

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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December 19, 1996

In Reply Refer To:
1314/1510 (BC-640) P

Instruction Memorandum No. BC-97-010
Expires: 09/30/98

To: All Washington Office and Field Officials
All BC Group Administrators

From: Liaison, National Business Center

Subject: Implementation of Bank Card Interface

The purpose of this memorandum is to provide information on the implementation procedures for the Rocky Mountain Bank Card System (RMBCS), Federal Financial System (FFS) interface. Implementation of the RMBCS interface is scheduled for December 18, 1996.

Procedures with the implementation of the RMBCS/FFS interface:

- The Visa card holder will continue to receive a monthly billing statement from RMBCS and is responsible for the following:
 - Review the statement for accuracy
 - Annotate the description and appropriate cost structure for each purchase on the billing statement (if a cost structure is not assigned to a transaction then the card holder's default cost structure will be charged)
 - Identify items on the statement to be disputed
 - Sign the statement to acknowledge receipt of goods or services
 - Submit the signed original billing statement to the approving official
- Approving officials will continue to be responsible for reviewing and approving the card holder statements, and forwarding the original statement to the FFS Remote

Data Entry (RDE) person.

- The first work day following the 13th of each month, the Business Center (BC) will download detailed purchase card data from RMBCS. On the following day, the BC will post the purchases in detail to the Credit Card Detail table (CDTT) with the default cost structure determined by each card holder.
- The RDE individual will access the CDTT table and adjust the default cost structure to a different cost structure, as annotated on the statement by the card holder. BC will process these adjustments every Friday night and on the last day of each month. A report will be generated and mailed to the RMBC contact listing the adjustment records that reject during processing.
- The FFS Credit Card Holder Table (CCHR) will store each card holder's account number, status, name, address, approving official, and default cost structure. This table will need to be updated as card holders are added, deleted, or other information changes. Each state has designated an individual responsible for maintaining the CCHR table. Change to card holder or approving official status and other information originates with the RMBC coordinator for each state. This individual will document any card holder changes using the suggested form on Attachment 1, or the existing RMBCS form used by the RMBC coordinator, and forward to the designated CCHR maintenance person. The CCHR maintenance person will access the CCHR table in FFS and make the changes as directed.

The default cost structure for each card holder can be changed prior to the 14th of each month. The card holder will be responsible for documenting the new default cost structure using the suggested form on Attachment 1 and forwarding to the CCHR maintenance person.

- If a card holder account is not present on the CCHR table when the program is run to post the credit card purchases to the CDTT table, the program will not complete its processing. An error report listing the card holder accounts not found will be generated by the program. To correct the problem and post the credit card purchases efficiently and timely, the BC will execute the following procedure. The BC will add the missing card holder to the CCHR table and notify the state CCHR maintenance person of the addition. In most cases the BC can obtain the missing card holder's name, account number, approving official, address, and organization from reports downloaded from RMBC.

However, the desired default cost structure is unknown. We request that each state RMBC contact obtain a standard default cost structure (subactivity, program element, job, BOC) to be used for their state when this occurs. The CCHR maintenance person can then contact the cardholder and obtain the desired default cost structure and change the CCHR table, if necessary.

The RMBC contact should notify Linda Lacen, BC-640, of the standard default cost structure for their state.

The implementation of the RMBCS interface will change the disposition procedures for the monthly billing statements. Currently, the original billing statement is reviewed and signed by the approving official, sent to BC and retained for six years and three months.

The new retention and disposition process will be as follows:

- Each state may establish policies as to where the original billing statements will be retained. The original billing statements will be closed at the end of each fiscal year and will be retained using Schedule 6, item 1a, (Accountable Officers, Accounts Records) of the General Records Schedule. Transfer the original billing statements to a Federal Records Center two years after being closed. The Federal Records Center will retain the original billing statements for an additional three years and three months.

Questions can be directed to Gary Grimstvedt at 303-236-6347, or Linda Lacen at 303-236-6607.

1 Attachment

1 Rocky Mountain Bank Card Holder Form

Distribution

WO-800, MIB, Room 5617
RS-150A, BLM Library
NI-101, Reading File

ROCKY MOUNTAIN BANK CARD SYSTEM (RMBCS)

Card Holder 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:

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Budget Organization	Sub - Activity	Program Element	Project # (if required)	Budget Object Class
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