



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/11<sup>th</sup> 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](mailto: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  
Associate Deputy Assistant  
Secretary (Contracting)  
Assistant Secretary (Acquisition)

cc:  
SAF/FMBP