



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 1/30/04

Instruction Memorandum No. **CA-2004-015**

Expires: 09/30/05

To: CDD District Office, All Field Offices
Attn: Charge Card Agency/Organization Program Coordinators (A/OPC)

From: State Director

Subject: Annual A/OPC Charge Card Program Reviews

DD: 03/08/2004

This Instruction Memorandum (IM) restates the existing requirement for A/OPCs at all levels to ensure that annual reviews of charge card and convenience check usage are conducted and reports submitted to the State Office Charge Card Program Coordinator, Julia B. Lang, CA-944.

All California Bureau of Land Management (BLM) integrated, fleet, and uniform A/OPCs must ensure that annual reviews of charge card and convenience check usage are performed as required by IM BC-2004-013.

If you have any questions regarding the review please don't hesitate to call the appropriate coordinator: Rosalind Davis (integrated), Dona Maxcy (fleet) or Rose McCaslin (uniform).

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

4 Attachments:

- 1 – Charge Card Administrative Reviews for Purchase/Travel/Convenience Checks (3pp)
- 2 – Charge Card Administrative Reviews for Fleet Cards (1pp)
- 3 – Charge Card Administrative Reviews for Uniform Cards (2pp)
- 4 – BC Instruction Memorandum 2004-013 (3 pp)