



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, IL 61299-6500

REPLY TO  
ATTENTION OF:

AMSFS-CG

MAR 16 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Purchase Card Effective Controls - Policy Memo #76

1. Reference Memorandum, HQ AMC, 20 November 2003, Subject: Ensuring Effective Internal Controls on the Purchase Card Program.
2. The purchase card program is an effective tool to quickly obtain required services and supplies. However, recent audits by the General Accounting Office and the US Army Audit Agency have identified key areas where internal controls on the program need stronger implementation.
3. Your complete adherence to all purchase card policies is required. I will not tolerate mismanagement or abuse on this program.
4. HQ AMC guidance as referenced in paragraph 1 above, includes new requirements for purchase card participants to have specific purchase card duties within their official performance standards.
5. The Army Field Support Command points to include are as follows:
  - a. Supervisors are required to determine whether a cardholder or approving official should file an OGE 450 or determine whether the Secretary of the Army exclusion applies. Filing of the OGE is required for certifiers over \$100,000 annually.
  - b. Cardholders and approving officials must meet the Army standard for certification each month. Army standard is certification within 3 business days for cardholders and 5 business days for approving officials each month.

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c. Annually, billing officials will certify through the internal control checklist that they have conducted the 100 percent review. The internal checklist must be completed and forwarded to the Agency Program Coordinator by 10 October each year.

6. All program participants must take positive steps to ensure purchase card transactions are appropriate and meet a valid government need. Cardholders must complete the required logs and billing officials must review those logs to ensure all charges are accurate and meet the minimum needs of the government.

7. The POC is Ms. Janice Bryson, AMSFS-CCS-P, DSN 793-4060 or (309) 782-4060, e-mail brysonj@osc.army.mil.



WADE H. MCMANUS, JR.  
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