



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Oregon State Office
P.O. Box 2965
Portland, Oregon 97208
<http://blm.gov/or>

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IN REPLY REFER TO:

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EMS TRANSMISSION 04/03/2015
Information Bulletin No. OR-2015-046

To: All Oregon/Washington District Managers and Field Managers
From: Deputy State Director, Resource Planning, Use, and Protection
Subject: Revised Bureau of Fiscal Services Limitations on Credit Card Transactions

On March 4, 2015, the Bureau of Fiscal Services, National Operations Center, issued Information Bulletin OC-2015-019 modifying Bureau of Land Management policy for credit card transactions.

The information bulletin requests that offices “Please notify BLM customers of the change, in writing, when possible.”

The Oregon State Office Forestry staff and Procurement staff have prepared the attached letter format that can be used for notification for Timber Sale Contract Purchasers and Stewardship Contractors.

Contact Dave Roché, Forester OR931, at 503-808-6310, if you have any questions.

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 with assistance in this matter.

Signed by
Cathy L. Harris
Assoc. Deputy State Director for
Resource Planning, Use and Protection

Authenticated by
K. Wentworth
Records Section

Attachments

1 – Draft Letter to Purchasers/Contractors (1p)

Distribution

LLORS (Tim Lieske)

LLORE (Sarah Bickford)

LLORR (Jerald Kottke)

LLORM (John Bergin)

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LLORP (Steve Castillo)

LLORV (Eric Ott)

LLORW (Mark Williams)

WO220 (Mike Bechdolt)

Mr. or Ms. Name
Address
City, State Zip

Dear Mr. or Ms. Last Name:

The Bureau of Land Management (BLM) has recently changed its policy for credit card and/or debit card transactions. The revised policy lowers the maximum dollar amount for a credit card and/or debit card transaction and reiterates the existing policy for splitting transactions. The change will become effective on June 1, 2015.

Effective June 1, 2015, the new limit for credit or debit card payments to the BLM is \$24,999.99. This amount is being lowered from the current amount of \$49,999.99 to reduce the cost of the transaction fees associated with these large-dollar transactions. Transaction fees for large-dollar credit and debit card transactions are costly to the Federal Government because fees are calculated as a percentage of the dollar value of the transaction.

The BLM does not have Personal Identification Number (PIN) equipment for the purpose of processing PIN authorized debit cards. All debit card transactions will be processed as credit cards and the dollar value limits will apply.

Existing Financial Management Service Card processing rules and regulations prohibit customers from splitting the total amount due into multiple payments. Splitting an amount owed into several payment transactions violates the Credit Card Network and Fiscal Service rules. An amount owed that exceeds the Fiscal Service maximum dollar amount may not be split into two or more payment transactions in the same day by using one or multiple cards. Additionally, an amount owed that exceeds the Fiscal Service maximum dollar amount may not be split into two or more transactions over multiple days by using one or more cards. Multiple transactions attempted on the same day using the same credit card will be rejected by the card processor if those transactions cause the total charge to exceed the maximum dollar amount.

If you have any questions regarding this policy change, please contact _____.

Sincerely,

Contracting Officer's Name
Contracting Officer