



IA FLEET CHARGE CARD POLICY

The Citibank logo, consisting of a red arc above the word "citibank" in a blue, lowercase, sans-serif font.

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NOTE: This policy replaces all previous IA charge card policies. This includes but is not limited to, charge card Alert memos or other forms of correspondence released prior to dissemination date.

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I. Overview

Bureau of Indian Affairs Fleet Charge Card policy is a subset of Department of Interior (DOI) Fleet Card Policy found at: https://docs.google.com/document/d/1d39Jc8j971Wk6_cirvE8eCihSHi5PM5fPANHdi-Omig/edit, published: November 2019.

This policy ONLY applies to Indian Affairs (IA) owned vehicles. Tribal General Service Administration (GSA) Interagency FLEET vehicles and tribal vehicles are not included in IA policies or procedures. IA vehicles on a PL 638 contract, grant, cooperative agreement and/or vehicles donated to tribes **are not** authorized the use of the IA FLEET charge card. GSA vehicles are accounted for under the GSA Federal Fleet Management Systems (FedFMS) and not covered by IA policy.

II. Roles and Responsibilities

Charge Card Support Center (CCSC) is the liaison between each entity within DOI and the financial institution (CITIBANK). ALL Area Organization Program Coordinator (A/OPC) changes are reported to the Fleet Coordinator, forwarded to CCSC and the financial institution immediately.

Each (A/OPC) is assigned *and* has access to ONLY one region (except Southern Plains, OJS, and regions with BIE Schools). Each region can maintain up to **three** Alternate A/OPCs EXCEPT for, BIE. They are permitted four. A/OPCs must complete the required prerequisite training, issued the Letter of Appointment by the Fleet Coordinator prior to assuming any duties.

Complete roles and responsibilities of the A/OPC and Approving Official (AO) are in full detail in the DOI Fleet Card Policy Program.

Additional duties for **BIA** FLEET A/OPCs are

- Disseminating information provided by the Fleet Coordinator as requested;
- Receive, review, approve and forward completed Bulk Online application for new FLEET accounts to Fleet Coordinator;
- Notify cardholders of reviews/data calls or other matters requested by the Fleet Coordinator;
- Provide advice and assistance to the AO, cardholders, and managers;
- Notifying the Fleet Coordinator of any changes that may affect your role as A/OPC immediately;
- Conduct (2%) internal reviews annually;
- Maintain, manage, and record account data changes in CITIMANAGER;
- Notify the Fleet Coordinator AND provide a copy of documentation when:
 - Account has been sold (SF 126); transfer (DI-104); donated, etc.;
 - Force payment;
 - Vehicle Crossing State Line;
- Maintain ACTIVE status in VISA INTELLILINK

The **Approving Official** duties in the DOI Fleet Card Policy Program are straightforward. The most important duties of the AO are:

- Completing the Approving Official training-as required. This applies to **anyone** that assumes temporary AO assignment;
- Verifying, signing the monthly statement within 30 days of statement closing date;
- Maintain a copy of statements and documentation in a central location;
- Maintain FLEET charge cards in a building structure, (not in the vehicle);

III. Account Maintenance

Copies of charge card statement to include receipts, requisition, and DI-120 are to be maintained by the region for 6 (six) years. This is subject to change when FLEET accounts have implemented Online Review and Approval.

Types of Accounts: Vehicle; Heavy Equipment; Trailer; ATV; and Miscellaneous accounts.

Account Categories

CARDHOLDER FIRST NAME

(BIA/BIAF) VEHICLE	Car; SUV; Bus; Truck, etc.
(BIAEQ) HEAVY EQUIPMENT	Bobcat; excavator; loader; paving machine; backhoe; dump truck
(BIAEQ) TRAILER	All types
(BIAMISC) MISCELLANEOUS	ATV/UTV; snowmobile; golf cart; woodchipper; chainsaw; snow blower; portable generator; boat; jackhammer; compressor; concrete mixer, etc.

All FLEET accounts require an IPLATE or Property Tag. All vehicle accounts require a charge card **except** for vehicles loaned or used by

tribes. A trailer charge card is *optional*. The miscellaneous charge card can be used for trailer and all other miscellaneous items identified under *Account Categories*. Purchase of bulk fuel (40 gallons or more) with the miscellaneous charge card, require a requisition. ATV/UTVs used in remote locations can request an *individual* miscellaneous charge card (identified by the IPLATE number as LAST NAME embossed on the charge card). **Transactions for other miscellaneous items with this card is prohibited.** It is at the regions discretion to determine best option.

Application for a FLEET charge card, is requested through the Regional A/OPC that is forwarded to the FLEET coordinator for processing. The application process estimates approximately seven to ten business days. The charge card and assigned IPLATE are mailed simultaneously via FEDEX to the Lead, Regional A/OPC only.

Transfer of Account

The only time a fleet account is authorized to transfer to another region is when the account is in *good standing*. **Suspended accounts are NOT transferrable.** It is up to the receiving region to confirm the account is in good standing prior to signing the DI-104.

IV. Spending Limits

(Refer to DOI Fleet Card Program Policy)

V. Authorized Use

When the Fleet, Heavy Equipment or Trailer charge card is obtained and activated, the charge card may be used to purchase:

- Fuel (Regular unleaded 86/87 octane);
- Services and maintenance and;
- Special vehicle adjustments (ex: window tint, interior alterations are authorized for EMERGENCY vehicles ONLY).

The use of the Purchase card is required for:

- Toll
- Speed pass
- Purchase of vehicle item NOT permanently affixed to the vehicle (Reference: DOI Fleet Card Policy Program).

Use of the Travel card is required for:

- Parking (while on TDY)
- Local travel (pay out-of-pocket) **

Items that do NOT require a requisition are:

- Fuel (except miscellaneous account)
- Car wash (receipt identifying service performed)
- Oil change (receipt identifying service performed). **IF** other services are performed at the same time during an oil change, a requisition IS required.

** Complete SF-1164 for reimbursement

When the Miscellaneous charge card is obtained and activated, the charge card may be used to provide services to small electrical items (refer to listing on page 4).

The purchase of *high-octane* fuel with the miscellaneous charge card, *is permitted* for equipment that benefits the useful life of equipment (ex: chainsaws).

VI. Restrictions

(Refer to DOI Fleet Card Program Policy)

VII. Internal Control

Accounts reflecting **no receipts OR 75%** of receipts missing during DATA CALL or TRANSACTION VERIFICATION will be IMMEDIATELY SUSPENDED until satisfactory audit is provided.

- A.** Semi-Annual review conducted by Fleet Coordinator
Annual (minimum) review conducted by Regional A/OPC Lead
ALL Regional A/OPCs are to maintain **active** status in:
- CITIMANAGER
 - Visa Intellilink

Two inactive notifications from CCSC will result in management notification.

- B.** SPOT REVIEWS are conducted by Fleet Coordinator for account that failed to comply with charge card policies.

INITIAL OFFENSE: Issued written notification of action by Fleet Coordinator, to include required refresher training for cardholder/approving official. Participate in Spot Review submission when notified;

2nd Notification: 30-day suspension of account;

3rd Notification: Account closure.

- C.** CHARGE CARD ALERT notification is provided from Fleet Coordinator when changes to policy procedures are issued until policy updated.