

## **Criteria for Reviewing Access to the Purchase Business Line, Reviewing Access to Convenience Checks, and Reporting Changes to BC-620**

### **1. Access to the Purchase Business Line**

#### **A. What do I need to review?**

Supervisors must review all cardholder accounts that have access to the purchase business line to identify those accounts that no longer need access to the purchase business line or that should have their credit limits reduced. Charge card accounts assigned to the following option sets should be reviewed: 3710, 3711, 3712, 3713, 3714, 3716, 3720, 3721, and 3722.

#### **B. What criteria should I use to determine if a cardholder should have access to the purchase business line or have their credit limits reduced?**

Any charge card account that has access to the purchase business line should be looked at as a possible candidate for being moved to a non-purchase option set or having the credit limit reduced. When making this determination, you should consider the possibility of having another cardholder make purchases currently being made by a cardholder who infrequently uses the purchase business line to make purchases. You should strive to have the fewest possible cardholders with access to the purchase business line and the lowest possible credit limit possible while still being able to maintain an efficiently operating organization and allowing employees to accomplish their job responsibilities. *Retaining purchase authority for cardholders with 12 or fewer purchase transactions in calendar year 2001 should be rare.*

#### **C. What do I need to report to BC-620?**

Consolidated State responses and the responses from the National Centers and the Washington Office should be in Microsoft Excel format. The file should identify the accounts that need to be moved from a Purchase/Travel/Fleet option set to a Travel/Fleet only option set, accounts with the Purchase/Fleet only option sets that should be cancelled, and accounts with access to the purchase business line that should be moved to an option set with a smaller credit limit. Please provide the following information for each account being changed:

- Cardholder name
- Account number
- Old option set number
- New option set number, or annotation that the account should be closed

## **2. Access to Convenience Checks**

### **A. What do I need to review?**

Supervisors must review all cardholder accounts that have access to convenience checks to identify those accounts that should not have access to them.

### **B. What criteria should I use to determine if a cardholder should have access to the purchase business line?**

Any cardholder with access to convenience checks should be looked at as a possible candidate for having convenience check authority cancelled. When making this determination, you should consider the possibility of having another cardholder with convenience check authority make purchases currently being made by a cardholder who infrequently uses convenience checks. You should strive to have the fewest possible cardholders with access to convenience checks while still being able to maintain an efficiently operating organization and allowing employees to accomplish their job responsibilities. *Retaining convenience checks for cardholders with four or fewer convenience checks written in calendar year 2001 should be rare.*

### **C. What do I need to report to BC-620?**

Consolidated State responses and the responses from the National Centers and the Washington Office should be in Microsoft Excel format. The file should identify the accounts that need convenience check authority cancelled and include the following information:

- Cardholder name
- Account number