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

PURCHASE CARD ALERT NUMBER 80

(Issue Date: 21 April 2011)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS	X
CARDHOLDERS	X

SUBJECT: Office of the Secretary of Defense/Washington Headquarters Service (OSD/WHS) Purchase Card Program Inspection of FY-10 Records.

The purpose of this Purchase Card Alert is to announce that the Purchase Card Program Office will immediately begin conducting an inspection of purchase card accounts. The period covered will be Fiscal Year 2010 (1 October 2009 – 30 September 2010).

The inspection will consist of two steps. (1) The Approving Official's review of each cardholder under his/her purview and (2) The Agency/Organization Program Coordinator (A/OPC) inspection of all accounts, to include the Approving Official's account.

Each current Approving Official (AO) will be notified via e-mail from the Purchase Card Program that they are to perform a pre-review of their cardholder account(s) in preparation for an inspection by an A/OPC. Attached to the e-mail will be a two-part checklist to document the AO review that must be certified by the AO **prior** to the scheduled A/OPC inspection.

Part I of the AO Checklist is generic and applies to all Cardholders (CH's) under the subject AO. The AO will complete one copy of Part I. If the AO has more than one CH account, Part II is required to be completed for **each** CH under that AO.

The appointment for this inspection will be scheduled with the AO by the A/OPC. Due to 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 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 contact Mrs. Caren Bush on 571-256-4259.

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 purchascard@bfd.whs.mil or directly to the Program Manager at Claudia.Colvin@whs.mil.