

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

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August 16, 2004

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Information Bulletin No. OR-2004-160

To: All Oregon State Office Employees

From: Chief, Management and Budget Staff

Subject: Charge Card/Convenience Check Procedures for FY 2004
End-of-Year Closing

The end-of-year closing date for financial transactions affecting FY 2004 has been accelerated to September 24, 2004. This date is the last day this fiscal year that any transactions can be entered by the field into the federal financial system (FFS). 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 FY 2004 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, 2004, OR915 will pull and print an EAGLS bank card statement on Monday, September 20 and will provide the paper copy to the cardholder or his/her supervisor on Monday afternoon . For any transaction for which the default fund code is not appropriate, this document will need to be annotated with the adjusted cost structure and returned to OR915 no later than noon, Wednesday, September 22, 2004 so that adjustments to cost data can be entered into FFS. The fund coding will not be adjusted on any purchases made after September 19, 2004.

Charge card, convenience check, or centrally billed purchases not appearing on the EAGLS bank card statement, but expected to occur by September 30, 2004, must be obligated by using a Year-End Obligation document. Charge card transactions that are not obligated in FY 2004 will be charged to FY 2005 funds. Year-End Obligation documents need to be submitted to OR915 by noon, Wednesday, September 22, 2004.

If you determine after looking at the EAGLS statement that you need to complete a Year-End Obligation document, contact Cyndi McClelland at 808-6199 or Kay Gargano at 808-6481, 4th floor southwest corner, for a form and instructions to complete.

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 10, 2004. For further assistance with these items, please contact Cyndi McClelland at extension 6199 or Kay Gargano at extension 6481.

Signed by
Darwin D. Priebe

Authenticated by
Heather Gisch
Computer Specialist

Distribution
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