocation and annual allocation balance after payment. Incomplete invoices will be returned to the AO by the RM with a suspense date for return.

FAD will process the invoice for payment and notify the AO when payment has been made.

The P-Card Program Office will continue to:

- Issue an e-mail reminder each month, on approximately the 20th, to Approving Officials. The reminder issued by the P-Card PM will advise the Approving Official to:
 - Review all outstanding invoices in the Access Online system and certify their purchase card account.
 - E-mail the invoices so that they may be processed for payment.
 - Submit their invoices in accordance with current guidance for invoice processing (presently P-Card Alert 71).
- Issue a delinquency warning two weeks before end of billing cycle to those account holders whose accounts are in jeopardy of suspension. Notify AO's to submit their invoices immediately or their accounts will be suspended on the closing day of the billing cycle – generally the 19th of the month. The delinquency warning will be copied to FMD personnel in RM and Finance and Accounting (FAD) divisions, e.g. Sherry Feggins, Gilliam Kalinski, Reanne Richards and Shirlean Gatling.
- Manage correspondence and all contact with DoD PM's office
- Issue P-Card Alerts, as necessary.

The P-Card Program Office enhancement to the process will be to:

- Include Senior Administrative Officers on future Purchase Card Alerts

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 to the Agency Program Coordinators at purchasecard@bfd.whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.