



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release
1-1676

Date
09/30/02

Subject

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

1. Explanation of Material Transmitted: This release transmits a new BLM Manual Section 1512. This Manual Section supplements the Department of the Interior Integrated Charge Card Program Guide and provides guidance related to the use and management of Integrated (Travel and Purchase), Fleet, and Uniform charge cards.
2. Reports Required:
 - A. In accordance with .06F all offices must establish a local charge card operations plan.
 - B. In accordance with .06H7 offices must conduct annual charge card/convenience check reviews. State/Center lead A/OPCs must submit all office summary reports within their State/Center to the National Business Center Payments Group, BC-620, by March 15th each year.
3. Material Superseded: None
4. Filing Instructions: File as directed below.

REMOVE:

None

INSERT:

All of 1512
(Total: 27 Sheets)

A handwritten signature in black ink, appearing to read "Robert E. Doyle".

Assistant Director, Business and Fiscal Resources

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

Table of Contents

- .01 Purpose
- .02 Objectives
- .03 Authority
- .04 Responsibility
- .05 References, Forms, Resources, and Training
- .06 Policy
- .07 File and Records Maintenance
- .08 Definitions and Acronyms

- .1 General Procedures
 - .11 Training Requirements
 - .12 Obtaining the Card
 - .13 Cardholder Statement Reconciliation
 - .14 Approving Official Responsibilities
 - .15 Unauthorized Use/Penalties, Reporting of Fraud/Abuse, and Lost or Stolen Cards/Convenience Checks
 - .16 Separation of a Cardholder/Exit Procedures
 - .17 Mission Critical Designation

- .2 Security

- .3 Travel Business Line
 - .31 Mandatory Use
 - .32 Using the Card
 - .33 Cash Advances
 - .34 Filing of Travel-Related Receipts
 - .35 Restrictions and Limitations
 - .36 Charge Card Delinquency

- .4 Corporate Travel Account

- .5 Crew Chief Option Sets

- .6 Purchase Business Line
 - .61 Using the Card
 - .62 Restrictions and Limitations
 - .63 Policies and Procedures for Convenience Checks
 - A. Using a Convenience Check
 - B. Emergency Incident Support
 - C. Purchase Limit Changes
 - D. Purchase Limit Responsibilities
 - E. Ordering and Safeguarding Your Check Supply
 - F. Issuing Checks
 - G. Retaining Transaction Records

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

Table of Contents

- H. Reconciling your Convenience Checking Account
- I. Voiding Checks
- J. Issuing Replacement Checks
- K. Placing Stop Payments
- L. Destroying Unused Checks
- M. Reporting Lost or Stolen Convenience Checks

.7 Fleet Cards

- .71 Eligibility
- .72 Card Use
- .73 Dispatch Card
- .74 Central Billing
- .75 Maintaining Receipts and Documentation
- .76 Terminating Accounts
- .77 Reconciling Statements

.8 Uniform Business Line

- .81 Eligibility
- .82 Uniforms for Volunteers and Temporary Employees
- .83 Using the Card
- .84 Central Billing

Appendixes

- 1. A/OPC Duties
- 2. Charge Card Administrative Review, Purchase/Travel/Convenience Checks
- 3. Charge Card Administrative Review, Corporate Cards
- 4. Charge Card Administrative Review, Fleet Cards
- 5. Charge Card Administrative Review, Uniform Cards
- 6. Approving Official/Cardholder Charge Card Statement Review/Reconciliation Checklist
- 7. Fraud and Abuse Prevention
- 8. Charge Card Delinquency Questions and Answers
- 9. IRS Form 1099 Instructions

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.01 Purpose. This manual section establishes policy and procedures for the appropriate use of charge card and convenience check programs. It includes general policy and procedures on using the Bank of America (BoA) MasterCard charge card and convenience checks for the integrated program, which includes the purchase, travel, fleet, and uniform program business lines. These policies and procedures are critical to assure that a system of internal controls is followed so that the Bureau can minimize the potential for fraud and abuse.

.02 Objectives. The objective of this manual section is to set forth policies and procedures that ensure sound program management and internal control, and to define allowable uses and limitations for charge cards and convenience checks.

.03 Authority. Authority for this program comes from the following sources:

- A. Treasury Financial Manual (TFM) 4-4500
- B. Federal Acquisition Regulation (FAR) Parts 8 and 13
- C. Department of the Interior Acquisition Regulation (DIAR) Parts 1401 and 1413
- D. Department of the Interior (DOI) Contracting Officers Warrant System Manual
- E. DOI Integrated Charge Card Program Guidelines
- F. Federal Travel Regulation (41 CFR 301-51)
- G. 41 CFR, Chapter 101, Federal Property Management Regulation
- H. Travel and Transportation Reform Act of 1998
- I. Debt Collection Act of 1996

.04 Responsibility.

A. The Assistant Director, Business and Fiscal Resources is responsible for the oversight of the overall charge card and convenience check program and establishing policy.

B. The BLM Charge Card Program Coordinator is the primary liaison with BoA, the Office of Acquisition and Property Management, and the Office of Financial Management for policy matters relating to the DOI charge card task order and Bureau of Land Management (BLM) charge card program. Responsibilities include Bureauwide program and policy coordination, development of policies and procedures, and operational oversight of the charge card/convenience check program. This individual also functions as the lead business line coordinator for the purchase and travel business lines.

C. BLM Lead Business Line Coordinators, located at the National Business Center, have been established for each of the business lines: purchase, travel, fleet, and uniforms. They function as bureau lead A/OPCs and technical experts.

D. Deputy State Directors for Support Services/Center Directors are responsible for management of the State/Center charge card program.

E. State/Center/Office Agency/Organization Program Coordinators (A/OPCs) serve as the primary point of contact for all local charge card issues. See Appendix 1 for a detailed list of duties.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

F. Approving Officials, typically a supervisor or their designee, are responsible for reviewing and approving cardholder accounts to ensure that charge cards are being used appropriately and only for official government-related business. See .14 for a detailed list of responsibilities.

G. Cardholders. Cardholders are responsible for using the card only for the purchase of official travel and government-related products and services. Cardholders must understand and comply with Federal, DOI, BLM, and local policy regarding the use of the card.

.05 References, Forms, Resources, and Training. Additional guidance concerning charge card and convenience check use is contained in the following:

A. References.

1. DOI Financial Administration Memorandum No. 2000-011 dated May 1, 2000
2. The Federal Supply Schedule (FSS) Contract for the SmartPay Program and the GSA Fleet, Travel, and Purchase Payment System Program Guide
3. DOI MasterCard Integrated Card Program Agency Program Coordinator Training Guide
4. The MasterCard Government Card Guide to Benefits
5. BoA Cardholder Agreement
6. BoA MasterCard Integrated Card Program Cardholder Program Guide
7. BLM MasterCard HomePage on the Internet at *nbcweb.blm.gov*

B. Forms. The following forms are available for printing from the National Training Center web site at *www.ntc.blm.gov/chargecard/frame_forms.html*

1. Integrated Card Application Form
2. Uniform Drawdown Card Application Form
3. Individual Fleet Card Application Form
4. Disputes
5. IRS Form 1099 MISC

C. Resources.

Bank of America. Charge card and convenience check services are provided through a contract with BoA. Phone numbers and addresses are as follows:

1. Customer Service: 1-800-472-1424
Outside the United States, call collect: 1-757-441-4124
Fax number: 1-757-624-6323

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

2. Business Mailing Address:

Bank of America
Government Card Services Unit (GCSU)
PO Box 1637
Norfolk, VA 235010-1637

3. Payment Mailing Address:

Bank of America
P.O. Box 53139
Phoenix, AZ 85072-3139

D. Training. A self-study course is available on the Internet at the following address:
www.ntc.blm.gov/chargecard (See Section .11, Training Requirements)

.06 Policy.

A. Charge Card Mandatory Use. Bureau employees must use the BLM integrated charge card program for purchase, reimbursable travel, fleet, and uniform transactions in accordance with the guidance contained in this document. Offices are authorized to develop additional operational policies and procedures to supplement this manual section. Office policies may be more, but not less, restrictive than the policies in this document. For additional information regarding charge card mandatory use, see DOI Financial Administration Memorandum No. 2000-011 dated May 1, 2000.

B. Preferred Method for Micro-Purchases. The charge card with the purchase business line is the preferred payment tool for micro-purchases (purchase of supplies and services of \$2,500 or less or construction of \$2,000 or less). Program offices must, to the greatest extent possible, acquire and pay for all goods and services within the micro-purchase threshold with charge cards/convenience checks assigned to program personnel.

C. Delegation of Micro-Purchase Authority. Authority to make micro-purchases is delegated to non-warranted cardholders in accordance with paragraph 1.3.1.1 of the DOI Integrated Charge Card Program Guide dated March 12, 2002.

D. Termination of Micro-Purchase Authority. Micro-purchase authority may be terminated as indicated in paragraph 1.3.1.2 of the DOI Integrated Charge Card Program Guide dated March 12, 2002. The Chief of the Contracting Office (CCO) is delegated the authority to terminate micro-purchase authority for any cardholder. Prior to terminating micro-purchase authority, the CCO must consult with the cardholder's immediate supervisor and the servicing personnel office. If a cardholder's micro-purchase authority is terminated for other than administrative reasons covered in the DOI Integrated Charge Card Program Guide, the CCO must notify the BLM Charge Card Program Coordinator (BC-620) and the Bureau Procurement Chief (WO-850) of the action taken and the reason for the action.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

E. Individuals Eligible and not Eligible to be Issued Charge Cards. Generally, only BLM employees may be issued a BLM sponsored government charge card. An exception can be made if other Federal agency employees need a BLM sponsored government charge card in order to perform duties in support of BLM programs. Issuance of the card must be authorized by the BLM office manager. Charge cards must not be issued to volunteers, cooperators/partners in mission, or contractors.

F. Operations Plan. Offices must establish a local charge card operations plan. The plan may be established at the State Office covering all offices within the State or at individual field offices as determined by the State. Plans must also be developed by all National Centers and the Washington Office. At a minimum, the plan must include:

1. Points of contact for each business line.
2. Charge card application process.
3. References for charge card guidance.
4. Distribution and use of reports to monitor delinquency, split purchases, and other transaction activity.
5. Procedures for annual charge card reviews.
6. Exit clearance procedures.
7. Detailed record retention procedures.
8. Remote data entry procedures.

G. Business Lines. Policy specific to each business line is addressed in the following sections in this document:

Section .3	Travel
Section .6	Purchase
Section .7	Fleet
Section .8	Uniforms

H. Management and Internal Controls. The following management and internal controls must be followed to ensure that transactions are reasonable and necessary, for official government business only, and that the card program is free of fraud and abuse:

1. Supervisors approve issuance of new cards and changes to existing cardholder accounts.
2. Cardholders reconcile charge card statements monthly.
3. Supervisors approve the transfer of charges from individually billed to centrally billed and from centrally billed to individually billed.
4. Approving officials review cardholder statements monthly.
5. Approving officials ensure that travel voucher reimbursements are consistent with charges on the monthly charge card statement (no centrally billed transactions have been submitted for reimbursement).
6. State and local operations plans are in place as required by this manual section.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

7. Charge card/convenience check reviews are conducted at least annually by A/OPCs or their appointees and documented on the office summary report. The State/Center lead A/OPC must collect all office summary reports within their State/Center. Office summary reports must be submitted to the Program Coordinator at the National Business Center Payments Group, BC-620, by March 15th each year. Complete instructions for these reviews are in Appendices 2-5.

8. Approving officials and A/OPCs monitor delinquency, transaction activity, and exception reports regularly.

9. Supervisors/Managers counsel employees or take appropriate disciplinary action in cases of charge card account delinquency or charge card misuse.

.07 File and Records Maintenance. Charge card files are considered official government records and include cardholder original account statements, convenience check registers, receipts, and supporting documentation. In accordance with the GSA General Records Schedule, charge card files for all business lines must be maintained for three years. All charge card files must be stored and properly secured in the cardholder's office in accordance with the local operations plan.

A well-organized and documented statement will have the following characteristics:

A. Each transaction is supported with a charge card receipt/invoice (travel-related receipts may be filed with the travel voucher instead).

B. Receipts are in the order that the items appear on the statement. Numbering the line items on the statement and the supporting documentation will further facilitate statement review.

C. Each item on the statement has a description of what was purchased. Travel-related transactions should indicate the dates, location, and purpose of the travel.

D. If the charge code applicable to the transaction is different from the default charge code for the cardholder's account, a complete charge code is included for the transaction.

E. The cardholder has signed and dated the statement to certify that they have reviewed and reconciled the statement.

F. The approving official has signed and dated the statement to certify that purchases are reasonable and necessary and funding is available.

G. Remote data entry has certified that all accounting changes have been entered into the Federal Financial System.

.08 Definitions and Acronyms

A/OPC. Agency/Organization Program Coordinator.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

Account holder. See definition for "Cardholder."

Approving Official. The individual responsible for oversight of cardholder accounts.

Billing Date. See definition for "Closing Date."

BoA. Bank of America

Business Line. One of four BLM charge card programs, i.e., purchase, travel, uniforms, and fleet.

Cardholder. Any individual, vehicle/equipment, or office issued a charge card.

Centrally Billed (CB). Transactions that are billed directly to, and paid by, BLM. These items show on the monthly statement as "memo" items. Examples include transportation tickets, shuttle services, parking, rental vehicles, fuel, and purchase transactions.

Charge-off. A charge card account that is over 180 days past due must be reclassified by BoA from an asset to a bad debt. This is referred to as being "charged-off."

Closing Date. The last date for which charges appear on a statement. For BLM, the closing date is the 19th of each month. Can be used interchangeably with Billing Date.

Convenience Check. A BoA check that may be written under the purchase business line.

Default Cost Code. See definition for "Master Accounting Code."

Dispute. Contesting a transaction that appears on your monthly charge card statement.

EAGLS. Electronic Account Government Ledger System (EAGLS); a BoA Internet-based desktop management tool that allows authorized users to manage various aspects of card accounts and programs or review account information on their account. The web site for EAGLS access is: <http://www.gov-eagls.bankofamerica.com/>

GCSU. BoA's Government Card Services Unit (GCSU). This customer service group assists both A/OPCs and cardholders; the GCSU telephone number is (800) 472-1424.

GCSUTHD. BoA's Government Card Services Unit Technical Helpdesk (GCSUTHD). This group assists EAGLS users. The URL is www.gcsuthd.bankofamerica.com/; the GCSUTHD telephone number is (888) 317-2077.

Hierarchy. A BoA numerical structure that identifies the Bureau organization and charge card business line to which an account is assigned.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

Individually Billed (IB). Travel transactions that are billed directly to, and paid by, the cardholder. Examples include lodging, meals, and automated teller machine (ATM) cash advances.

Integrated. Two or more business lines whose processes are combined onto one card (i.e., purchase and travel).

Limited-Use Card. A charge card with administrative restrictions issued to an employee after the employee's previously cancelled account is paid in full and a new account is opened.

Master Accounting Code. The initial accounting code that will be applied to all transactions for a cardholder's account.

Merchant Category Code (MCC). A four-digit Code used to identify business types. The code determines if a cardholder can make a purchase from a specific vendor and if the item is centrally or individually billed.

Micropurchase. An acquisition of supplies or services, for which the aggregate amount does not exceed \$2,500 (\$2,000 for construction).

PIN. A Personal Identification Number used for ATM access.

Option Set. A table of authorization controls that includes business lines, spending limits, and authorized merchant category codes.

Reviewing Official. See definition for "Approving Official."

Split Procurements(Purchases). The splitting of a single requirement into two or more smaller purchases so that each order falls within a cardholder's single purchase limit.

Template. See definition for "Option Set."

Transaction Transfer. Moving a transaction from individually billed to centrally billed or from centrally billed to individually billed.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.1 General Procedures.

.11 Training Requirements.

What training is available?

A self-study course is available on the Internet at www.ntc.blm.gov/chargecard. The goal of the training program is to provide cardholders, approving officials, and managers with a basic knowledge of the Federal, DOI, and BLM regulations, policies, and procedures needed to make informed decisions on using the government charge card and convenience checks. The specific training modules are:

- ▶ Introduction
- ▶ Reconciliation
- ▶ Purchasing
- ▶ Travel
- ▶ Fleet
- ▶ Uniform
- ▶ Application Process

Convenience check training is included as part of the purchasing module.

What training is mandatory?

As an A/OPC or Approving Official, you must take all modules. As a cardholder, you must take the "Introduction," "Reconciliation," and "Application" modules, plus the modules for the business lines to which you will have access. However, all employees are encouraged to take all training modules to expand their knowledge of the charge card program. Your local A/OPC can assist you in determining which modules you need to take.

.12 Obtaining the Card.

How do I obtain a charge card?

To obtain a charge card, you must certify through the on-line training module that the course has been completed, obtain an application form, complete it, obtain your supervisor's approval, and submit it to your A/OPC for processing. You can obtain an application form by contacting your A/OPC or printing one on-line using the "Forms" link in the training module.

How long will it take me to get my charge card?

You should receive your card via U.S. mail in 7-10 days after your A/OPC has submitted your application to the bank. If you need the card sooner, contact your A/OPC.

Your A/OPC can request expedited processing by noting "CODE RED" on the top of your charge card application. No other notations on the application (i.e., rush, ASAP, expedite, FedEx) will result in expedited processing. Expedited processing should only be used in

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

situations when a card ordered with normal processing cannot be received by the employee before travel begins. Employees should not wait to apply for a charge card until they have a need to travel.

What should I do after receiving my charge card?

Upon receiving the charge card, verify that your name is correct, read the enclosed information, and follow instructions for activating the card. If authorized, an ATM personal identification number (PIN) will arrive in the mail within a few days. Your PIN can be personalized by calling GCSU at 1-800-472-1424.

.13 Cardholder Statement Reconciliation.

What specific steps must you take to reconcile your statement?

As a cardholder, you must do the following:

- A. Verify that all transactions are valid and correct by matching each transaction to receipts/invoices.
- B. Include a concise, detailed description for each transaction. Travel-related transactions must be identified with the date, location, and purpose of the travel or a copy of the travel voucher must be attached to the statement and referenced on each associated statement line item.
- C. Enter the proper accounting code on each centrally billed transaction if the default accounting code printed with the statement line item is not appropriate.
- D. If you are unable to verify that a transaction is valid, work with the vendor to correct the error. If you are unable to resolve the issue with the vendor, you must complete the BoA dispute form. The dispute form must be submitted to BoA within 60 days of the statement date showing the disputed transaction. Contact your local A/OPC for assistance.
- E. Determine if any transactions need to be moved from individually billed to centrally billed or centrally billed to individually billed. Request this move through your A/OPC with approval from your supervisor.
- F. Sign and date the statement.
- G. Give the signed and dated statement and supporting documentation to your Approving Official for review and approval within five business days of receiving it.
- H. Forward your approved statement to Remote Data Entry (RDE) to correct any accounting information.
- I. Pay for individually billed items soon enough to assure that your payment is received by BoA before the due date.
- J. File your statement and supporting documentation in accordance with local policy.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.14 Approving Official Responsibilities.

What are approving officials responsible for?

Approving officials must do the following:

A. Authorize new accounts. This includes determining what charge card business line(s) (travel, purchase, or uniform) the new cardholder will have access to, ascertaining what their spending limits will be, and verifying that required training has been accomplished.

B. Approve changes to cardholder accounts. This includes changes in business lines and option sets.

C. Review and certify reconciled statements and receipts for each transaction within five business days of receipt of the charge card statement from the cardholder. Cardholders should provide you with their reconciled statement within five business days after they receive their statement from BoA. When reviewing your cardholders' statements, you should refer to Appendix 6, Approving Official/Cardholder Charge Card Statement Review/Reconciliation Checklist.

D. Ensure that travel voucher reimbursements are consistent with charges on the monthly charge card statement (i.e., no centrally billed transactions have been submitted for reimbursement).

E. Approve moving individually billed transactions to centrally billed and centrally billed transactions to individually billed.

F. Review transaction exception reports to identify purchasing patterns that may indicate charge card misuse or splitting of purchases to keep the transaction under the individual's single purchase limit (\$2,500 for non-warranted employees). These reports are sent monthly to your State/Center/Office procurement analyst.

G. Monitor delinquency reports. These reports are sent monthly to your State/Center/Office lead A/OPC.

H. Counsel the cardholder or take appropriate disciplinary action in the event of charge card misuse or delinquency. The supervisor may also place administrative restrictions on an employee's charge card account (e.g., reduced credit limits, no ATM access, or provisions to activate/deactivate the card so it is active only during official travel periods).

I. Ensure that cardholders retain charge card records for three years and store them in accordance with your local charge card operation plan.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

J. Notify your Agency/Organization Program Coordinator (A/OPC) when a cardholder on a limited-use card needs to travel. A cardholder is placed on limited use when their card is cancelled because of account delinquency; a new card is issued after their cancelled account is paid in full. Under a limited-use card, the A/OPC must activate the employee's card prior to travel and deactivate it upon completion of the travel.

K. Ensure that an employee's charge card account information is updated when they transfer to another BLM office and that their card is cancelled if they resign, retire, or transfer to another DOI bureau or Federal agency.

L. Ensure that cardholders have reconciled their accounts and provided all required documentation prior to termination, being placed in non-pay status, resignation, retirement, transfer, etc.

.15 Unauthorized Use/Penalties, Reporting of Fraud/Abuse, and Lost or Stolen Cards/Convenience Checks.

What constitutes unauthorized use of the charge card?

Your use of the charge card or convenience checks for other than authorized official government business constitutes unauthorized use. If you *intentionally* misuse your charge card or convenience checks, it could be considered an attempt to commit fraud against the U.S. Government.

If I, as an A/OPC, suspect an instance of fraud or abuse, what actions should I take?

Immediately notify the cardholder's supervisor and provide all pertinent documentation related to the suspected fraud or abuse.

If I am a supervisor, what are my responsibilities in the case of suspected misuse (excluding fraud) of the charge card by an employee?

Consider formal disciplinary action if, after gathering all relevant facts, there is evidence that the charge card was used for unofficial purposes. Before any formal action is taken and before issuing any notice to the employee, you must contact the Servicing Personnel Office to ensure that all the necessary requirements are satisfied. Additional guidance may be found in the DOI's Handbook on Charges and Penalty Selection for Disciplinary and Adverse Action.

As a supervisor, what are my responsibilities in the case of suspected fraud involving the use of the charge card by an employee?

Contact your Servicing Personnel Office for advice and assistance prior to initiating any actions in the case of suspected fraud. If, following discussions with the employee and a review of factual information regarding the incident, you have reason to believe that the misuse was fraudulent in nature (i.e., intentional misuse resulting in loss to the Government), you must also contact the Office of Inspector General for guidance and referral. See Appendix 7 for additional information on "Fraud and Abuse Prevention."

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

Where can I find guidance on disciplinary actions related to misuse of the charge card?

Guidance on disciplinary actions related to misusing the charge card can be found in the DOI Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions. Additional information is available at the following websites:

- ▶ DOI Handbook - www.doi.gov/hrm/guidance/tabpnfn3.htm
- ▶ Federal Employee Standards of Conduct - www.doi.gov/hrm/pmanger/general.html

What are the specific legal penalties?

Cardholders may be personally liable to the Government for the amount of any non-approved transactions. You could also be subject to a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both, under 18 USC 287, and/or disciplinary action under Federal, Departmental, and Bureau standards. Refer to 370 DM 752, Appendix A, as revised.

What should I do if my card is lost or compromised?

You must immediately notify the BoA Government Card Services Unit at 1-800-472-1424, your supervisor, and local A/OPC, if your card is lost, or if you suspect your account may have been compromised.

.16 Separation of a Cardholder/Exit Procedures.

What steps must be taken when an employee transfers to another BLM office?

If you transfer to another BLM office, you may retain your charge card. All of your records must remain with the BLM office you are leaving. You must destroy your old convenience checks (see .63.L. for additional information). New convenience checks with the new organization address may be ordered after you arrive at the new organization if your new organization authorizes you to have them. The A/OPC uses BoA EAGLS to transfer your account to the gaining organization's charge card hierarchy and notifies the A/OPC in the gaining organization. The A/OPC in the gaining organization uses BoA EAGLS to accept your account into their organization. The new A/OPC also updates your account with the new address, phone numbers, option set changes, credit limit, convenience check authority, and master accounting code.

What steps must be taken when an employee leaves government service or transfers to another DOI bureau or Federal agency?

Offices must document procedures in the local operation plan to ensure that the charge card and convenience checks are collected and destroyed. The A/OPC must ensure that all outstanding convenience checks have cleared before closing the convenience checking account. If the cardholder has an outstanding charge card balance, the A/OPC must notify the employee and the employee's supervisor. If the employee does not pay off the outstanding balance before processing out, the A/OPC must notify BoA of the cardholder's forwarding address.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.17 Mission Critical Designation.

Who may be designated as "Mission Critical"?

An employee may be designated as "Mission Critical" only when they are on extended travel and do not have a method of filing travel vouchers to obtain timely reimbursement for individually billed travel expenses. Designating this employee as "Mission Critical" will prevent their charge card account from being suspended or cancelled.

How do I request a "Mission Critical" designation?

A request for "Mission Critical" designation of an employee whose account is in good standing (not delinquent) must;

- A. be initiated by the employee's immediate supervisor and approved at one level above the immediate supervisor;
- B. identify the employee;
- C. list the duties that the employee will be assigned to that will require extensive travel;
- D. explain why the above duties will prevent the employee from filing travel vouchers and receiving reimbursement in time to make payment for his/her individually billed transactions by the payment due date;
- E. certify that the employee's account is current (not delinquent);
- F. request a specific time period (not to exceed 3 months) for which the employee will be designated "Mission Critical"; and
- G. be routed to the BLM National Business Center Charge Card Program Coordinator (BC-620) for processing to the BoA. In the event that the BLM Charge Card Program Coordinator believes that the documentation submitted with the request does not adequately justify the action, the request will be forwarded to the BLM Assistant Director, Business and Fiscal Resources, for final approval.

Individuals whose accounts are delinquent must process requests for "Mission Critical" designation using the procedures in the DOI Integrated Charge Card Program Guideline. These procedures require transmittal of the request through the BLM Assistant Director, Business and Fiscal Resources, to DOI and approval by the Assistant Secretary - Policy, Management and Budget. A copy of the request should also be sent to the BLM Charge Card Program Coordinator (BC-620).

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

What are the general criteria for designating employees as "Mission Critical"?

Designation of employees as "Mission Critical" will be:

- ▶ based on actual mission need (not the personal convenience of the cardholder),
- ▶ limited to a minimum number of employees within the BLM, and
- ▶ of limited duration based on actual program requirements not to exceed 3 months.

The employee will be removed from "Mission Critical" after 3 months. If there is still a valid need to be designated "Mission Critical," a new request must be processed.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.2 Security.

What security procedures do I need to follow?

You are personally responsible for properly using and safeguarding your charge card and convenience checks. You must take the same precautions a prudent person would take to safeguard their own personal checks, credit cards, or cash.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.3 Travel Business Line.

What is the travel business line?

The travel business line is a government charge card business line used to pay for reimbursable travel and transportation expenses incurred while you are on official travel.

.31 Mandatory Use.

Why is use of the travel charge card mandatory?

The Travel and Transportation Reform Act, Public Law 105-264, dated October 19, 1998, requires use of the travel charge card. Subsequent General Services Administration (GSA) regulations and the DOI guidance have provided additional information related to the mandatory use policy.

Is use of the travel charge card mandatory for house hunting and relocation travel?

Use of the travel charge card is mandatory for house hunting and en route travel if you transfer to another BLM office. You must adjust the charges on your statement to reflect the appropriate funding for your house hunting and en route travel expenses. Do not use your travel charge card to purchase fuel for any privately owned vehicle.

You must not use your BLM-issued travel charge card for relocation expenses when you transfer to another Federal agency. If you transfer to another Federal agency, you may contact the gaining organization regarding its charge card program policies and procedures. In some cases, the gaining organization may issue you a charge card to be used for some of your relocation expenses.

Can I get an exemption from mandatory use of the charge card?

If you want to obtain an exemption, you must prepare an exemption request that fully describes the extenuating circumstances beyond your control that prevent you from using the government-sponsored travel charge card. You must submit the exemption request to the Assistant Secretary - Land and Minerals Management through your immediate supervisor, your State/Center Director, your Program Assistant Director, and the Assistant Director, Business and Fiscal Resources. A copy of the request should also be sent to the BLM Charge Card Program Coordinator (BC-620). If the exemption is approved, it will be returned to you and a copy will be forwarded to the DOI's Office of Financial Management. The Office of Financial Management will report all approved exemptions to the GSA within 30 days.

What happens if I choose not to obtain a travel charge card or choose not to use a card issued to me?

If you travel on official business, obtaining and using the travel charge card are not optional, except in extenuating circumstances beyond your control or when an exemption has been granted. Your failure to obtain and/or use the card may result in disciplinary action.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.32 Using the Card.

What must I use the travel charge card for?

You must use the travel charge card to purchase your *own* transportation tickets, lodging, rental cars, and fuel for rental cars while on official travel, unless the travel charge card is not accepted or an exemption has been granted. You must not use it to pay travel-related expenses for others (for authorized exception, see .5 which covers the crew chief option set).

How should I handle vehicle rentals?

You may only charge vehicle rentals which are for official government business to your government charge card. You must pay for personal vehicle rental time separately on a personal charge card or pay for them by other means. You should decline car rental agency Primary Collision and Loss Damage Insurance (PC&LDI) when you rent a car for 31 consecutive days or less, if permitted by the car rental agency. MasterRental Insurance already provides this type of coverage when you use your BoA MasterCard to reserve and pay for official-use car rental. If you choose to obtain vehicle rental insurance, the cost is not an authorized expense and you are personally responsible for these costs.

.33 Cash Advances.

What are the guidelines and limits for cash advances?

You may use ATM privileges on the travel business line to obtain limited cash advances for official travel expenses not more than 5 days prior to the beginning date of your official travel. Cash advances may not exceed the expected local allowance for Meals and Incidental Expenses (M&IE), plus expected, reimbursable out-of-pocket expenses (e.g., local transportation). The cash advance limits are \$250.00 per day and \$500.00 per week.

What ATM fees and terminal access fees will I be charged?

ATM fees are 1.9% of the total amount withdrawn and are reimbursable on your travel voucher.

ATM withdrawals from institutions other than BoA may incur an access fee and are reimbursable on your travel voucher. You can easily locate the BoA ATM nearest you, or your travel destination, by calling 1-800-472-1424, or on the Internet at the following URL: www.bankofamerica.com/government -- click on "Help" then on "ATM and Banking Center Locator" and then follow on-screen instructions.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

If I do not have access to cash advances because my ATM access has been restricted, or my card has been suspended or canceled; how do I apply for a travel advance?

If you are having a hardship financing your trip and want to request a travel advance, a request must be sent to the Assistant Director, Business and Fiscal Resources (WO-800) through your supervisor and your State/Center Director. A copy of the request must also be sent to the BLM Charge Card Program Coordinator (BC-620). The request must specify the dates and location of travel, the amount requested, and answer the following questions:

- ▶ Why don't you have ATM access?
- ▶ If your card was suspended or canceled because it was delinquent, what actions have you taken to get your card reactivated or obtain a new one?
- ▶ What is the specific hardship that you will encounter if you do not get a travel advance?

.34 Filing of Travel-Related Receipts.

Where should travel-related receipts be filed?

You should file travel-related receipts utilizing one of the following options in accordance with instructions in your local operations plan:

A. Attach original travel-related receipts to the charge card statement and attach copies of the receipts to the travel voucher. The copies must be detailed receipts provided by the vendor; not simply the charge card slip.

B. Attach original travel-related receipts to your travel voucher, regardless of whether an item is centrally or individually billed. With this option, no travel-related receipts would be filed with the charge card statement.

C. Attach original individually billed travel-related receipts and copies of centrally billed travel-related receipts to the travel voucher. Attach the original centrally billed travel-related receipts to the charge card statement. The copies must be detailed receipts provided by the vendor, not simply the charge card slip.

Regardless of which option is utilized, all travel-related transactions (individually and centrally billed) must be documented on the statement with the dates, location, and purpose of the travel or a copy of the travel voucher must be attached to the statement and referenced on each associated statement line item. Travel policy dictates the value and type of transactions that require a receipt to be attached to the travel voucher.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.35 Restrictions and Limitations.

Are there any other important restrictions or limitations?

A. Your charge card transactions must comply with the Federal Travel Regulation (41 CFR 300-304) as well as other Departmental/Bureau/local policies and procedures.

B. You must not use your government-issued charge card to purchase fuel for a privately owned vehicle. Private vehicle mileage reimbursement includes the cost of fuel. Claim your mileage reimbursement on your travel voucher or on an SF 1164, Claim for Reimbursement of Expenditures on Official Business.

C. You must not use your government charge card for phone calls. Instead, use your government issued calling card for authorized phone calls.

.36 Charge Card Delinquency.

When is my charge card account considered delinquent?

Your payment is due in full approximately 25 calendar days after your statement date. If your payment is not posted to your account by the next statement date (the 19th of the month), your account will be 30 days delinquent.

What happens when my account becomes delinquent?

A. Past Due. The National Business Center prepares a delinquency report which includes all accounts that are 30-180 days delinquent. The report is sent to the State/Center lead A/OPCs who forward individual account delinquency information to the individual's manager.

B. Suspension. The BoA will suspend your account if any undisputed individually billed transactions remain unpaid 61 days after the billing/closing date. Collection actions may also be started by BoA at this time (see below).

C. Cancellation. If any undisputed individually billed transaction remains unpaid 96 days after the billing/closing date on the statement of account, the BoA will cancel/close your account. In addition, the BoA may cancel your account if it has been suspended twice during the past 12 months and becomes past due again.

D. Affect on business lines. If your account is suspended or canceled, the BoA will deactivate all privileges associated with your account. This means that suspension or cancellation of the travel business line in an integrated account will deactivate the purchase business line as well.

E. Late fees. You will be assessed late fees of \$20.00 per month for each month that your account is 120 days or more past due. Late fees are not a reimbursable expense.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

F. **Salary Offset.** Salary offset is a process authorized by the Federal Transportation and Reform Act of 1998 and the terms of the General Services Administration (GSA) Schedule Charge Card Contract. Under the terms of the contract, BoA may initiate the salary offset process when your account is 61 days past due. The process begins when BoA sends a request for collection assistance to DOI Payroll Operations Division (POD) that contains a list of accounts for which the salary offset process can be started. The POD will then send a "due process" letter to the cardholder.

If your account is not paid in full prior to the expiration of the "due process" period, salary offset will begin 60 calendar days after the date the due process letter is sent to you. The POD will withhold 15 percent of your disposable pay until the debt is paid in full. Disposable pay is the biweekly gross pay less deductions required by law (i.e., retirement; Thrift savings plan; Federal, State, and local taxes; Medicare; OASDI; regular life insurance and health benefit premiums; and any debt owed to the United States Government).

G. **Credit Bureau Reporting.** Credit bureau reporting is a process authorized by the GSA Schedule Charge Card Contract. BoA may report any account that is cancelled due to delinquency. If account information is reported to the credit bureau, it will remain on the credit bureau report for 7 years after the last date information was reported to the credit bureau (i.e., final payment).

For additional information related to charge card delinquency, see Appendix 8.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.4 Corporate Travel Account.

What is a corporate travel account and how is it used?

A corporate travel *non-emergency* account, which is assigned to an office, is only used to purchase transportation tickets. The account is assigned to one individual, who is responsible for reconciling the account. It can be used to purchase transportation tickets for invitational travelers (e.g., resource advisory council members), new employees who have not yet received their charge card, or volunteers. The corporate account may not be used to purchase transportation tickets for employees whose charge card accounts are suspended or cancelled due to misuse or delinquency unless they have received approval from the BLM Assistant Director, Business and Fiscal Resources. All charges are centrally billed.

A corporate travel *emergency* account, which is assigned to an emergency incident dispatch office, may only be used to purchase transportation tickets for emergency incident overhead and crews.

What approvals are required to purchase a transportation ticket with a corporate account for a cardholder whose account is suspended or cancelled?

State/Center Directors and the Washington Office Program Assistant Directors are authorized to approve requests to use the corporate account to purchase transportation tickets for a cardholder whose account is suspended or cancelled. The request must be signed by the immediate supervisor, specify the dates and location of travel, and answer the following questions:

- ▶ If the employee's card was suspended or canceled because it was delinquent, what actions has the employee taken to get their card reactivated or obtain a new one?
- ▶ Can the travel be performed by another employee in the organization? If not, why not?
- ▶ What would the consequences be to the organization if the employee did not take the trip?

The approval must be filed with the corporate account monthly statement.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.5 Crew Chief Option Sets.

What is a crew chief option set?

This option set was established solely for use by fire, cadastral survey, and wild horse and burro crew chiefs, and is to be used to purchase meals, lodging, and supplies for crews while traveling. The cardholder must have access to the purchase business line to be assigned to a crew chief option set.

Warranted purchasing personnel engaged in emergency incident support activities may also be placed on a crew chief option set.

How does the crew chief option set work?

All crew chief option sets have unrestricted merchant category codes (MCCs) with different credit limits. All items purchased under any crew chief option set, with the exception of ATM advances, will be centrally billed.

How do crew chiefs activate and use the crew chief option set?

Before a crew chief takes a crew into travel status, the supervisor of the crew chief or lead should ask the local A/OPC to change their card to a crew chief option set. This can be done at the beginning of the fire season, the start of the field season, or as needed. The A/OPC must contact BoA directly by phone to request a change to one of the crew chief option sets. It will be 24 hours before the update is effective.

The crew chief must notify their approving official, supervisor, and A/OPC when the crew chief option set is no longer necessary.

Crew chiefs must ensure that only authorized government purchases are charged to the government card. Items such as in-room movies and alcoholic beverages must be paid for by personal means and not charged on the card.

Crew chiefs must file all receipts with their BoA statement. Crew chiefs and their approving officials are responsible for ensuring that travel-related expenses are within regulations and per diem rates.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.6 Purchase Business Line.

What is the purchase business line?

The purchase business line is a government charge card business line used to pay for the purchase of goods and services in support of your agency's mission.

.61 Using the Card.

Transactions under the purchase business line must comply with all applicable regulations, including the Federal Acquisition Regulation and DOI/BLM policies. You are responsible for using good business judgment at all times when using the charge card. All purchase business line transactions will be centrally billed.

The cardholder is responsible for coordinating purchases of accountable/sensitive property with the property staff and getting the accountable/sensitive property into the property system. Approving Officials are responsible for ensuring this coordination has been completed.

Who can use the purchase business line?

A. Non-warranted personnel who are authorized by their supervisors to have access to the purchase business line and make micro-purchases.

B. Warranted personnel who acquire goods and services within the limits of their warrants.

What can I use my charge card for?

You may use your card for the purchase of supplies, equipment, services, construction, short-term rental of equipment, lease of special-use space, and repairs that are at or below the micro-purchase threshold (\$2,500, \$2,000 for construction).

Warranted personnel may use the purchase business line to pay for goods and services over the micro-purchase threshold only if the order was placed with a procurement instrument and the contractor agrees to accept payment with the charge card.

What is my single-purchase limit?

For nonwarranted cardholders, the maximum single-purchase spending limit is \$2,500 (\$2,000 for construction). For warranted cardholders, the maximum single-purchase limit varies and is controlled by the option set assigned to the cardholder's account.

.61B

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

What special requirements apply to leasing space?

Leased space may be acquired by non-warranted personnel under the micro-purchase threshold subject to the following:

- ▶ Only "special-use space" may be acquired.
- ▶ Space may not be leased for another agency.
- ▶ No more than 2,500 square feet of covered space may be acquired at one geographic location.
- ▶ The cost of the space must not exceed the cardholder's single purchase limit over the entire term of the lease (usually \$2,500).

Can I split a single requirement that is more than \$2,500 to allow me to make the purchase with my charge card?

You must not split a single requirement into two or more smaller purchases so that each order falls within your single purchase limit. This is known as a split procurement and is strictly prohibited. Purposely splitting a procurement may result in the cancellation of your purchasing authority and disciplinary action. If you need to purchase an item over \$2,500, contact your purchasing office for help.

.62 Restrictions and Limitations.

What restrictions or limitations apply to the purchase business line?

You must *not* acquire the following items using your purchase business line:

- ▶ Gift certificates for other than non-monetary awards
- ▶ Meals, drinks, and lodging
 - Exception: Cardholders on a crew chief option set may purchase meals and lodging for their crews.
 - Exception: Warranted contracting officers may acquire meals, drinks, and lodging for others.
- ▶ Leasing of space (see question above dealing with special requirements that apply to leasing space)
 - Exception: Warranted personnel
- ▶ Repairs and fuel for GSA vehicles and fuel for Interior vehicles
- ▶ Printing and copying from other than the Government Printing Office (GPO)
 - Exception: Waiver from GPO - contact your local printing officer for detailed instructions
- ▶ Refreshments, unless specifically authorized by regulation
- ▶ Personal clothing or footwear
 - Exception: May be authorized by BLM safety officers
- ▶ Uniform components (components must be purchased using the Uniform charge card)
 - Exception: Purchases for volunteers and temporary employees (see .8, Uniform Business line)

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

- ▶ Cash advance to pay a vendor
- ▶ Pay a vendor through a third-party

Many purchases have restrictions or require special approvals. You can review this list by going to www.ntc.blm.gov/chargecard/frame_purchase.html and clicking on "Special Processing." You may also contact your local procurement office for assistance.

.63 Policies and Procedures for Convenience Checks.

A. Using a Convenience Check.

What are the rules for using convenience checks?

Convenience checks are available only under the purchase business line. Convenience checks are personalized with your name, the agency name, your office address, and the single-purchase limit. As with the charge card, no member of your staff or family, your supervisor, or anyone else may use these convenience checks. Once you have completed training and met any other local requirements, you will receive a supply of "For Official Government Use Only" convenience checks. Convenience checks access the same spending limits as your charge card. The single purchase limit is \$2,500 (\$2,000 for construction). The single purchase limit for warranted Contracting Officers supporting emergency incidents is \$25,000.

When may I use convenience checks?

You may use convenience checks for:

- ▶ Payments to vendors who will not accept a charge card, subject to the restrictions listed below.
- ▶ Emergency incident support (i.e., fire, flood or any other natural disaster)(see .63B below).
- ▶ Reimbursing volunteers for expenses.

When must convenience checks not be used?

A convenience check must not be used to pay:

- ▶ Vendors who accept the charge card.
- ▶ Contract payments, i.e., payments made on a purchase order, under a blanket purchase or other agreement, or for an item obligated through Remote Data Entry (RDE) to avoid a duplicate obligation; or any payment subject to the Prompt Payment Act.
Alternative: Submit proper documentation to the National Business Center
- ▶ Employee reimbursements
Exception: Emergency incidents (see .63B)
Alternative: Submit SF 1164 to the National Business Center
- ▶ Travel cash advances
Alternative: ATM advances through the travel business line
- ▶ Salary payments and cash awards

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

- ▶ Refunds
 - Alternative: Send BLM refund documentation to the National Business Center
- ▶ Government Bills of Lading (GBLs) over \$100
 - Alternative: Send a GBL Standard Form to the National Business Center
- ▶ Airline, bus, train, or other travel-related tickets
 - Alternative: BoA Charge Card (with the travel business line)
- ▶ Personal clothing or footwear
 - Exception: May be authorized in writing by BLM Safety Officers
- ▶ Meals and lodging for yourself

What other procedures or restrictions apply?

All regulations, policies, special requirements, and approvals that apply to purchasing must be followed when using convenience checks.

B. Emergency Incident Support.

What are the rules for using checks for emergency incident support?

Convenience checks may be written in support of emergency incidents for:

- ▶ Reimbursements, not to exceed \$200, to employees deployed in emergency incidents who are claiming the \$2 incidentals reimbursement when meals and lodging are furnished by the Government.
- ▶ Reimbursements to emergency firefighters (casuals, administratively determined, emergency workers) not to exceed \$2,500 for actual expenses for lodging, meals, rental vehicles (including gasoline), privately owned vehicle mileage, and incidental expenses (including supplies and materials). Do not use checks to pay wages or reimburse individuals for commercial transportation tickets.
- ▶ Emergency equipment rental agreement payments up to \$25,000 may be made only by warranted contracting officers who have completed Incident Contracting Officer (ICO) training. The payment must be authorized under a Debt Collection Improvement Act waiver, and other payment methods must not be practical.

C. Purchase Limit Changes.

What if my purchase limit changes?

Both single purchase and monthly purchase limits for convenience checking accounts are included in your charge card limits. Because your personalized single purchase limit is printed on the front of your convenience checks, you must order replacement checks if your single purchase limit changes.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

D. Purchase Limit Responsibilities.

What are my specific purchase responsibilities?

You are responsible for:

- ▶ Staying within your purchase limits. You must not exceed your single purchase and monthly limits. If you exceed these limits, your convenience check will be returned without payment.
- ▶ Knowing what your account balance is, tracking your available balance, and reconciling your account. Any transactions billed against your charge card reduce your available balance. Convenience checks post against your monthly limit when they actually clear the bank, not when you write them.

E. Ordering and Safeguarding Your Check Supply.

Who is responsible for ordering checks?

Your A/OPC places the initial order for checks. You may place subsequent orders for checks directly with BoA. For planning purposes, you should allow at least 2 weeks for delivery.

What safeguarding requirements do I need to be aware of?

Checks are negotiable instruments; you must safeguard them at all times. You must periodically verify your inventory of unissued checks to ensure that none are missing.

What information must I verify when I receive a new order of checks?

When you receive a supply of blank checks, you must compare the number of checks ordered to the number of checks received, and verify the check number range. Review the personalized information on your checks for accuracy, including your name, your single purchase limit, and any other printed information. Report any discrepancies to your A/OPC.

F. Issuing Checks.

What procedures do I need to follow when issuing checks?

You must issue checks in sequential order, and maintain a convenience check register. Track all transactions to avoid exceeding your purchase credit limits. Mark supporting documentation "Paid by Convenience Check" at the time you issue a check and note the check number.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

What supporting documentation do I need to provide for transactions?

You must support all of your convenience check transactions with either an SF 1164 or a receipt/invoice.

What specific information do I need to include on my checks?

Enter the following information -- legibly written, printed, or typed -- in the space provided on your convenience check:

- ▶ **DATE:** Enter the date on which you are issuing the convenience check. Spell out the date (e.g., September 04, 2001). Do not predate or postdate a convenience check.
- ▶ **PAY TO THE ORDER OF:** Enter the name of the payee. Under no circumstances may the convenience checks be issued to "cash". You may not issue convenience checks payable to yourself.
- ▶ **AMOUNT:** Write the amount of the convenience check in the spaces provided in numbers and words, e.g., One hundred twenty-six dollars and 39/100, followed by a horizontal line out to the end of the space provided, and \$126.39 in the applicable space.
- ▶ Write convenience checks only for the exact amount of your purchase. If you receive a refund or the vendor gives you change, immediately give this refund or change to your local collections office for deposit, whether it is given in the form of cash or a check. If the vendor issues a refund check, ask them to make it payable to USDI-BLM. Do not deposit refunded cash in your BoA checking account or use it for another purchase.
- ▶ **MEMO (ADDITIONAL INFORMATION):** Enter information about the purchase if it would be helpful.
- ▶ **AUTHORIZED SIGNATURE:** Sign in the space provided. The signature must be in the same format as the name printed on the convenience check; e.g., if your first, middle, and last names are spelled out in full rather than using initials, your signed name must also be spelled out in full.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

What IRS requirements apply to check writing?

The IRS requires that you collect information for reporting income to the IRS when you use a convenience check for purchases with certain budget object codes. The IRS Form 1099 MISC helps in collecting this information. Appendix 9 provides instructions for completing IRS Form 1099 MISC.

You must send completed copies of the IRS Form 1099 MISC at least monthly to the National Business Center Business Information Systems Group (BC-640). All forms for December must be received by BC-640 no later than January 5th.

G. Retaining Transaction Records.

What check writing records must I or my office retain?

Convenience checks include an original and carbon copy. You must retain these carbon copies and your convenience check register as an official government record (see .07 for additional information).

You must retain copies of all IRS Form 1099 MISC forms.

H. Reconciling your Convenience Checking Account.

How do I reconcile my account?

Cross-check your bank statement against your convenience check register to ensure that the amount on the statement is consistent with amount on the check. Identify any outstanding checks and be sure to resolve any discrepancies.

Cleared checks are not returned to the BLM. To obtain a copy of a cleared check, call BoA at 1-800-472-1424. BoA charges a fee for copies of checks.

(See .13 for additional information).

I. Voiding Checks.

What if I need to void a check?

If you make an error and need to void a convenience check, write VOID - NOT NEGOTIABLE in ink on the check and the carbon over the space provided for the signature and note the date the check was voided in your check register. Retain both the original and carbon copies of the check.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

J. Issuing Replacement Checks.

When and how do I issue a replacement check?

If a check has been lost, becomes stale-dated (checks are valid for 60 days after date of issuance), or is otherwise in error, a replacement check may need to be reissued. Before doing this, verify that the original check has not been paid. This can be done by examining the bank statement, by examining individual records, or by contacting the BoA. If the check has been paid, request a copy of the check from the Bank. If the check has not been paid and the original check cannot be returned to you, put a stop payment on the initial check and issue a new check.

K. Placing Stop Payments.

How do I place a stop-payment order?

To place a stop payment order on a check issued but not yet paid, notify BoA immediately by calling 1-800-472-1424. After you have determined that the check has not been paid, mark the carbon copy with "PAYMENT STOPPED," date, and the name of the BoA customer service representative you talked to. BoA charges a fee for each stop-payment order.

L. Destroying Unused Checks.

When and how do I destroy unused checks?

Destroy checks if they become outdated, are received with misprinted information, if you leave government service, transfer to a different office, or if you are no longer writing checks. Shred all of your checks and have this witnessed by your A/OPC or supervisor. Be sure to note in your convenience check register the fact that checks were destroyed, the reason, and the name of the witness.

M. Reporting Lost or Stolen Convenience Checks.

What should I do if my convenience checks are lost or stolen?

Notify BoA immediately at 1-800-472-1424 to report lost or stolen convenience checks, and be sure to notify your supervisor and A/OPC as soon as possible.

If there are only a couple of stolen or missing convenience checks, a stop payment action may be appropriate. If more than two convenience checks are lost or stolen, both the charge card and convenience check account should be closed and a new charge card and convenience check account established. You must inform BoA which outstanding checks are valid and should be paid.

The replacement time for new checks is approximately 2 weeks. There is no fee for reporting lost or stolen convenience checks or for requesting a replacement account.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.7 Fleet Cards.

.71 Eligibility.

Which vehicles are eligible for individual fleet cards?

Individual fleet cards can be used for any agency-owned vehicles and equipment, i.e., vehicles with the Interior I-tag or miniature M-tag license plate that pay a use rate charge to the Working Capital Fund (WCF). The card is embossed with the specific vehicle tag number. Offices maintain each card with the individual vehicle book. The card is assigned to a specific vehicle and transfers when the vehicle transfers to another BLM office.

Which vehicles are not eligible for individual fleet cards?

Individual fleet cards are not eligible for the following:

- A. Rented and leased vehicles
- B. Motorcycles
- C. All-terrain vehicles (ATVs)
- D. Other equipment that does not pay use rate charges into the WCF

It is intended that this equipment be fueled using an individual purchase/travel card or a dispatch card (see .73).

.72 Card Use.

How do I use the individual fleet card?

Correct charge card procurement procedures must be practiced for all individual fleet card purchases. No purchases over \$2,500 may be made with the individual fleet card.

Use the individual fleet card to purchase fuel and qualifying services for eligible vehicles (see .71). Use the fleet card either at a self-service pump or with the assistance of the station attendant after you have fueled your vehicle. Any random sequence of numbers can serve as a PIN number if a PIN is requested to complete the transaction.

Qualifying services are those allowed in the BLM Fleet Management Handbook Section 1520-3 or the BLM Manual Section 1315, Working Capital Fund. Generally, the services are routine maintenance and repairs. The Fleet Management Handbook should be referred to for non-routine repairs. The individual fleet card can be used for towing charges resulting from vehicle breakdown if the vehicle failure was not the result of negligence, abuse, or field conditions. Towing charges resulting from an accident shall be considered an emergency non-qualifying tow. If the individual fleet card is used for non-qualifying towing or repairs, the charges must be moved to the correct charge code as soon as possible.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.73 Dispatch Card.

What is the dispatch card?

The dispatch card is an office charge card used for non-BLM-owned fleet and equipment that is rented or leased, or other non-WCF BLM equipment such as ATVs, chain saws, or boats that are not eligible for an individual fleet card. This card is different from the individual fleet card. Field office sequential numbering is used (e.g., NIFC01, NIFC02, etc.). Fire dispatch personnel (or an individual assigned by the office) maintain the card, issue it to users as required, and reconcile the statements. Expenses are limited to fuel and fleet type charges and are centrally billed using a non-WCF field office default master accounting code. When the monthly charge card statement is received and reconciled, the field office supplies the correct charge code for each transaction as required, including the specific incident project code if applicable. If a dispatch card is used only for emergency incident support, the local office A/OPC deactivates the card during non-incident periods.

The card is set up as an individual card with a sequential code/number (as indicated above) with a purchase card hierarchy, a 03700 option set, and a benefitting cost center Master Accounting Code.

.74 Central Billing.

How are individual fleet card transactions billed?

All transactions are centrally billed to a master accounting code and project number in the BLM WCF. Supply the correct charge code for non-qualifying charges (see .72).

How are dispatch card transactions billed?

All transactions are centrally billed to a master accounting code. Statements must be reviewed to ensure the correct charge code is used for all charges (see .77).

.75 Maintaining Receipts and Documentation.

How are receipts and documentation maintained?

Submit transaction receipts to your local fleet A/OPC in accordance with local procedures. The local fleet A/OPC is responsible for reconciling the monthly statement. BLM offices must maintain these records for 3 years.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.76 Terminating Accounts.

What if a vehicle is sold or transferred?

When a vehicle is sold or transferred to another agency, the fleet A/OPC closes the account related to that vehicle.

When a vehicle is transferred within BLM, the card transfers with the vehicle. The charge card hierarchy and address must be changed when a vehicle is transferred within BLM.

.77 Reconciling Statements.

What steps must be taken to reconcile statements?

The Fleet A/OPC must do the following:

- ▶ Verify that each transaction is legitimate and correct.
- ▶ Verify the validity of any individually billed transactions and move the valid items to centrally billed.
- ▶ Determine if the master accounting codes (default cost codes) need to be corrected. (The transaction was for a different funding source.)
- ▶ Determine if any transactions need to be disputed. (The dispute must be initiated within 60 days of the date of the statement showing the disputed transaction.)
- ▶ Sign and date the statement.
- ▶ Forward the statement to RDE to correct any accounting information, if necessary.
- ▶ File the statement and supporting documentation in accordance with local policy
- ▶ Take appropriate action if the card is misused. Refer to .15 for information on suspected fraud or abuse.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.8 Uniform Business Line.

How does the uniform charge card work?

Uniform business line transactions are billed centrally to BLM. Because of the special requirements of BLM's uniform program, such as the need to track and control annual uniform allowances, the uniform drawdown card is issued separately from the integrated card.

You are assigned your annual uniform allowance charge limit during the application phase. During the year, you "draw down" this charge limit as you purchase uniform items; the charge limit is then refreshed at the beginning of the next fiscal year.

The uniform drawdown card is issued in charge limit increments of \$50, with a maximum annual charge limit of \$400. This \$400 limit is the maximum annual uniform allowance that is permitted by law. Your supervisor determines your specific authorization amount. Your uniform A/OPC, with approval from your supervisor, will process any changes to your uniform allowance amount.

.81 Eligibility.

Who needs to have a uniform drawdown card?

Designated law enforcement employees and other permanent employees required to wear the BLM uniform must have a uniform drawdown card to purchase uniform components.

.82 Uniforms for Volunteers and Temporary Employees.

How should uniforms be purchased for volunteers or short-term temporary employees?

Offices may use the purchase line of the integrated card to buy uniform components for non-BLM employees. The purchase business line may also be used to purchase uniform items for temporary employees when there is not enough time to issue them a uniform drawdown card to acquire their uniform, or when the duration of their appointment does not warrant issuing a uniform drawdown card.

Temporary employees may apply, in accordance with local procedures, for uniform drawdown cards using the same rules and charge limits that apply to regular employees. The uniform A/OPC activates and deactivates these cards through EAGLS to coincide with the employment period. If the temporary employee is not expected to return, the A/OPC should close the account. A/OPCs must ensure that cards are retained in a secure location.

1512 - CHARGE CARDS AND CONVENIENCE CHECKS
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS

.83 Using the Card.

How do I identify my uniform card?

To distinguish it, the uniform drawdown card is embossed with words identifying it as a uniform card. Your annual charge limit is indicated in the documentation you receive with your card.

What restrictions apply to my uniform card?

You must use your uniform card only for purchasing authorized uniform items from authorized uniform vendors. Refer to Uniform Manual Section 1103 for details. You must not use your uniform drawdown card to purchase items other than authorized uniform components, to purchase uniform items for someone else, or to purchase uniforms for volunteers.

.84 Central Billing.

How are uniform card transactions billed?

All transactions using the Uniform card are centrally billed.

A/OPC Duties

As a charge card Agency/Organization Program Coordinator, you must:

- A. Coordinate the establishment of new accounts. Advise the Approving Official of the option sets available to help them determine what charge card business line(s) (travel, purchase, or uniform) the new cardholder needs and what their spending limits (option set) will be. Verify cardholders have completed required training for business line(s) applied for.
- B. Advise Approving Officials when they are considering changes to cardholder accounts, such as changes in business lines, option sets, cardholder status and mission critical status.
- C. Maintain Cardholder accounts. Maintenance is accomplished by contacting the appropriate BoA associate or by utilizing BoA's EAGLS program. This includes items such as option set changes, address changes, master accounting code changes, transactions transfers between individual and centrally billed, spending limit adjustments, transfer accounts to other BLM offices.
- D. Review transaction activity and exception reports to identify purchasing patterns that may indicate charge card misuse or splitting of purchases to keep the transaction under the individual's single purchase limit (\$2,500 for non-warranted employees). These reports are sent monthly to your State/Center procurement analyst.
- E. Monitor delinquency reports. These reports are sent monthly to your State/Center/Office lead A/OPC.
- F. In concert with acquisition staff, conduct annual reviews of cardholder accounts (see .06.F.7.).
- G. Ensure that cardholders retain charge card records for three years and store them in accordance with your local charge card operation plan.
- H. Coordinate with the Approving Official when a cardholder on a limited-use card needs to travel. Process necessary transactions through EAGLS or with a BoA associate.
- I. Ensure that an employee's charge card account information is updated when they transfer to another BLM office and is cancelled if they resign, retire, or transfer to another DOI bureau or Federal agency.

CHARGE CARD ADMINISTRATIVE REVIEW PURCHASE/TRAVEL/CONVENIENCE CHECKS

State/Center/Office:

Org code:

Reviewer:

Date:

No. of Cards in Organization:

No. of Cards Reviewed:

Instructions: The purpose of this review is to ensure that adequate internal controls exist over the Charge Card program. The A/OPC and subject matter experts, as appropriate, should perform this review. The minimum requirement is a 10% sample of the number of cards in the organization. If there are less than 10 cards, review at least 50%. Review all convenience check holders.

Provide a brief narrative on how the review was conducted. Enter comments as needed for specific questions, and provide explanations (include specific account numbers) for any NO responses, or for YES responses on questions marked with a ** (specifically questions 11, 13, 30, 34, 35, 37, 38, and 39). Outline corrective actions and overall findings of the program review.

Forward one copy of this review to the Program Coordinator at BC-620 at the BLM National Business Center (NBC).

	QUESTIONS	YES	NO	NA
1.	Has corrective action been taken for deficiencies that were disclosed in previous reviews?			
2.	Is the local charge card operations plan established and is the plan up-to-date? (See .06.F.7.).			
3.	Are the A/OPC and cardholders/check writers familiar with the latest charge card policy and do they know how to access it?			
4.	Are accounts closed in a timely manner for employees who have left BLM?			
5.	Were accounts transferred in a timely manner for people who transferred to another BLM location?			
	Purchase/Travel Charge Cards			
6.	Are cards held for seasonals kept in a secure place?			
7.	Have cardholders/check writers completed required training for the authorities they have?			
8.	Is charge card authority adequate for cardholders' needs?			
9.	Are files and documentation retained for the required period of time?			

	QUESTIONS	YES	NO	NA
10.	Do cardholders properly secure their card?			
11.	**Do persons other than the cardholder make purchases with the card?			
12.	Are all transactions within the single purchase limits?			
13.	**Are there any split procurements?			
14.	Is the cardholder distributing purchases equitably among qualified suppliers?			
15.	Are any required program approvals on file?			
16.	Are mandatory sources of supply being used?			
17.	Is accountable property entered in the property system?			
18.	Do cardholders submit dispute forms when needed?			
19.	Are all transactions for official government-related purchases?			
20.	Are travel transactions identified with the date, location, and purpose of travel?			
21.	Are ATM withdrawals associated with authorized travel and within established time frames?			
22.	Do cardholders review, date, and sign their statements?			
23.	Are adequate line item descriptions provided on the statement? Are receipts attached for purchase transactions?			
24.	Are emergency incident-related purchases supported by an incident order number and a resource order/request number?			
25.	Do approving officials review, date, and sign all statements?			
	Convenience Checks			
26.	Are blank unissued checks properly controlled?			
27.	Are unissued checks inventoried periodically?			
28.	Are all checks accounted for?			
29.	Are all checks recorded in the convenience check register?			
30.	Are stop payments, voided checks, and destroyed checks entered in the convenience check register?			
31.	**Do check writers sign blank checks without dollar amounts and payee names on the check?			

	QUESTIONS	YES	NO	NA
32.	Do check writers properly prepare the carbon copy of the convenience check?			
33.	Is documentation adequate to support expenditures?			
34.	Is the documentation marked paid when the checks are issued?			
35.	**Do any receipts or other documentation show evidence of alteration?			
36.	**Are any of the checks issued by the checkwriters to themselves?			
37.	Are all checks within the single purchase limit?			
38.	**Are multiple checks written to circumvent single check limits?			
39.	**Are checks written to a vendor that could be paid by charge card?			
40.	**Are checks written to prohibited/restricted sources?			
41.	Do the names on the payee line and the payee on the statement of account agree?			
42.	Are 1099's being prepared and submitted, when required, to the National Business Center?			
43.	Do check writers reconcile the charge card statement to the convenience check register?			

I certify that an administrative review has been completed. All items, unless otherwise noted below, have been found to be adequate.

Signature _____

Date _____

CHARGE CARD ADMINISTRATIVE REVIEW CORPORATE CARDS

State/Center/Office:

Org code:

Reviewer:

Date:

No. of Cards in Organization:

No. of Cards Reviewed:

Instructions: The purpose of this review is to ensure that adequate internal controls exist over the Charge Card program. The A/OPC and subject matter experts, as appropriate, should perform this review. Review all corporate accounts.

Provide a brief narrative on how the review was conducted. Enter comments as needed for specific questions, and provide explanations, including specific account numbers, for any NO responses. Outline corrective actions and overall findings of the program review.

Forward one copy of this review to the Program Coordinator at BC-620 at the BLM National Business Center (NBC).

	QUESTIONS	YES	NO	NA
1.	Has corrective action been taken for deficiencies that were disclosed in previous reviews?			
2.	Is the local charge card operations plan established and is the plan up-to-date? (See .06.F.7.).			
3.	Is the account assigned to one individual who is responsible for reconciling the account? Are they familiar with the latest charge card policy and do they know how to access it?			
4.	Have the assigned individuals completed the required training?			
5.	Are files and documentation retained for the required period of time?			
6.	Do only authorized individuals use this account?			
7.	Are only authorized travel tickets purchased?			
8.	Are disputes initiated when needed?			
9.	Are statements reviewed, dated, and signed?			
10.	Have receipts been reconciled to the statement?			
11.	Do approving officials review, date, and sign all statements?			

I certify that an administrative review has been completed. All items, unless otherwise noted below, have been found to be adequate.

Signature _____

Date _____

CHARGE CARD ADMINISTRATIVE REVIEW FLEET CARDS

State/Center/Office:

Org code:

Reviewer:

Date:

No. of Cards in Organization:

No. of Cards Reviewed:

Instructions: The purpose of this review is to ensure that adequate internal controls exist over the Charge Card program. The A/OPC and subject matter experts, as appropriate, should perform this review. The minimum requirement is a 20% sample of the number of cards in the organization. If there are less than 10 cards, review at least 50%.

Provide a brief narrative on how the review was conducted. Enter comments as needed for specific questions, and provide explanations, including specific account numbers, for any NO responses. Outline corrective actions and overall findings of the program review.

Forward one copy of this review to the Program Coordinator at BC-620 at the BLM National Business Center (NBC).

	QUESTIONS	YES	NO	NA
1.	Has corrective action been taken for deficiencies that were disclosed in previous reviews?			
2.	Is the local charge card operations plan established and is it up-to-date? (See .06.F.7.).			
3.	Are the A/OPC and fleet users familiar with the latest charge card policy and do they know how to access it?			
4.	Are accounts closed in a timely manner for vehicles that have been sold or disposed of?			
5.	Is the monthly statement reconciled, signed, and dated? Are receipts attached?			
6.	Are dispute forms submitted when needed?			
7.	Are records being maintained and filed in accordance with policy?			
8.	Is the fleet card assigned to a specific vehicle and kept with the individual vehicle book?			

I certify that an administrative review has been completed. All items, unless otherwise noted below, have been found to be adequate.

Signature _____

Date _____

CHARGE CARD ADMINISTRATIVE REVIEW UNIFORM CARDS

State/Center/Office:

Org code:

Reviewer:

Date:

No. of Cards in Organization:

No. of Cards Reviewed:

Instructions: The purpose of this review is to ensure that adequate internal controls exist over the Charge Card program. The A/OPC and subject matter experts, as appropriate, should perform this review. The minimum requirement is a 10% sample of the number of cards in the organization. If there are less than 10 cards, review at least 50%.

Provide a brief narrative on how the review was conducted. Enter comments as needed for specific questions, and provide explanations, including specific account numbers, for any NO responses. Outline corrective actions and overall findings of the program review.

Forward one copy of this review to the Program Coordinator at BC-620 at the BLM National Business Center (NBC).

	QUESTIONS	YES	NO	NA
1.	Has corrective action been taken for deficiencies that were disclosed in previous reviews?			
2.	Is the local charge card operating plan established and is it up-to-date? (See .06.F.7.).			
3.	Are the A/OPC and cardholders familiar with the latest charge card policy and do they know how to access it?			
4.	Are accounts closed in a timely manner for employees who have left BLM?			
5.	Were accounts transferred in a timely manner for employees who transferred to another BLM location?			
6.	Are any cards held for seasonals kept in a secure place?			
7.	Have all cardholders completed the Uniform Card training?			
8.	Were only authorized uniform items purchased?			
9.	Were all purchases from authorized vendors?			
10.	Are adequate line item descriptions provided on the statement? Are receipts attached?			
11.	Did uniform purchases total no more than the authorized annual limit, and no more than \$400 during the fiscal year?			
12.	If the card was erroneously used for travel or other purchases, were these errors corrected?			

	QUESTIONS	YES	NO	NA
13.	Do cardholders review, date, and sign their statements?			
14.	Do cardholders submit dispute forms when needed?			
15.	Do approving officials review, date, and sign all statements?			
16.	Are files and documentation retained for the required period of time?			

I certify that an administrative review has been completed. All items, unless otherwise noted below, have been found to be adequate.

Signature _____

Date _____

Approving Official/Cardholder Charge Card Statement Review/Reconciliation Checklist

1. **Signatures.** All monthly statements need to be signed and dated by both the cardholder and approving official/supervisor.
2. **Receipts.** Cardholders must attach receipts for all items billed, preferably in date order, to the charge card statement. Travel-related receipts are normally filed with the cardholder's travel voucher and therefore do not need to be attached to the charge card statement, unless local procedures dictate otherwise.
3. **Item Descriptions.** Statements must include a description of what was purchased for each line item. Travel items must include the dates, location, and purpose of the travel or a copy of the travel voucher must be attached to the statement and referenced on each associated statement line item.
4. **ATM Cash Advances.** Travelers are authorized to obtain ATM cash advances only in connection with official government travel, and the cash advance should not exceed the M&IE for the trip. Obtaining cash advances not in connection with official government travel is considered charge card misuse.
5. **Funding.** If the default charge code is not correct for a transaction, the correct charge code (including proper budget object class (BOC)) must be entered onto the monthly statement. All supplies should be charged to a 26XX BOC. Although most items are charged to BOC 261A, building supplies are charge to BOC 264A. Supplies for vehicles should be charged to BOC 261A, while vehicle repairs should be charged to BOC 257D. The 25XX BOCs are for services (not supplies).
6. **Property.** Purchases of controlled property must go through property personnel. Controlled property includes both capitalized and sensitive equipment and software. Contact your property specialist to ensure that all controlled property is charged against the correct BOC. Examples of sensitive equipment are firearms, computers, hand-held radios, and GPS surveying equipment.
7. **Material Safety Data Sheet (MSDS).** Purchases of hazardous materials such as glue, paint thinner, printer and copy cartridges, etc., require a copy of an MSDS. It is the cardholder's responsibility to request an MSDS when making purchases of hazardous materials. Contact your local safety officer if you have any questions.
8. **Sales Tax.** Federal and State sales tax must not be paid for construction, services, or supplies when the product/service is paid for with the government charge card. However, taxes can be paid for rooms while in travel status.
9. **Maximum Single Order Limitations.** Only procurement personnel are authorized to place orders, within their warrant delegations, that exceed \$2,000 per transaction for construction or \$2,500 per transaction for service or supply items.
10. **Split Procurements.** Orders must not be split into smaller purchases to avoid exceeding the single-purchase spending limit assigned to the cardholder's account.
11. **Fuel and Repairs.** License plate numbers must be identified on all monthly statements for all fuel and repair purchases for government-owned (I and M license plates) or emergency rental

vehicles. This includes ATVs, fire engines, trailers, motorcycles, etc. Employees must not procure gasoline for their personal vehicles on the card. Repairs and gasoline for GSA vehicles should not be charged to the fleet portion of the Integrated Card (except in emergencies when their Voyager Fleet Card will not work). There is a toll-free number on the back of the Voyager Card that should be called in these cases. If these charges occur, contact your local GSA vehicle coordinator, who will submit a GSA Reimbursement Voucher. GSA will credit the Bureau on a monthly basis through the Financial Management System.

12. **Vehicle Charges.** Normal wear and tear to a vehicle is charged to the working capital fund (e.g., UT-950-9310-12-0000-257D). You need to determine the class of the vehicle and prefix it with a zero, e.g., 0163 or 0170. Abnormal vehicle repairs directly attributable to an emergency incident should be charged directly to the benefitting subactivity, e.g., 2821 or 2822.

13. **Fire Procurements.** Fire dispatch issues resource order numbers. A resource order number will start with the letters "S", "E", or "O". Work may not be charged to subactivity 2821 without a resource order number and a fire number (i.e., a project number, which is a four-digit alpha/numeric combination). An example of a correct charge code would be: UT010-2821-HU-R442-261A.

14. **Printing and Copying.** All printing and copying is reserved for the Government Printing Office (GPO). You can request waivers from GPO by calling (303) 236-5292.

15. **Lodging/Meals.** Check to ensure that both of these items are appropriately billed. If an employee is on a crew chief option set because they perform crew chief duties for fire, the wild horse and burro program, or cadastral crews, all charges except cash advances will centrally bill (show as memo items). Otherwise, lodging and meal charges should be individually billed. Meeting rooms at a hotel/motel will normally bill the same as hotel/motel sleeping rooms. If meeting rooms individually bill, the charges must be moved from individually billed to centrally billed. Contact your supervisor and A/OPC if purchases are incorrectly billed.

16. **Convenience Checks.** Convenience checks can be used only if vendors do not accept the government charge card. They must not be used for the following:

- A. Employees writing checks to themselves;
- B. Salary payment or cash awards, or any transaction required to be processed through the payroll system;
- C. Employee reimbursements (except see .63A. and .63.B.);
- D. Travel-related tickets;
- E. Meals and lodging related to employee travel; or
- F. Rental or lease of vehicles when in travel status.

17. **Exceptions for Using Convenience Checks.** Convenience checks can be used only for the following as a last resort and in accordance with Bureau policy:

- A. Telephone services;
- B. Repairs for GSA vehicles only in emergencies if the GSA Maintenance Control Center cannot be contacted; or
- C. Fuel or oil for vehicles.

18. **Safety/Personal Items.** Items of a personal nature such as boots and safety glasses can be procured only when authorized by a BLM Safety Officer.

FRAUD AND ABUSE PREVENTION

What are some opportunities for fraud and abuse that may require special attention?

- ▶ Remote locations.
- ▶ Little or no onsite supervision or review.
- ▶ Downsizing or restructuring of divisions or offices.
- ▶ Large or repetitive purchases.
- ▶ Holidays or special projects.
- ▶ Travel.

What are indicators of fraud and abuse?

- ▶ Purchases from inappropriate or prohibited vendors.
- ▶ Poor or nonexistent documentation of purchases.
- ▶ Unusual or unexplained entries or purchases.
- ▶ Photocopied records in place of originals.
- ▶ Drastic change in the use of the card.
- ▶ Numerous billing mistakes.

How can I as a cardholder protect against fraud and abuse?

- ▶ Review and follow internal control procedures.
- ▶ Report fraudulent activity to your manager.
- ▶ Treat your card as if it were your personal card -- DON'T leave it unsecured.

What are the roles of the manager, supervisor, and approving official in protecting against fraud and abuse?

- ▶ Review, update, and follow internal control procedures.
- ▶ Make sure employees are correctly trained on the proper use of the charge card.
- ▶ Review summary reports and question any undocumented or suspicious purchase.
- ▶ Never accept "I don't know" as an answer.
- ▶ Watch spending patterns (a sudden unexplained increase in purchases may be an indication of a problem).
- ▶ Take action when fraudulent activity is discovered.
- ▶ Review cardholder monthly statements.

What is the role of the A/OPC in protecting against fraud and abuse?

- ▶ Assist the manager, supervisor and approving officials.
- ▶ Conduct charge card reviews.
- ▶ Carefully review all cardholder requests.

Charge Card Delinquency Questions and Answers

1. Q - If I am late in paying my bill, can I be charged a fee?

A - Yes, late fees can be assessed against travel-related charges that you are responsible for paying. You will be assessed a fee of \$20 per month if your payment is 120 days past the billing/closing date. You must pay these fees unless you can show that your travel voucher was filed within 5 business days after returning from your trip and you have not yet received reimbursement. In this case, your A/OPC may request a waiver of the fee.

2. Q - What happens if I don't have a travel charge card because it was suspended or canceled by the BoA because my account is delinquent?

A - If your account is suspended or canceled because of your failure to pay undisputed charges, you will be required to finance any official travel, with the exception of transportation. You will be reimbursed for your valid out-of-pocket expenses after you have prepared and submitted a travel voucher. Transportation tickets can be purchased by your organization and charged on the Corporate Travel Account only if you obtain approval from the Assistant Secretary - Land and Minerals Management. Disciplinary action may be initiated if not having a travel charge card affects your ability to perform your job.

3. Q - If my card is canceled because of delinquency, can a new card be issued to me?

A - Yes. However, the BoA makes the final decision on whether they want to reissue the card or not. The BoA will not consider reissuing a new card until you have paid all undisputed delinquent amounts, you have obtained approval from your supervisor, and a new charge card application form is prepared and submitted to BoA.

4. Q - Do BoA delinquencies affect a cardholder's credit record?

A - If your account becomes 96 days' delinquent, your account will be canceled. If your account is canceled, BoA can report this information to the credit bureau. If your account is not paid in full before it becomes 210 days' delinquent, your account is placed in "charge off" status. Once information is reported to the credit bureau, information will remain on your credit bureau reports for at least 7 years.

5. Q - Can the BoA run a credit report prior to re-issuance of a card to me if my card was canceled because of delinquency?

A - Yes. Under the terms of their contract the BoA can run a credit report prior to re-issuance of a card if your card was canceled because of delinquency. Based on the results of the credit report, the BoA will determine if they will reissue you a travel charge card.

6. Q - Will disciplinary action be initiated if I have made unauthorized purchases with my charge card or if my account is delinquent?

A - Formal disciplinary actions will be considered if you use your travel charge card for other than official purposes. If your account is delinquent, payroll action to assist BoA in collecting the past due amounts, rather than disciplinary action, may be taken for the first or second offense. Disciplinary action may be taken for subsequent offenses if your ability to perform your assigned duties has been affected by card suspension or cancellation.

7. Q - If I am designated as a "mission critical" employee, will that stop the collection (salary offset) process?

A - The BoA will not initiate the collection process if your account is designated as mission critical. However, late fees will be charged to your account if your account becomes delinquent 120 days or more. You must pay these late fees unless the BoA has waived them. The BoA may waive the late fees if they receive a request with an explanation as to why your account is delinquent. Your request, including an explanation of the circumstances that resulted in late fees being assessed, must be sent to your A/OPC through your supervisor. Your A/OPC will forward your request to the Bureau Charge Card Program Coordinator at the BLM National Business Center for processing.

8. Q - If I leave BLM and I have an outstanding balance on my charge card account, will my final pay be affected?

A - If the BoA has initiated salary offset to collect past due amounts, the salary offset will be applied to your final pay. However, in order for the BLM to withhold additional funds from your final pay when you leave BLM, the BoA has to have a court order requiring BLM to withhold money to pay all or a portion of the total amount owed. When an employee leaves BLM, the BoA is notified of the employee's home address. If the employee fails to pay, the BoA may begin a collection process with the individual and the information may be referenced on the individual's personal credit history.

9. Q - If I as the supervisor am notified that an employee's charge card account is delinquent, what action should I take?

A - You should meet with the employee to determine the reason for the delinquency. Counsel the employee on the mandatory use requirement, the need to keep their account current, and the possible results of having a delinquent account (i.e., suspension of account, cancellation of account, impact on one's credit history, collection of delinquent amounts by withholding salary, and disciplinary action). Consider disciplinary action if the delinquency is a recurring problem. Contact your Servicing Personnel Office for advice and assistance before initiating any formal action or before issuing any notices to the employee.

IRS FORM 1099 INSTRUCTIONS

Information for reporting income to the Internal Revenue Service (IRS) must be obtained when a convenience check is used to purchase anything with the Budget Object Codes (BOCs) listed later in this Appendix.

To facilitate the collection of this information, use IRS Form 1099 MISC (refer to the sample later in this Appendix). Retain copies of completed Form 1099s and forward them monthly to the National Business Center (NBC), where the information will be entered into the 1099 program in the Federal Financial System (FFS).

The NBC must receive all Form 1099s no later than January 5 for the prior calendar year so that the Center can mail the individual Form 1099s to vendors on time. Please submit all Form 1099s to the NBC Business Information Systems Group (BC-640).

How to Complete Form 1099

Most people using convenience checks will not have had any experience completing IRS Form 1099 MISC. Please note the proper way to fill out this form. It must be completed for each convenience check that is written using any of the specified BOCs listed below.

We suggest that you print a copy of the BOC list and keep it with your checkbook.

Regardless of the BOC, the following items are not required to be reported to the IRS and **SHOULD NOT** be sent to the Business Center on a Form 1099:

Volunteers
 Nonprofit organizations
 State or city colleges or universities
 Government entities: local, State, or Federal

RECIPIENT'S ID:

A tax identification number (TIN) must be provided. This could be either a Social Security Number (SSN) or an Employer Identification Number (EIN). Individuals should provide an SSN. A sole proprietor may provide either, but is not required to provide both. All others should provide an EIN.

RECIPIENT'S NAME, STREET ADDRESS, CITY, STATE, AND ZIP CODE:

- a. For corporations, enter the business name and address.
- b. For individuals and sole proprietors, use their business or trade name if they have one. **ALSO INCLUDE** their legal name and complete the address so the Form 1099 can be mailed to them. If two or more individuals own a business, but it is not an IRS-recognized partnership, the names of all are placed in the "recipients name" box, but only the address of the individual to whom the reported SSN belongs shall be placed in the "address box." Income can be reported only under one TIN.
- c. For partnerships that do not use a business name, place the names of the partners in the "Recipient's Name" box, with the partner to whom the IRS assigned the EIN being listed first. Enter the address where the Form 1099 should be mailed.

ACCOUNT NUMBER:

Enter the (FFS) vendor code number if you know what it is. If not, leave blank.”

BUSINESS CATEGORY:

Check the appropriate category.

Checkwriter's NAME and PHONE NUMBER:

Enter your name and phone number. This is important if the BLM NBC needs to ask a question when entering data in the FFS.

Sample IRS Form 1099 MISC

PAYER'S FEDERAL ID #: 84-0437540		RECIPIENT'S ID:	OMB NO. 1545-0115	
RECIPIENT'S NAME:		MISCELLANEOUS		COPY 'B'
STREET ADDRESS:		INCOME **2002**		
CITY, STATE, AND ZIP CODE:				
ACCOUNT NUMBER (OPTIONAL):				
FORM 1099-MISC DEPARTMENT OF TREASURE - INTERNAL REVENUE SERVICE				
BUSINESS CATEGORY: (CHECK ONE) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER				
CHECK INFORMATION: NUMBER _____ DATE _____ AMOUNT _____				
BOC _____ CHECK WRITER'S NAME _____				
CHECKWRITER'S PHONE NUMBER _____				

BUDGET OBJECT CODES REQUIRING FORM 1099

222C-Truck Transportation-Rental	254A-Operations, Main & Repairs-Building
232A-Space Rental Payments-Others	254B-Operations, Main & Repairs-Facilities
233F-Telephone Equip-Lease, Rent, Repair	255C-Direct St Svcs Voucher-R&D
233H-Postage Box & Meter Rental	255D-Private Sector R&D
233J-Express Mail	256M-Medical & Health Care Services
233L-Equipment-Rental	257A-Expenses-Storage
233M-Equipment Rental-ADP	257B-Expenses-Shop
233N-Software Rental-ADP	257C-Repairs & Maint-ADP Equipment
2330-Equipment Rental-DataComm.	257D-Repairs & Maint-Vehicle
233P-Equipment Rental-Copiers	257E-Repairs & Maint-Others
233Q-Equipment Rental-Heavy	257F-Service Facility-Research Ctr
233R-Fed Voice Communications Svcs	257G-Service Facility-Heavy Equipment
233S-Fed Data Communications Svcs	257H-Service Facility-Other
233T-Commercial Voice Comm Svcs	257I-Repairs & Maintenance-Equip
233U-Commercial Data Comm Svcs	257J-Per Call Repair & Maintenance-Equip
242A-Printing & Reproduction-Commercial	257K-Per Call Repair & Maint-ADP Equip
242B-Binding-Commercial	257L-Maint-Voice Communication Equip
243C-Copy Centers	257M-Maint-Data communication Equip
243D-Graphics Centers	257P-PCS Storage-Household Goods
25 1 A-Contracts-Consultants	
252A-Contracts-Architectural & Engr	
252B-ADP Support Services	
252D-Contracts-Drilling	
252E-Real Property Titles & Fees	
252G-Direct State Services Vouchers	
252H-Contracts-ADP Services	
252I-Cont-Indian Self-Determine Svc	
252J-Contracts-Consultants	
252K-Contracts-On-Site Personnel	
252L-Contract-Airplanes-Helicopter	
252M-Contracts-Mapping	
252N-Contract-Operation of Facility	
252P-Contracts-Photolab Operation	
252Q-Contracts-Aerial Photography	
252R-Contracts-Professional Svcs	
252S-Tuition	
252T-Training	
252U-Contracts- Studies	
252V-Contracts-Training Services	
252W-Advertising-Public Printer	
252X-Advertising-Commercial	
252Y-Student Expenses-Extra curriculum	
252Z-Contracts-Other	