

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

**PURCHASE CARD ALERT NUMBER 76**

(Issue date: 5 Aug 2010)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: NEW Government Purchase Card Dedicated Mailbox

The purpose of this Alert is to announce that the Financial Management Directorate (FMD) has established a dedicated mailbox to receive invoices from all Approving Officials under the OSD/WHS Purchase Card Program. This cancels Purchase Card Alert Number 71 dated 18 March 2010.

Effective immediately, the address to which each Approving Official must send the certified invoice for each month is:

**[GPC@whs.mil](mailto:GPC@whs.mil)**

This is the only destination for all monthly invoices under the OSD/WHS Purchase Card Program.

Quick Summary for Approving Official - Monthly Invoice Processing:

- 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 applicable to the invoice, or it will be returned, unpaid for correction by FMD.
- 2) Forward the complete invoice certification package to [GPC@whs.mil](mailto:GPC@whs.mil).
- 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 [GPC@whs.mil](mailto:GPC@whs.mil). 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”**.

For questions regarding this Purchase Card Alert, please contact Janette Ray at (703) 695-8666 or by email at [Janette.ray@whs.mil](mailto:Janette.ray@whs.mil) Claudia Colvin at (703) 695-8974 or by e-mail at [Claudia.Colvin@whs.mil](mailto:Claudia.Colvin@whs.mil).

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](mailto:Claudia.Colvin@whs.mil).