DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office Of The Assistant Secretary

CONTRACTING POLICY MEMO 01-C-02

MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)

16 MAY 2001

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Governmentwide Purchase Card Logs

AFI 64-117, paragraph 4.3.5.3.1.1 mandates that all purchase card transactions be documented in a log. It currently allows installations to establish logs locally.

At such time as an installation deploys CARE, the on-line purchase card reconciliation/ certification system, cardholders shall no longer use local logs. Cardholders shall use the CARE transaction log beginning with their first CARE billing cycle. Cardholders shall not be required to input transaction data into the CARE log for transactions made prior to their installation's initial CARE billing cycle. The CARE log is the official file for transaction data. Prior logs should be retained in accordance with AFMAN 37-139.

Projected initial CARE billing cycle schedules follow:

AETC - 26 May 01
ACC - 26 Jun 01
AMC/11th CONS/USAFA - 26 Jul 01
AFSPC/AFSOC - 26 Aug 01
AFRC/AFMC/AFOTEC - 26 Oct 01
PACAF - 26 Feb 02
USAFE - 26 Apr 02
Other organizations - TBD

POC is Ms. Kathryn Ekberg, SAF/AQCP, DSN 425-7028, kekberg@pentagon.af.mil.

This policy is effective for 120 days from date of issuance or until incorporated into AFI 64-117, whichever is earlier IAW AFI 33-360V1, paragraph 3.2.

TIMOTHY A. BEYLAND
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Secretary (Contracting)
Assistant Secretary (Acquisition)

cc:
SAF/FMBP