

BLM Colorado
Standard Operating Procedures
For
Charge Cards and Convenience Checks

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References for Charge Card Guidance

[DOI Charge Card Manual](#)

[1512 Manual](#)

Obtaining an Integrated Charge Card

Employees must complete the appropriate training modules for each business line they are applying for in the [Integrated Charge Card Program](#) web-based training. Purchase cardholders are also required to take [green purchasing training](#).

Complete the application for the business line being applied for (i.e.: integrated-uniform). Applications can be obtained on-line at the [Charge Card SharePoint Site](#), or from your local Agency Organization Program Coordinator (A/OPC). Also see the [Charge Card SharePoint Site](#) for a current list of A/OPCs in Colorado.

Supervisor will determine the credit limits to be assigned to the account based on an individual's needs.

Crew chief option sets will be authorized in accordance with BLM policy by the Bureau Procurement Chief in Washington, which has been officially delegated to the State Procurement Analyst. Please send the [Crew Chief Authorization Control Set Request](#) and training certificate from the [DOI Web-Based Training](#) to the State Charge Card A/OPC for processing. The National Operation Center will then assign the appropriate crew chief option set to the cardholder.

(NOTE: Do not check the check writer box on the application; there is a separate process for check writing authority outlined below.)

To Obtain Convenience Checks you must have a letter of approval from your field office manager, and a report outlining Convenience Check usage for the entire office, dating back for no less than 6 months. The State Procurement Analyst will review both the Convenience Check request letter and report and forward to the Washington Office for final approval.

Once received the cardholder should contact the appropriate bank to activate the account and establish a personnel identification number (PIN).

Card should be received in seven to ten business days after the application is submitted by the A/OPC. The A/OPC can also put *Code Red* on top of the application to have the card sent overnight by FedEx once it is printed, which is usually 3-4 business days.

Mandatory uses of the Integrated Charge Card

Travel (1512 Section .2)

Use of the integrated card is mandatory for official government travel. The card must be used for purchase of airline tickets, rental vehicle charges and fuel for said vehicles, lodging expenses and all other expenses incurred while on official business. Charges will be either centrally billed (paid by the department) or individually billed (paid by the cardholder). The travel must be pre-authorized with a Travel Authorization, and a Travel Voucher must be submitted 5 days after travel is complete. Use of the card must comply with all Federal Travel Regulations. ATM withdrawals may be used 3 days before, and up to the last day of travel.

Corporate Card (1512 Section .3)

The Corporate Card is used only for transportation and the associated fee. If an employee does not have a government charge card and must travel, the corporate card can be used for the airfare only and travel fee. Lodging must be purchased by a crew chief, warranted contracting officer, or by the employee with personal funds. Corporate cards may be used to pay for transportation costs for Mission Partners (e.g. RAC Members and Native Tribe Leaderships not supported by a contract or co-operative agreement).

Crew Chief Option Sets (1512 Section .4)

Crew Chief Option sets give Crew Chiefs and other designated individuals a way to pay for meals and lodging for crews when the crew members are either seasonal employees or non-federal personnel who do not have government charge cards. The cardholder must have access to the purchase business line to be assigned to a crew chief option set. Crew Chiefs are required to annotate the names of crew members on the receipt for each purchase. Note: Crew Members who have their own travel cards are required to use their government charge card for all of their own expenses (lodging and meals except group meals).

Purchase (1512 Section .5)

The purchase business line is to be used for micro purchases not to exceed \$3,500.00 for supplies/equipment, \$2,500.00 for services and lease of space or repairs (Service Contract Act), and \$2,000.00 for construction (Davis Bacon Act). A warranted Contracting Officer can exceed the limits above when paying for an order that was placed using a procurement instrument and the Contractor agrees to accept payment with the charge card. Information on the various credit limits can be obtained from your local A/OPC or RDE (<http://teamspace/co/sites/Procurement/Pages/ChargeCard.aspx>). All purchases must comply with the Federal Acquisition Regulations (FAR), the Interior Integrated Charge Card Program Policy Manual and established BLM policies. The State Procurement Analyst should be contacted if assistance is needed in determining if a purchase is allowable or requires special processing.

Convenience Checks (1512 Section .53)

Convenience checks fall under the purchase business line. Convenience checks may be issued to pay vendors who do not accept the government purchase card and under the emergency incident support procedures. Micro purchase limits stated above also apply to purchases made by convenience check. Contact your district or state A/OPC for further information.

Fleet (1512 Section .6)

Fleet cards are assigned to Interior I-tag vehicles and embossed with the specific vehicle tag numbers. Cards are maintained in the individual vehicle book. Credit limits for fleet cards are \$5,000.00 cycle

limit and \$3,000.00 single purchase limit. Additional guidelines for use of the Fleet card are available in the [BLM Fleet Management Handbook 1512-3](#). If required vehicle repairs exceed \$2,500.00 contact the State Fleet Manager and local Contracting Officer.

GSA vehicles require a pin number for fuel purchase; the pin is the G-tag number without letters. Gas for non-I tag vehicles and gas powered equipment should be acquired by purchase card (e.g. chain saws, ATVs, weed whackers). If the pump requires a zip code to be entered it will be the office zip code that is listed for that card. Unauthorized fleet card purchases will be reallocated back to a program account.

Uniform (1512 Section .7)

Uniform cards have been replaced with the Uniform Allocation Allowance (UAA). Program guidance can be located at the [BLM National Program Site](#).

[VFImagewear](#) is the only BLM uniform vendor. Employees who previously had active (some "new" or "suspended") uniform draw down cards have been loaded into the UAA system. Employees log in with their Employee Number and PIN. If an employee has lost or can't remember their Employee Number or Employee PIN, contact VFImagewear's Customer Service at 1-800-334-9087.

Seasonal employees can be entered into the UAA and will receive their own Employee Number and PIN. Seasonal employee's account will not roll over fiscal years so even though the profile will state they are a Uniformed Employee and they have an Approved Allowance Status, the office will have to manually verify the Seasonal Employee's employment and ability for a replacement allowance each year. An initial spending allowance is established by the Approving Official (Supervisor) in the application process. The draw down limit is issued in \$100 increments up to a maximum of \$800, which is the maximum dollar amount allowed per fiscal year for uniform purchases. Once established the uniform drawdown amount can be changed with supervisor approval. All changes to uniform card allowances will be submitted to the District A/OPC or RDE who will submit the request to the State Lead A/OPC for processing. Uniform allowances do not accrue or accumulate into the next fiscal year even if the previous year's allowance was not spent. The uniform allowance is automatically re-set at the beginning of each fiscal year.

Volunteers will not be entered into the UAA. A purchase card holder in the appropriate office will have to obtain Special Purpose access to VFImagewear on a yearly basis to purchase uniform components for volunteers.

Special Purpose Uniform Items

Special Purpose Uniforms are available through [VFImagewear](#). Uniforms must be acquired using a purchase card. Law enforcement (LE) employees must follow the LE uniform guidelines found in [Law Enforcement Uniform Program](#). LE Employees currently retain their uniform cards and therefore are marked with No Allowance/Credit Card Only. Please reference the [IM OC-2013-025](#).

Prohibited Uses of the Integrated Charge Card

Miscellaneous Obligations

Miscellaneous obligations created to pay the vendor J.P. Morgan is no longer authorized by the WO.

Travel (1512 Section .2)

Cardholders are not to use their travel card to pay travel related expenses of other persons or any incidentals, such as parking, while not on official travel. Cardholders must not use the travel card for ATM withdrawals while not in travel status. Travel cards may not be used for local parking.

Definition of local parking is any parking while not on a travel authorization.

The proper procedure to pay for local parking charges is to use personal funds and submit [Standard Form 1164](#). The travel card should never be used to pay for fuel for a personal vehicle, if traveling with your personal vehicle; cardholders will be reimbursed for mileage through the travel voucher process.

Corporate Card (1512 Section .3)

The corporate card cannot be used for lodging, travel costs of a contracted employee or an employee covered under a support agreement. These costs must be paid for through a contract or Interagency Agreement.

Crew Chief Option Sets (1512 Section .4)

Personnel on a fire assignment or detail in the positions of Dispatch Recorders, Support Dispatchers, or Coordinator are not authorized to be placed on the crew chief option set. Employees may not use the crew chief option set to circumvent the travel voucher process for employees who have assigned integrated cards. Under no circumstances may alcoholic beverages be purchased, either with the meal or separately, on the crew chief's charge card. The cost of lodging and meals may not exceed the maximum lodging and per diem authorized by the locality per diem rate published by the General Services Administration (GSA). See GSA website for updated [per diem rates](#).

Purchase (1512 Section .5)

If a purchase is over the micro purchase limit(s), the cardholder(s) is (are) not to split the purchase into smaller purchases, use/share with another cardholder, or piecemeal to keep individual items below the spending limits. Purposely splitting a procurement transaction will result in account suspension, and mandatory purchase card retraining, and may result in the loss of purchasing authority for all employees involved. Note: Purchase cardholders should not buy food unless on crew chief option or fire warrant unless authorized by [BLM WO IM 2002-12](#). Purchase cards are not to be used to acquire the items listed below:

- Gift Certificates/Cards
- Meals, drink and lodging (except Crew Chief cardholders and warranted Contracting Officers)
- Leasing of space (except for warranted Contracting Officers)
- Repair and fuel for GSA vehicles or Interior owned vehicles (unless the vehicle's fleet card is not accepted)
- Printing and copying (over 500 copies of a single page document or over 2,500 total pages of a multiple page document or \$500) <http://www.doi.gov/pam/programs/acquisition/dpr2004-06.cfm> GPO waiver request is required above these thresholds and is available on the charge card SharePoint page or by clicking on the following link; http://teamspace/co/sites/Procurement/Charge%20Cards/Print%20Orders/GPO%2056_Waiver_Request.pdf
- Refreshments (unless specifically authorized)

- Uniform components (except for volunteers and seasonal employees who are required to wear the uniform, but do not have a uniform allowance)
- Personal use items (unless identified in the Safety Risk Assessment as Personal Protective Equipment (PPE) and authorized by the State or District Safety Manager)
- Cash advances to pay a vendor or paying a vendor through a third party (except services such as PayPal and ProPay)

Convenience Checks (1512 Section .53)

Convenience checks may not be used for the following:

- Payments to any family member of the check writer
- Payment to the check writer
- Travel cash advances
- Salary payments and cash awards
- Refunds
- Contract payments
- Volunteers should be paid using the [Standard Form 1164](#)
- Travel Reimbursement for Tribal consultations/meetings. Tribal travel reimbursement requires both a FBMS Vendor Request Form (Note: Please check the CFT waiver at the bottom of the form for the Dept. of Treasury to issue a check payment. This is a one-time form for the individual.) and the [Standard Form 1164](#).
- Checks may not be written after the purchase deadline for each fiscal year without either a signed continuing resolution or a signed appropriations bill.

See additional restrictions in [1512 Manual](#).

Fleet (1512 Section .6)

Fleet card purchases for gas in a Personally Owned Vehicle (POV) are never allowed. Other restrictions include aftermarket/convenience accessories (e.g. seat covers, phone holders or chargers) are not approved purchases on the fleet card.

Cardholder Responsibilities

Cardholders will provide a fund code, sign and provide receipts for their monthly statements within 5 working days of receiving it, using the procedures described below. These procedures apply to all monthly statements, including those that only contain individually billed items. Statements shall be submitted to RDE/AOPC by the 15th of every month. Additionally, a charge card statement review form is provided as [Attachment 2](#).

Cardholders with check writing authority must collect information for reporting income to the IRS at the time of issuing the check. Use the IRS Form 1099MISC or other locally developed form to collect this information.

Use of the employee travel charge card is not optional when traveling on official business except in extenuating circumstances beyond the cardholders control or when an exemption has been granted in advance. Failure to obtain and use the card may result in disciplinary action. Cardholders are required to use the travel charge card to purchase their own transportation tickets, lodging, rental cars, and fuel for rental cars while on official travel. Cardholders must make full payment by the date indicated on the charge card statement, whether or not reimbursement has been received for the charges incurred. Note: Cardholder accounts which are 60 or more days delinquent will be suspended, and 120 or more days may result in wage garnishment. Additional administrative action may be made in accordance with The Departmental Manual (page 8, #23).

Cardholders must do the following:

- Verify that all transactions are valid and correct by matching each transaction to receipts or invoices. Attach original receipts, in date order, for each item to the monthly statement.
- Pay for individually billed items prior to the due date on the monthly statement.
- Determine if any transactions need to be moved from individually billed to centrally billed or centrally billed to individually billed. Request this move by completing a [transfer transaction request](#) & submitting through your through your A/OPC with approval from your supervisor.
- Convenience check writers must reconcile the bank statement with the check register to ensure that the amount on the statement is consistent with the amount on the check.
- Submit the entire original monthly statement to the Approving Official for approval. The exception is when there are individually billed items and the top portion of the statement must be separated and included with the Cardholder's payment.
 - Include a concise, detailed description for each transaction (for example: purchase of net wire for vegetation cages in allotment 0021).
 - Attach the detailed/itemized receipt or invoice (not packing slip or bill of lading) for items purchased.
 - Travel-related transactions must be identified with the date, location, and purpose of the travel (for example: SLT meeting, Lakewood, CO, 11/16-19/2014)

- Include a copy of the travel voucher, or authorization if the voucher is not available.
- Attach all original travel-related receipts of centrally billed travel expenses to the charge card statement in the order they appear on the statement.

Note: For individually billed items (above the memo line on the statement) receipts are not required.

- Enter the proper, complete accounting code on the [Charge Card Reconciliation Worksheet](#) for each centrally billed transaction.

Example of correct coding for charge card statements :(GL) 6100.**264B** - (FA)
L**1652**0000.**HC**0000 - (CC) LL**CO952**000 - (WBS) **LXSIBLMR0000** - **SOURCE YEAR (XXX, 16X, etc.)**

- Work with vendors to correct errors, if you are unable to verify that a transaction is valid. If you are unable to resolve the issue with the vendor, you must complete a dispute form or contact the fraud department by using the toll free number on the back of the card. The dispute form or call must be submitted to the credit card company within 60 days of the statement date showing the disputed transaction. Contact your local A/OPC or RDE for assistance, or view the FAQs on the [Charge Card SharePoint Site](#).
- Cardholders with check writing authority must enter 1099 data into FBMS monthly. On the main reallocation screen click on the 1099 information button, enter the Tax ID or SSN and use the lookup function. Check writers without FBMS access will fill out a 1099 form located on the Charge Card SharePoint page, and include it with the statement documentation for RDE entry.
- Cardholders with the crew chief option set must annotate each meal (breakfast, lunch, or dinner), first and last name of all crew members, incident resource order (if required) and receipts for all meals and lodging expenses.
- Sign and date the statement.
- Give the signed and dated statement and supporting documentation to your Supervisor/Approving Official for review and approval within 5 calendar days of receiving it in accordance with BLM Manual 1512 Section .15 sub-section C.
- Cardholders who take a temporary promotion or detail over 60 days outside their normal duty station will work with their district or state A/OPC to temporarily change their billing address to the new location as soon as practicable to ensure statements are received in a timely manner. Cardholders will then submit their statements to the temporary supervisor for signature and send back to the official duty station for reallocation and record retention. Once the temporary promotion/detail ends, cardholders will work with the district or state A/OPC to change the billing address back to the official duty station.

Approving Official Responsibilities

The Cardholder's supervisor is his or her Approving Official. An additional charge card statement review form is provided as [Attachment 2](#) to verify all actions are processed. Statements shall be submitted to RDE/AOPC by the 15th of every month.

Approving officials must do the following:

- Approving officials must successfully complete the approving official training module in DOI Learn. It is suggested that the Supervisor/Approving official familiarize themselves with each business line by taking the module training that governs each business line used in their section.
- Authorize new accounts. This includes determining what charge card business line(s) (travel, purchase, or uniform) the new cardholder will have access to, ascertaining what their spending limits will be, and verifying that required training has been accomplished. Questions can be directed to your local A/OPC.
- Approve changes to cardholder accounts. This includes changes in business lines and option sets. Supervisors requiring employees to attain a crew chief option set must complete the [Crew Chief Option Set Request](#) each season. Supervisor is then required to send the signed hard copy request to the State Office A/OPC via email or fax.
- Approve moving individually billed transactions to centrally billed and centrally billed transactions to individually billed account.
- Ensure that travel voucher reimbursements are consistent with charges on the monthly charge card statement (i.e., no centrally billed transactions have been submitted for reimbursement).
- Review cardholder statements. Counsel the cardholder or take appropriate disciplinary action in the event of charge card misuse or delinquency. A supervisor may also place administrative restrictions on an employee's charge card account (e.g., reduced credit limits, no ATM access, designate the account as limited use).
- Review and certify completed statements within 5 calendar days of receipt of the charge card statement from the cardholder. Cardholders should provide supervisors with their complete statement (including Signature/date, Cost Coding and documentation) within five calendar days after they receive their monthly statement in accordance with BLM Manual 1512 Section .15 sub-section C.
- Give the approved statement to the person in the office doing remote data entry (RDE) or A/OPC, to enter correct accounting information in FBMS within 5 days in accordance with BLM Manual 1512 Section .15 sub-section C.
- Notify your District or State Agency/Organization Program Coordinator (A/OPC) when a cardholder on a limited-use card needs to travel. Cardholders who because of delinquency have had their card suspended can, at their supervisor's discretion, be placed on a limited use card.

Once the delinquency is resolved the card can, again upon supervisor approval, be restored to an active account status. Under a limited-use card, the A/OPC must activate the employee's card prior to travel and deactivate it upon completion of the travel.

- Notify A/OPC or Field RDE of departing seasonal employees, retirements and employee transfers to other offices so that they are updated in the appropriate system.
- Ensure that an employee's charge card master account information is updated when they transfer to another BLM office and that their card is cancelled if they resign, retire, or transfer to another DOI bureau or federal agency.
- Ensure that cardholders have reconciled their accounts and provided all required documentation prior to termination, being placed in non-pay status, resignation, or retirement.

Field Office RDE responsibilities

- Ensure security and accuracy of Charge Card Files. Charge card statements contain account numbers and must remain secure at all times.
- Track incoming statements from Approving Officials (using the monthly statement lists provided by the state office) within the office to ensure timely turn in and follow up if statements are not received. Statements shall be submitted to RDE/AOPC by the 15th of every month.
- Check each statement for proper coding (outlined above in the cardholder section), cardholder and supervisor signatures and dates, and a receipt for each centrally billed transaction. If items are missing, they must be annotated on the [Statement Review Form](#) and returned with the statement to the supervisor for correction.
- Once a statement is checked for completeness each transaction must be reviewed and/or reallocated in FBMS. Work instruction can be found under FBMS>Core Financial >CC>CC Help
- Ensure that default accounting codes are up to date in FBMS. Default codes can be viewed and updated in FBMS>Core Financials>CC.>Maintain Charge Card Master Table.
- After Review/Reallocation check, annotate statement with date and RDE initials when the reallocations were completed and the statement has been checked for completeness (signatures, dates, valid codes, and receipts). File the statements alphabetically by cardholder, card type and fiscal year.
- Update 1099 information from cardholder documentation/1099 forms.

- Monthly statements and supporting documentation shall be retained in central files in accordance with local policy. Charge card files can be accessioned to the National Records Center using a seven year disposal date. Keep the current year, plus seven fiscal years of prior cardholder records on file. Accession all older files.

Initiate Charge Card Applications for new accounts. Provide new applicants with the proper forms (see [Charge Card SharePoint Site](#)) and verify that an office address was used for the application, also ensure that the credit check box is initialed and both applicant and supervisor signatures are on the form. Application fill-ins highlighted in red are required information. In Section 2, please include middle initial. If cardholder does not have a middle name, please hand write in section NMN. Section 5 Statement / Card Delivery Address should always be the cardholder's duty station address. Applicants shall leave section 6 Home Address blank on all applications. Section 7 Contact Information shall always include the applicant's business telephone and email address. For seasonal employee who will not be receiving a designated phone number or email address, it is appropriate to use the immediate supervisor's information in section 7. Check that appropriate training has been completed. Then forward the completed application to the District A/OPC for transmittal to JP Morgan.

- J.P. Morgan PaymentNet can be used to print statements, change addresses, suspend and close accounts and conduct research into cardholder inquiries. Quick reference guides can be found on the [Charge Card SharePoint Site](#)
- Process [transfer transaction request](#) documentation for field office employees and send the form to the State Lead A/OPC to be entered into PaymentNet. Note: Must verify employee and supervisor signature, crew chief status, and whether the transaction is being moved to or from individually billed accounts
- Duties pertaining to Yearly, Quarterly and Internal reviews are found in the "Review Processes" section below.
- Take A/OPC training in DOI Learn as assigned

District A/OPC Responsibilities

- All RDE responsibilities above as they pertain to district employees.
- Update and change PaymentNet hierarchies within your district.
- Process applications by reviewing and signing section 9, and then fax it to JPMorgan for processing.

State A/OPC Responsibilities

- All RDE, and District A/OPC responsibilities above as they pertain to state office employees.
- Process the Monthly statement lists once received from the National Operations Center. Statements lists are sanitized (card number removed) and separated by office, then emailed to office leadership and charge card officials throughout the state.
- Responsible for Quarterly Reviews. Submit quarterly certifications that all statements for the current quarter have been properly reviewed and signed in accordance with policy.
- Annual business line reviews will be conducted by the State Office A/OPC to evaluate the continued need for crew chief option sets, purchase authority, convenience check authority and increased travel limits. Supervisors may be required to provide additional justification for retaining a cardholder on the above mentioned business lines if they are under the 12 transaction threshold.
- Review transaction exception reports to identify purchasing patterns that may indicate charge card misuse or splitting of purchases to keep the transaction under the individual's single purchase limit (\$3,500 for supplies, \$2,500 for services, and \$2,000 for construction).
- Monitor delinquency reports. Forward recommendations to the State Procurement Analyst for possible administrative action.
- Maintain the [Charge Card SharePoint Site](#).

Review Processes

Monthly Reviews – Conducted by the Field office RDE, District A/OPCs and State Office A/OPC for all Cardholders. This review is essentially conducted each month and reviews a statement for completeness using the [Statement Review Form](#).

Quarterly Reviews – The quarterly review is completed using the [quarterly review template](#), and forwarded to the State Office, on the last day of the first month of the new quarter. For the first quarter (Oct, Nov, Dec) the report will be due by the last business day in January. For the second quarter (Jan, Feb, Mar) the report will be due by the last business day in April. For the third quarter (April, May,

June) the report will be due by the last business day in July. For the fourth quarter (July, Aug, Sept) the report will be due by the last business day in October. The quarterly report will be sent to the district from the field offices and to the state office from the district offices for each business line.

Annual Review – The annual reviews are conducted in accordance with the 1512 Charge Card Manual. This is a 10% review, with a minimum of five cards reviewed, and all of the convenience check accounts must be reviewed every year. The State Office will forward the list of cardholders to be reviewed. The District offices will review the field offices and to the State Office from the district offices for each business line. For the Fleet business line, identified files will be forwarded to the State Property Manager for review. This review is conducted on the previous fiscal year's files after the new calendar year (e.g. FY 15 files in January of 2016).

Business Line Reviews – The NOC will forward a list of card accounts requiring justification to remain open for the purchase, convenience check and crew chief business lines. The general rule is that each account with less than 12 purchasing/check transactions for the year will need to provide justification to remain an open business line. The purpose of this review is to ensure that the state and each office have the cards that they need without having unnecessary redundant accounts open and vulnerable to fraud/compromise.

Internal Control Reviews – Are field audits conducted by the State Lead A/OPC or State Procurement Analyst or the State Property Manager. Prior to the audit team's arrival, they will request a random sampling of the previous fiscal year's files. The percentage of randomly selected files will depend on the amount of time allotted for the review. Once the review is completed the State Office will provide out brief detailing initial observations, concerns and areas for improvement. After the review the state office will provide a written report.

Additional Review

State Fire Mandatory Review – This is a 25% review, also with a minimum of five cards reviewed. All of the convenience check accounts and crew chief options must be reviewed every year. Coordinate a schedule with the Colorado State Office Fire Management team to perform the review in conjunction with their Internal Control Review (ICR). Prior to the audit team's arrival, they will request a random sampling of the previous fiscal year's files. The percentage of randomly selected files will depend on the amount of time allotted for the review. Once the review is completed the State Office will provide out brief detailing initial observations, concerns and areas for improvement. After the review the state office will provide a written report. For the Fleet business line, identified files will be forwarded to the State Property Manager for review.

Glossary

Micro Purchase Limit – The micro purchase limit for the charge card is \$2,000.00 for construction, \$2,500.00 for services, and \$3,500 for supplies.

Standard Spend limit – The standard spend limit is \$5,000 per monthly cycle.

Standard Travel Limits – The standard travel limits are \$7,500 for centrally billed accounts and \$2,500 for individually billed accounts.

Approving Official (AO) – The cardholder’s Supervisor that is responsible and signs employee’s charge card statements.

Cardholder – The individual employee who has a government integrated charge card.

Remote Data Entry (RDE) – Field office personnel that manage charge card statement at the Field Office level.

A/OPC – State or District employees that coordinate charge card actions.

Individually Billed - An individually billed transaction is billed directly to and paid by an individual cardholder.

Centrally Billed - A centrally billed transaction is a charge card expense that is billed directly to and paid by the government