

D-Link Text:

This is an animated splash page introduction. The initial animation includes the title of the topic "Account Maintenance of the Government Purchase Card" with three images that appear below the title. Each of these three images includes the image of individuals using the card. The three images disappear and are followed up with a presentation of the topic's objectives. The text for the objectives reads as follows:

Upon completion of this topic, you will be able to:

- Identify the rules for increasing the cardholder's monthly and office purchase limits.
- Identify the requirements for changing cardholder's managing accounts.
- Describe the conditions for account termination and suspension.

Close window to continue

Increasing Limits

Any increase to cardholder monthly or office purchase limits must be coordinated between the cardholder's Supervisor and the Financial Manager. Supervisors must make regular reviews of existing cardholders and their monthly spending limits to help ensure that monthly spending limits are appropriate for the expected purchasing activity. Select each link to view information on increasing monthly and office limits.



D-Link Text:

This is an interactive flash module that includes the following content concerning the increase of spending limits. **Increasing Monthly Limits** To increase a cardholder's 30 day (monthly) limit, the Supervisor forwards a written request to the APC that includes: The cardholder's and Approving Official's names, e-mail addresses, and official mailing addresses. The cardholder's revised monthly limit. The approval of the supporting Financial Manager. **Increasing Office Limits** To increase office limits, the Supervisor must submit a written request to the APC. This written request must include: The Approving Official's name, account number, e-mail addresses, and official mailing address. The Approving Official's revised office limit. The approval of the supporting Financial Manager.

Close window to continue

Changing Approving Officials

Due to the complexity of changing finance and accounting information, moving cardholders from one managing account to another requires the cardholder's old card to be cancelled and a new account to be opened under the new managing account. Requests are to be submitted by the Supervisor with concurrence of the Financial Manager to the Agency Program Coordinator (APC).



Account Termination

Cardholder accounts may be terminated by written request from the Supervisor to the APC. Approving Official (AO) accounts may be terminated in the same manner. However, termination of AO accounts will also result in the termination of all cardholders accounts assigned to them. If such is the case, the cardholder is to notify the Approval Official that transactions will show up on subsequent statements and provide applicable purchase documentation to reconcile the account.



Rules of Account Suspension

Once an [Approving Official's](#) (AO) account is suspended due to delinquent payment on one account, all cardholders reporting to the same account will also be suspended. This means, for example, that if an AO has 5 cardholders, and one cardholder causes the whole account to be 60 days late, accounts will be suspended for all 5 cardholders.

Billing accounts that become over 180 days past the statement date will cause suspension of an entire [activity](#) (Level 4 for U.S. Bank or Level 5 for Citibank). APCs are strongly encouraged to work delinquencies as they age to avoid a major disruption in the card program.



Popup Text:

Approving Official's

An individual who has responsibility for one or more Government Purchase Cardholders. The AO should be the cardholders immediate Supervisor. In the case where the AO is not the cardholder's Supervisor, the AO has the ability to influence the cardholder's performance appraisal and to recommend to the cardholder's Supervisor when disciplinary action is warranted. For DoD, the Approving Official acts as the Certifying Official (CO). The CO is responsible to ensure that transactions of individual cardholders meet the legal requirements for authorized purchase card transactions, that the facts presented in the cardholder documentation are complete and accurate, and that adequate documentation is available for individual transactions. Also referred to as "Billing Official."

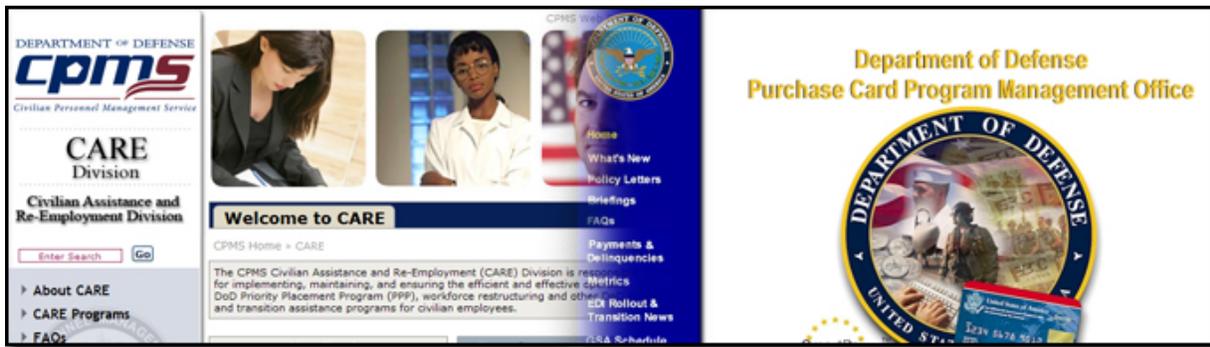
activity

An element of an agency or organization, e.g., contracting activity.

Prior to Suspension

Before suspension, the card-issuing bank will notify AOs and APCs of the pending suspension. The accounts will remain suspended until brought up to date by reconciling and paying outstanding invoices. At that time, accounts will automatically be reinstated. Reinstatement of suspended accounts may incur a reinstatement fee of \$25.00.

Delinquency files are available for viewing at the DoD Management Office website or the C.A.R.E. website. It is encouraged that all APCs work closely with their Financial Management communities in aggressively managing this issue.



Note: Accounts suspended more than twice in a twelve month period will be cancelled.

Knowledge Review

Please select a correct answer.

An increase to a cardholder's monthly limit must be submitted to the APC by:

- The cardholder
- The Resource/Financial Manager
- The Supervisor
- A and B

Submit



Knowledge Review

Please select a correct answer.

Termination of approving official accounts does not result in the termination of all cardholder accounts assigned to them.

- True
- False

Submit



Knowledge Review

Please select a correct answer.

Billing accounts are currently suspended by the card-issuing bank once the account is:

- 30 days past the statement date
- 60 days past the statement date
- 90 days past the statement date
- 120 days past the statement date

Submit



Knowledge Review

Please select a correct answer.

An AO has six accounts. Two of the accounts are over 60 days past the statement date, one cardholder is 50 days past the statement date, and the remaining cardholder accounts are on the time. This causes suspensions of how many cardholder accounts?

- 3 Accounts
- 2 Accounts
- 1 Accounts
- All Accounts
- None of the above

Submit



Topic Summary

This topic discussed the rules for increasing a cardholder's monthly and office purchase limits, the requirements for changing cardholder's managing accounts, and the conditions for account termination and suspension. You should now be able to:

- Identify the rules increasing a cardholder's monthly and office purchase limits.
- Identify the requirements for changing cardholder's managing accounts.
- Describe the conditions for account termination and suspension.

You have now completed this topic. Please select the next topic from the table of contents to continue.

Click [here](#) for a print version of this topic.