



**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer to:
1300 (BC-620) P

November 5, 1999

Instruction Memorandum No. BC-2000-012

To: All BLM Employees

From: Director, National Business Center

Subject:Reminder: Reviewing and Approving Bank of America Cardholder Account Statements

We are sending out this reminder to ensure that BLM maintains strong internal control systems and to support our clean audit opinion. Our Chief Financial Officer audit team (I G) has told us that they will be focusing on our system of internal controls for our credit card program in this year's audit. As a result, we would like to reemphasize BLM's policy regarding the review and approval of Bank of America (BoA) cardholder statements, which was first set forth in IM 99-117, issued on April 27, 1999. The policy, as stated in IM 99-117, is as follows:

Cardholder Statements of Accounts Review and Approval

When you receive your statement of account, you the cardholder must review and validate the statements for accuracy. All applicable receipts and documentation should be attached and forwarded to your supervisor for approval. Copies of all records must be held in accordance with record retention requirements. Supervisors must sign off on all statements of account indicating that they have reviewed the statement of account and that all transactions are approved. Any transactions that are not approved must be returned for credit or paid for by the individual.

Any amounts due for individually billed transactions, such as ATM withdrawals, will be due within thirty (30) days after the statement date. In most cases, you will have received reimbursement for all or most of your travel charges before you receive the statement.

Please carefully review your statement to ensure that all purchases (supplies and services), as well as travel, transportation, and fleet transactions, were centrally billed to the BLM, with no amount due from you as an individual. If you believe that a valid transaction was charged to you instead of BLM, follow the procedures in Attachment 1 to IM 99-117, or local instructions.

If you have any questions regarding this memorandum, please contact Esther Horst on (303) 236-6003.

Signed by: Dennis Sykes
Title: Service Center Director

Authenticated by: Ida Maestas
Staff Assistant

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