



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



**In Reply Refer to:**

1512 (OR-952) P

April 12, 2007

EMS TRANSMISSION 04/19/2007

Instruction Memorandum No. OR-2007-051

Expires: 9/30/2008

To: DMs, DSDs, Staff and Branch Chiefs  
Attn: Charge Card Approving Officials

From: State Director, Oregon/Washington

Subject: Charge Card Program Review

**Program Area:** Charge Card Program

**Purpose:** The purpose of this Instruction Memorandum (IM) is to provide direction regarding review and approval of charge card statements by Approving Officials.

**Policy/Action:** The purpose of the review and approval by the Approving Official is to ensure that the transactions are valid and in support of the organization's mission. Approving Officials are required to complete the Department of the Interior (DOI) Approving Official training before they review and approve charge card statements. In addition, approval signatures must be legible and meet the required time constraints.

The Acquisition Management Review (AMR), conducted by the National Charge Card Program Coordinator, in April 2006, noted that although most charge card statements contained documentation of an Approving Officials review, 32 percent of the signatures were not legible, or the Approving Official only included their initials. The need for a legible signature is to confirm that the individual is recorded in the Bureau of Land Management (BLM) authorized Approving Official database. To ensure that we are in compliance with this policy in the future, approving officials are required to stamp, print or type their name below their signature as well as ensuring that statements are signed with the same name used when they completed the DOI training.

In addition, the AMR noted that there was no date of the signature on 14 percent of the statements and 17 percent of the statements were dated over 30 days after the statement date. The date of the review and certification of a reconciled statement is required within **five** business days of receipt of the charge card statement from the cardholder as required by BLM

Manual 1512.15D.

Appendix 6, Approving Official/Cardholder Charge Card Statement Review/Reconciliation Checklist, taken from the BLM Manual 1512 is attached as a refresher of the items the Approving Official is reviewing and certifying for the reconciled statements.

**Timeframe:** This IM is effective upon receipt.

**Budget Impact:** N/A

**Background:** Recently, a review was conducted by the National Charge Card Program Coordinator, as a member of the Acquisition Management Review Team. As a result of that review, it was found that Oregon/Washington was deficient in the review and approval of charge card statements by the approving officials.

**Manual/Handbook Sections Affected:** N/A

**Coordination:** Coordination has been through the Oregon State Office Branch of Procurement.

**Contact:** Should you have any questions, please contact Dawn Higgins, Procurement Analyst, at (503) 808-6228.

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum 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  
James G. Kenna  
Associate State Director

Authenticated by  
Rita Wallberg  
Records Section

1 Attachment

1 - [Appendix 6, Approving Official/Cardholder Charge Card Statement Review/Reconciliation Checklist](#) (2 pp)

Distribution  
WO-850 (1075-LS)

1512 - CHARGE CARDS AND CONVENIENCE CHECKS  
FOR TRAVEL, PURCHASE, FLEET, AND UNIFORMS - P

**Approving Official/Cardholder  
Charge Card Statement Review/Reconciliation Checklist**

1. **Signatures.** All monthly statements must be signed and dated by both the cardholder and the approving official/supervisor.

2. **Receipts.** Each centrally billed transaction must be supported with an original charge card receipt/invoice. Receipts must be arranged in the order that the items appear on the statement. Numbering the line items on the statement and the supporting documentation will further facilitate statement review. If receipts are smaller than 8 ½ by 11 inches, they must be taped to an 8 ½-by-11-inch sheet of paper.

Originals of centrally billed travel-related receipts must be filed with the charge card statement while copies of the receipts should be submitted with the travel voucher (if a receipt for a specific transaction needs to be submitted with the voucher). Receipts must be detailed vendor receipts, not simply the charge card slip.

3. **Item Descriptions.** Each item on the statement must have a written description of what was purchased. However, written description is not required if a reviewer would be able to determine exactly what was purchased from the information on the statement and the receipt. For example, some merchants print detailed transaction data that appears on both the charge card receipts and the charge card statement. For travel items, cardholders must indicate the dates, location, and purpose of the travel.

4. **ATM Cash Advances.** Travelers are authorized to obtain ATM cash advances only in connection with official government travel, and the cash advance should not exceed the M&IE for the trip. Obtaining cash advances not in connection with official government travel is considered charge card misuse.

5. **Funding.** If the default charge code is not correct for a transaction, the cardholder should enter the correct charge code (including proper budget object class (BOC)) on the monthly statement and the remote data entry staff should make the appropriate adjustments in FFS. A detailed list of current BOCs is found at <http://web.wo.blm.gov/wo880/handbook/handbook.htm>.

6. **Property.** Purchases of controlled property must go through property personnel. Contact your property specialist to ensure that all controlled property is charged against the correct BOC.

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7. **Material Safety Data Sheet (MSDS)**. Purchases of hazardous materials such as glue, paint thinner, printer/copy cartridges, etc., require a copy of an MSDS. It is the cardholder's responsibility to request an MSDS when making purchases of hazardous materials. Contact your local safety officer if you have any questions.

8. **Sales Tax**. As a rule, Federal and State sales tax must not be paid for construction, services, or supplies when the product/service is paid for with the government charge card; specific exceptions may exist in some states. However, taxes can be paid for rooms while in travel status.

9. **Maximum Single Order Limitations**. Only warranted acquisition personnel are authorized to place orders, within their warrant delegations, that exceed \$2,000 per transaction for construction or \$2,500 per transaction for service or supply items.

10. **Split Procurements**. Orders must not be split into smaller purchases to avoid exceeding the single-purchase spending limit assigned to the cardholder's account.

11. **Fuel and Repairs**. License plate numbers must be identified on all monthly statements for all fuel and repair purchases for government-owned (I and M license plates) or emergency rental vehicles. This includes ATVs, fire engines, trailers, motorcycles, etc.

13. **Fire Procurements**. All charges to subactivity 2821 require an incident/project order number, a request number and a financial code. Fire dispatch offices issue a incident/project order number (known as the fire number, i.e., ID-BOF-000080) and generate a financial code (4 digit, alphanumeric, i.e., A37C) for each incident. Request numbers (often referred to as the resource order number, i.e., E-202) begin with an "S", "E", "O", etc. An example of a complete charge code would be ID010-2821-HU-A37C-261A.

14. **Printing and Copying**. Small quantities specifically authorized by the Department of the Interior Acquisition Policy Release (DIAPR) 2004-06 may be purchased, or you can request waivers by contacting your local printing specialist.

15. **Lodging/Meals**. Check to ensure that both of these items are appropriately billed. If employees are on a crew chief option set because they perform crew chief duties for fire, the wild horse and burro program, or cadastral crews, all charges except cash advances should centrally bill (show as memo items). Otherwise, lodging and meal charges should be individually billed. Meeting rooms at a hotel/motel will normally bill the same as hotel/motel sleeping rooms. If meeting rooms individually bill, the charges must be moved from individually billed to centrally billed. Contact your supervisor and A/OPC if purchases are incorrectly billed.

BLM MANUAL  
Supersedes Rel. 1-1676

Rel. 1-1696  
Date: 11/15/05