

**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:
1382 (BC-640) L

April 19, 2000

EMS TRANSMISSION
Information Bulletin No. BC-2000-073

To: All National Center Employees
From: Director, National Business Center
Subject: MasterCard Billing Statements

This Bulletin is intended to clarify the procedures for sending the MasterCard Billing Statements to the National Business Center for cost structure adjustments.

In accordance with the earlier guidance, each employee is to review his/her MasterCard Billing Statement, sign and date the statement and then forward to their Reviewing Official within 5 business days of receiving it. The Reviewing Official reviews the statement ensuring that all charges are for official government use and are appropriate. After the Reviewing Official has reviewed the statement, he/she signs, dates and makes a copy of the statement. Only if the accounting information needs to be corrected should the Reviewing Official forward the statement (either the original or the copy) to the National Business Center, Business Information Systems Division, Help Desk, BC640. Once the accounting information is corrected, the statement will be stamped "entered" and returned to the cardholder for their files. If the statement does not have accounting information to be corrected, then the Reviewing Official will return the statement to the cardholder for file retention.

Please refer to Washington Office Information Memorandum No. 2000-048, dated December 20, 1999, for complete guidelines for using the new MasterCard integrated charge cards. If you have any questions related to the new Bank of America MasterCard, please contact Lloyd Fread of the National Business Center at (303) 236-5927. If you have any questions regarding the procedures outlined above, please contact the Business Information Systems Help Desk at (303) 236-4176.

Signed by: Dennis Sykes
Director, National Business Center

Authenticated by: Babette Larson
Staff Assistant

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