

## PCPN# FY04-23 Changing Approving Officials

**Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.**

Update: Due to some confusion still existing in the field, the following is a clarification of Tuesday's PCPN:

**When changing AO profile information not affecting the AO hierarchy, it is not necessary to close cardholder accounts under the existing AO and establish new cardholder accounts under the new AO. Only when the AO hierarchy changes is it necessary to close existing cardholder accounts and then create new cardholder accounts under the new AO hierarchy.**

Example 1.

Jane Doe and John Doe work for the same activity. Jane, an AO, is retiring and John is going to assume Jane's AO responsibilities. Because John is within the same hierarchy as Jane, there is no need for anyone to close Jane's cardholder accounts and create new accounts under John.

Example 2.

Jane Doe, an AO, has 5 cardholder accounts. Jane's activity wants to add 3 more cardholder accounts. Consequently, a new AO, John Doe, is appointed. In order to have the cardholder accounts equitably distributed, one of Jane's cardholders will be moved to John's purview in addition to John's receiving the 3 new cardholder accounts. For the cardholder account moving from Jane to John, Jane needs to close the account and John needs to create a new account under his hierarchy.

Consequently, the verbiage in the DAU-CLC DoD GPC is correct for example 2; it is incorrect for example 1.

It has been brought to our attention by Citibank that some APCs and AOs are unnecessarily creating new cardholder accounts when an AO is leaving, changing, etc. and another AO is taking over. The AO account can be changed without having to create new cardholder accounts.

The DAU CLC DoD Government Purchase Card Tutorial training **erroneously** states (impacting DON only) in Lesson 2 under "Changing Approving Officials" that "Due to the complexity of changing finance and accounting information, moving cardholders from one managing account to another requires the old card to be cancelled and a new account to be opened under the new managing account. Requests are to be submitted by the Supervisor with concurrence of the Financial Manager to the APC."

DON eBusiness has made a request to the DoD PCPMO that they modify their training to accurately state that the "Changing Approving Officials" verbiage stated above does not apply to DON GPC participants. Until such time as this training is corrected, please advise your APCs and AOs to disregard this particular direction presented in Lesson 2 when carrying out their associated GPC duties.

Please send any questions/comments to [purchase\\_card@navsup.navy.mil](mailto:purchase_card@navsup.navy.mil).

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