



Department of Transportation  
Office of the Senior Procurement Executive

No. APL-2009-06  
Date 09/17/09

## DOT ACQUISITION POLICY LETTER

This Acquisition Policy Letter is issued under the authority of the Senior Procurement Executive of the Department of Transportation

---

**Subject:** Review of Inactive Purchase Card Accounts

**References:** TAM 1213.301 Governmentwide Commercial Purchase Cards

### **When is this Acquisition Policy Letter (APL) Effective?**

This APL is effective upon issuance.

### **When Does This APL Expire?**

This APL remains in effect until the resulting policy is incorporated into the Transportation Acquisition Manual (TAM).

### **Who is the Point of Contact?**

Contact Kevin Mooney of the Office of the Senior Procurement Executive, (202) 366-4975 or by email at Kevin.Mooney@dot.gov.

Visit our website at <http://www.dot.gov/ost/m60/> for additional information on DOT Acquisition Policy Letters and other policy issues.

### **What is the Purpose of this Acquisition Policy Letter?**

This Acquisition Policy Letter (APL) establishes Departmental policy for ensuring the integrity of the Department's Governmentwide Commercial Purchase Card Program

### **What is the Guidance?**

To ensure the integrity of the Governmentwide Commercial Purchase Card program is maintained, each OA APC shall include a review of all purchase card accounts as part of their annual purchase card program review. Accounts that have not been used more than three times in the previous year should be deactivated.

**If an account is deactivated, it prevents future transactions from being made, and reduces the risk of fraud or misuse. However, the agency program coordinator can still reactivate the account at any time.**

In addition, no less than annually, OA APCs shall conduct a review of all purchase card accounts to ensure that only personnel who require purchase cards for mission requirements are issued purchase cards and have a continuing need for purchase cards.

A handwritten signature in black ink, reading "Cassandra G. Wells". The signature is written in a cursive style with a large, looping initial "C".

Cassandra G. Wells  
Associate Director,  
Acquisition Policy and Oversight  
Office of the Senior Procurement Executive