

Bureau of Land Management (BLM) Washington Office (WO) Charge Card Standard Operating Procedures (SOP)

1. Points-of-Contact

The following identifies the WO Charge Card Coordinators for the various charge card business lines.

Charge Card Coordinators

- Integrated Charge Card –
Casaundra Seay, WO-850 - 202-452-5188
Angela Davis, WO-850 - 202-452-5152

- Uniform Card –
Angela Davis, WO-850 - 202-452-5170
Casaundra Seay, WO-850 - 202-452-5186

2. References

- Department of the Interior (DOI) Integrated Charge Card Program Guide dated April 12, 2004

- BLM Manual Section 1512 - Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms, dated September 30, 2002

3. New Integrated Purchase/Travel Card Applications

A. Employee Responsibilities:

- Obtain a charge card application packet from the WO Charge Card Coordinator.

- Complete online training as required in accordance with the BLM 1512 Manual Section. The training course must be completed prior to your application being submitted to the Bank of America (BoA) for processing. All modules associated with the business lines, to which the cardholder will have access, must be completed, including “Introduction,” “Reconciliation,” and “Application” (see Attachment 2). The training website is <http://training.nbc.gov/chargecard>.

B. Supervisor/Approving Official Responsibilities:

- Review completed charge card application for accuracy and completeness. In this process, it is important to consider appropriate internal controls for the individual's charge card, e.g., appropriate option set in accordance with requirements for the employee's position, ATM access, and check writing authority. Refer to Attachment 3 for assistance in determining the appropriate option set.
- Provide a master accounting code (default charge code) on page one of the application. Contact your budget staff for questions.
- Sign application and forward it to the Servicing Charge Card Coordinator.

C. WO Charge Card Coordinator Responsibilities:

- Review completed application for accuracy and completeness. Make necessary changes and forward to the BoA for processing.

4. Travel Business Line

The travel business line is a Government charge card business line used to pay for transportation and reimbursable travel expenses incurred while on official travel.

The travel business line must only be used by the cardholder to purchase:

transportation tickets;
lodging;
meals;
rental cars; and
fuel for rental cars while on official travel.

The only exception to this is if the travel charge card is not accepted or an exemption has been granted. You must not use the travel business line to pay travel-related expenses for others. The travel business line may be used for ATM cash advances if the approving official has given the cardholder this privilege. The cardholder may exercise this privilege no more than 5 days prior to the beginning date of the official travel. All ATM cash advances shall not exceed the allowable meals and incidental expenses for the duration of the official travel. All ATM cash advance limits are \$250 per day and \$500 per week.

5. Purchase Business line

The purchase business line is a Government charge card business line, which may be used to purchase supplies, equipment, services, construction, short-term rental of equipment, lease of special-use space, and repairs that are at or below the micro-purchase threshold (\$2,500 for all purchases except construction, \$2,000 for construction).

Transactions under the purchase business line must comply with all applicable regulations, including the Federal Acquisition Regulations and DOI and BLM policies. The cardholder is responsible for using good business judgment at all times when using the charge card. All purchase business line transactions will be centrally billed.

The cardholder must not split a single requirement into two or more smaller purchases so that each purchase falls within the single purchase limit. Purposely splitting a purchase may result in the cancellation of purchase authority and disciplinary action. Please contact a procurement person in the Property, Acquisition and Headquarters Services Group, WO-850, if there is need to purchase an item over the micro-purchase threshold.

Property, information technology (IT), and safety-related purchases require coordination with, and appropriate approval from, the property, IT, and safety staff. If approval is required, it must be documented in the charge card file. Approving officials are responsible for ensuring this coordination has been completed.

Consult your WO Charge Card Coordinator for further assistance with the purchase business line.

6. Convenience Checks

Convenience Checks may only be used for the following:

- Payment to vendors who will not accept a charge card;
- Emergency incident support, i.e., fire, flood or any other natural disaster; and
- Reimbursing volunteers for expenses.

Under no circumstance shall convenience checks be used for payment of travel-related expenses. For more information regarding use of checks, consult the WO Charge Card Coordinator.

The Internal Revenue Service Form, 1099 MISC, must be completed monthly and sent to the National Business Center, Business Information Systems Group (BC-640), for all convenience checks written that are associated with certain Budget Object Class Codes identified in the BLM Manual Section 1512, Appendix 9.

Convenience check writers are responsible to know and follow documentation guidelines described in DOI Integrated Charge Card Program Guide, 3.11, and BLM Manual Section 1512.

7. WO Charge Card Coordinator Role

The WO Charge Card Coordinator provides oversight and monitoring of transactions in accordance with applicable laws, regulations, and procedures; reporting of misuse to the Office of Inspector General; and working with the Human Resources staff as needed. The Charge Card Coordinator provides account maintenance, advice, and assistance to managers, supervisors, approving officials, cardholders, and others as requested. The WO Charge Card Coordinator shall conduct reviews annually in accordance with the BLM Manual Section 1512 and submit results to the WO Charge Card Coordinator by March 1 of each year.

8. Supervisor/Approving Official Program Management Roles

The approving official is responsible for oversight and monitoring of designated cardholder's compliance with established charge card rules and procedures. Approving officials will be held accountable to take appropriate disciplinary action against any cardholder under their supervision for misuse of the card or any other inappropriate or fraudulent use of their cards.

It is the approving official's responsibility to make sure that charge cards are used only for official Government business and that the program is free of fraud and abuse. The approving official is the one that is most familiar with the needs of his/her organization and the appropriate expenditures to support it. Therefore, it is critical that he/she make it a priority to be actively involved in performing thorough monthly reviews of each employee's charge card statement and ensure that travel vouchers are completed correctly and timely.

Charge card approving officials must:

- Complete all modules of the BLM web-based charge card training at <http://training.nbc.gov/chargecard>, as well as the required DOI approving official training at <http://training.nbc.gov/chargecard>. Forward all certificates of completion to the WO Charge Card Coordinator.
- Authorize new accounts.
- Approve changes to cardholder accounts in writing to the WO Charge Card Coordinator.
- Review and sign reconciled statement. Refer to Attachment 4, Approving Official/Cardholder Master Card Statement Review/Reconciliation Checklist.
- Approve transaction transfers from individually billed to centrally billed and vice versa.
- Review transaction exception reports to identify purchasing patterns that may indicate charge card misuse/abuse.
- Monitor delinquency reports.

- Take appropriate action in the event of charge card misuse, abuse, or delinquency.
- Ensure that charge card records are retained for 3 years in accordance with the local charge card retention plan.
- Notify the WO Charge Card Coordinator when a cardholder on a limited-use card needs to travel.
- Ensure that a cardholder's charge card account information is updated when they transfer to another BLM office or go on a detail. The charge card account must be cancelled and the card destroyed when a cardholder resigns, retires, or transfers to another DOI bureau or Federal agency.

9. Cardholder Roles

The cardholder must do the following:

- Verify that all transactions are valid and correct by matching each transaction to a receipt/invoice.
- Include a concise, detailed description for each transaction. Travel-related transactions must be identified with the date, location, and purpose of the travel or a copy of the travel voucher must be attached to the statement and referenced on each associated line item.
- Enter the proper accounting code on each centrally billed transaction if the default accounting code printed with the statement line item is not appropriate.
- If the cardholder is unable to verify the validity of a transaction, he/she must first work with the vendor to correct the error. If unable to resolve the issue with the vendor, complete the BoA dispute form found on the back of the statement. The dispute form must be submitted to BoA within 60 days of the statement date showing the disputed transaction. Contact the WO Charge Card Coordinator for assistance.
- Determine if any transactions need to be moved from individually billed to centrally billed or centrally billed to individually billed. Request this transfer through the WO Charge Card Coordinator with approval from your supervisor.
- Sign and date the statement.
- Give signed and dated statement and supporting documentation to approving official for review and signature within 5 business days of receiving it.
- Forward the approved statement to Remote Data Entry (RDE) person to adjust accounting information.

- Pay for individually billed items in a timely manner to ensure that the payment is received prior to the BoA due date.
- Notify the WO Charge Card Coordinator when going on a detail, changing bureaus or agencies, or separating from Government service. This must be completed a minimum of 5 working days prior to the change.

10. RDE Role

The RDE must:

- Adjust all line item funding codes in the Federal Financial System (FFS) as requested by the cardholder, and default codes that have been rejected, as identified by the WO Charge Card Coordinator. Note: RDE entry shall not be completed for any statement that does not have an approving official signature. Refer FFS questions to the appropriate Budget Office.
- Sign, date, and initial each statement upon completion of adjustments. Centrally file monthly statements in a secure location and retain for no less than 3 years. Refer FFS questions to the appropriate Budget Office.

11. Transfer Transaction Procedures

If a cardholder has a charge that needs to be moved from individually billed to centrally billed or vice versa, the cardholder's approving official must send a request outlining the reason for moving the charge to the WO Charge Card Coordinator. A copy of the cardholder's statement must also be sent to the WO Charge Card Coordinator with a notation of the changes to be made.

12. Delinquency Report Management

Delinquency reports are sent monthly to the WO Charge Card Coordinator. The WO Charge Card Coordinator distributes the report and specific information pertaining to delinquent accounts to the Associate State Director, Field Manager, Deputy State Directors and cardholder as appropriate to the circumstance.

13. Corporate Card (Airline Tickets)

The WO corporate travel non-emergency account is only used to purchase transportation tickets. It can be used to purchase transportation tickets for invitational travelers (e.g., Resource Advisory Council members), new employees who have not received their charge card, or volunteers. The corporate account may not be used to purchase transportation tickets for employees whose charge card accounts are suspended or cancelled due to misuse or delinquency unless they have received approval from the Assistant Director, Business and Fiscal Resources. In order to use the corporate account, a completed

travel authorization must be submitted to your WO Charge Card Coordinator. Your WO Charge Card Coordinator will send an approval memorandum to the travel agency.

14. Special Approvals

Elevated approvals are required for the following:

- A. If a cardholder has lost his/her charge card privileges due to delinquency or misuse, and is required to travel, they must obtain approval from the Assistant Director, Business and Fiscal Resources, to have his/her transportation ticket(s) purchased on the corporate travel account. Reference BLM Manual Section 1512.4.
- B. If a cardholder has lost his/her charge card privileges and has been placed on a limited use card, the cardholder will only have access to the travel business line. Once the cardholder has kept his/her limited use card current, e.g., no delinquencies, for a minimum of 1 year, he/she may apply to have purchase authority reinstated.

This request must be routed as follows:

- 1. Cardholder's supervisor;
 - 2. Assistant Director, Business and Fiscal Resources;
 - 3. BLM National Charge Card Coordinator (BC-620);
 - 4. BLM Procurement Chief (WO-850); and
 - 5. Director, Office of Acquisition and Property Management.
- C. If a cardholder has lost his/her ATM privileges, cash travel advances may be obtained through the BLM National Business Center Finance Office. These requests require the prior approval of the Assistant Director, Business and Fiscal Resources. The request must be processed through the cardholder's supervisor and State Director. For more information, reference BLM Manual Section 1512.

15. Exit Procedures

When a cardholder changes bureaus, agencies or is separating from Government service, the cardholder is required to notify the WO Charge Card Coordinator a minimum of 5 working days prior to separation. The cardholder must complete the documentation available in Attachment 5 and turn it into the WO Charge Card Coordinator prior to separation. For further information, contact the WO Charge Card Coordinator.