



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

August 30, 2018

IN REPLY REFER TO:

Memorandum

To: All Employees, Office of Trust Services, BIA

From: Acting Deputy Bureau Director – Trust Services *Johanna B. Buckner*

Subject: OTS Charge Card Policy

This internal policy memorandum establishes a uniform process for submitting charge card statements and supervisory certifications for approval within the Office of Trust Services. Effective immediately, all employees will adhere to the following process and timelines for submission of charge cards and supervisor certifications:

All Employees with a Charge Card:

1. Employee receives monthly Charge Card Statement (Statement).
2. Employee annotates each charge as required by Bureau policy, including but not limited to Travel Authorization number, and attaches all supporting documentation for each charge. This includes DI-1 requisitions, quotes, invoices, receipts, packing slips, travel related documentation, etc.
3. Employee signs and dates Statement page on the “Account Holder” line.
4. Employee submits Statement and applicable documentation to their immediate supervisor by the 5th of each month.
5. Supervisor signs on the “Supervisor” line and dates, and then returns Statement and all documentation to employee by the 8th of each month.
6. Employee maintains their original Statement and supporting documents in case of an audit.
7. If no Statement is received for the month, employee fills out the “Non-Receipt of Charge Card Statement” form (Non-Receipt Form), signs on the Charge Card Holder line, and submits to their immediate supervisor by the 5th of each month in lieu of the charge card Statement. Supervisor signs and returns Non-Receipt Form to employee by the 8th of each month.
8. If reallocation of funds is required, employee submits documentation to their Division Chief and the Division Chief, Program Management and Coordination, will assign to Budget Analyst to execute.

Additional Step for Supervisors (except those referenced in Steps 10 and 11 below):

9. After all direct reports have submitted either a signed Statement or a signed Non-Receipt Form, Supervisors must sign and date the “Approving Official’s Charge Card Responsibility Certification” (Certification), and email the Certification to their Supervisor by the 10th of each month.

Additional Step for Division Chiefs, Tribal Resilience Coordinator, and Trust Reform Officer:

10. By the 12th of each month, the specified employees must upload a copy of 1) their Statement and supporting documentation or Non-Receipt Form (with supervisor's signature) and 2) their signed and dated Certification (if applicable) for their Division, to their assigned Charge Card Google Drive folder.

Additional Step for Associate Deputy Director and Directors of Program Management, Land Buy Back Program and Indian Energy Service Center:

11. By the 13th of each month, the specified employees must upload a copy of 1) their Statement and supporting documentation or Non-Receipt Form (signed by their supervisor) and 2) their Certification, to the appropriate Charge Card Google Drive folder.

Additional Steps for Designated Budget Analyst:

12. On or before the 14th of each month, the Designated Budget Analyst will ensure all required charge card documentation has been uploaded, complete the Monthly Charge Card Statement Tracking Sheet, and alert the applicable employee of any missing documentation, copying the Associate Deputy Director and the Deputy Director.
13. When all required documentation has been uploaded but no later than the 15th of each month, the Designated Budget Analyst will advise the Deputy Director that all charge card documentation has been submitted and provide the Office of Trust Services Certification form to the Deputy Director for signature.

As should be evident from a close review of the policy, the ability of supervisors and management to meet their timelines under this policy are dependent upon employees meeting their own timelines. Accordingly, this policy will be strictly enforced. Employees must plan ahead to insure deadlines which will fall during travel, leave, or even weekends, are met.

Questions regarding this process should be directed to Ashley Roubideaux, designated Budget Analyst for OTS charge card policies and processes.