

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

In Reply Refer To:
1314 (BC-640) P

November 7, 1996

Instruction Memorandum No. BC-97-006

Expires: September 30, 1998

To: All Washington Office and Field Officials
Attn: Rocky Mountain Bank Card (VISA) Card Holders

From: Liaison, National Business Center

Subject: Default Cost Structure for VISA Credit Cards

The purpose of this memorandum is to request holders of Rocky Mountain Bank Card System (RMBCS) VISA credit cards to provide the Business Center (BC) with a default cost structure for their credit card purchases. This information is required prior to the implementation of the Federal Financial System (FFS) RMBCS interface. For more information on the RMBCS interface, please refer to IB No. BC-96-055.

All purchases on each card holder's monthly statement will be initially charged to this default cost structure. We recognize that in the case of fire and procurement personnel, for example, it will be very difficult to choose a single cost structure. However, the RMBCS interface will allow only one default cost structure at this time. Logically, choose the cost structure that would normally be assigned to the majority of the purchases. The default cost structure can be changed at any time. Purchases charged to the default cost structure may be adjusted when necessary by Remote Data Entry (RDE) personnel on a single FFS table and screen using the credit card holder statement.

Implementation of the RMBCS interface is scheduled for the week of December 15, 1996. Please provide the default cost structure for each cardholder using the attached form no later than December 6, 1996. Mail, fax, or E-mail the completed forms to Chris Mast or Kim Zietz, BC-630. The fax number is (303) 236-6412 or (303) 236-7124. Your prompt attention to this request will be greatly appreciated.

Questions regarding this memorandum should be directed to Gary Grimstedt at (303) 236-6347 or Linda Lacen at (303) 236-6607.

Signed by: Roy E. Morris
Liaison, National Business Center

Authenticated by: Donna Emmons
Records Manager

1 Attachment

1 - Rocky Mountain Bankcard System (RMBCS) - Default Cost Code Form (1 p)

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DW-101

ROCKY MOUNTAIN BANKCARD SYSTEM (RMBCS)

Default Cost Code Form

_____		_____		
Cardholder Name		Cardholder (BLM) State		
Cardholder Account No:	4716 - 1411 - _____ - _____			
Office Name:	_____			
Office Address:	_____			

Work Phone Number:	(_ _ _) _____ - _____			
Approving Official Name:	_____			
Approving Official Account No:	4716 -1411 - _____ - _____			
Default Cost Structure:				
_____	_____	_____	_____	_____
Budget Organization	Sub - Activity	Program Element	Project # (if required)	Budget Object Class

Mail, fax, or E-mail the completed form to Chris Mast or Kim Zietz, BC-630. The fax number is (303) 236-6412 or (303) 236-7124.