

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047

In Reply Refer To:
1385 (BC-650A)P
(Ref. CA-98-109;
WO-98-103)

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Instruction Memorandum No. BC-98-046
Expires: 9/30/99

To: All National Centers and Special National Projects and
Initiatives Employees

From: Director, National Business Center

Subject: Phase Out of Imprest Fund and Implementation of the
VISA Check Writing Program

Washington Office Instruction Memorandum No. 98-103 mandates the
close out of all imprest fund accounts used for payment purposes.

The National Centers imprest fund will be closed out on Friday,
August 28, 1998. In lieu of the imprest fund, employees will use
other tools to meet the requirements previously met by the
Imprest Fund. Some of these tools are:

- The use of ATM privileges afforded by the American
Express travel card for travel advances.
- Use of the VISA purchase card for small purchases
previously paid for in cash.
- Automated processing of cash awards through the payroll
system.
- Use of VISA convenience checks in instances where the
purchase card is not accepted.

With regard to the use of VISA convenience checks, the following is the policy that will be followed at the National Centers:

- VISA checks will be issued to the Imprest cashier and alternate.

- Due to the minimum per check charge of \$3.50, the minimum amount for which a VISA convenience check may be written will be \$3.50. Smaller amounts incurred by employees may either be saved until the \$3.50 limit is met or exceeded or may be added to travel vouchers for reimbursement.

Questions regarding Imprest Funds may be directed to Lynne Lotvedt at 236-6485.

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