

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208**

In Reply Refer to:

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August 22, 2003

EMS TRANSMISSION 08/22/2003
Information Bulletin No. OR-2003-230

To: All Oregon State Office Employees
From: Chief, Management and Budget Staff
Subject: Charge Card/Convenience Check Procedures for FY 2003 End-of-Year Closing

The end-of-year closing date for financial transactions affecting FY2003 has been accelerated to September 25, 2003. This date is the last day this fiscal year that any transactions can be entered by the field into the federal financial system. Due to this accelerated date, employees who routinely use charge cards/convenience checks for purchases need to make every effort to ensure transactions will be charged to FY2003 as appropriate. In order to achieve timely fiscal year-end closing, the following procedures must be applied.

1. **FOR CARD HOLDERS WITH PURCHASE AUTHORITY:** Because it is anticipated that actual card holder statements for September will not be received until sometime after September 22, 2003, OR915 will pull and print an EAGLS statement on Friday, September 19 and will provide the paper copy to the cardholder or his/her supervisor on Friday afternoon or the following Monday morning. This document will need to be annotated with the adjusted cost structure and returned to OR915 no later than close of business, Tuesday, September 23, 2003 so that adjustments to cost data can be entered into the financial system.

Charge card, convenience check, or centrally billed purchases not appearing on the EAGLS statement, but expected to occur by September 30, 2003, must be obligated by using a Year-End Obligation document. Charge card transactions that are not obligated in FY2003 will be charged to FY2004. Year-End Obligation documents need to be submitted to OR915 by close of business, Wednesday, September 24, 2003.

If you determine after looking at the EAGLS statement that you need to complete a Year-End Obligation document, contact Myrna Davis at 808-6093, 4th floor southwest corner, for a form and instructions to complete.

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2. **FOR CARD HOLDERS WITH TRAVEL AUTHORITY ONLY:** If you expect to have centrally billed travel items, such as air fare, rental car, etc. on your September statement or have items that will occur prior to September 30th and the default code for your credit card is inappropriate for those transactions, please contact OR915 on an individual basis to make adjustments to the cost structure that should be used for the travel transactions.

It is highly recommended that card holders restrict the use of the credit cards and checks as much as possible after

September 12, 2003. For further assistance with these items, please contact Myrna Davis at extension 6093 or Cyndi McClelland at extension 6199.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Kay Gargano
Acting Chief, Management and Budget Staff

Authenticated by
Mary O'Leary
Management Assistant