

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354

October 11, 2000

In Reply Refer To:
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Director's Office Information Bulletin No. 2001-001

To: All BLM Employees at NIFC
From: Director, Office of Fire and Aviation
Subject: Credit Card Limit Changes

In accordance with Instruction Memorandum No. 2000-147 a review and revision of individual employees credit limits has been completed and a request for changes to the limits sent to the Bank of America.

Credit limits have been set as follows:

- employees with purchase and travel authority have a monthly credit limit of \$35,000: \$20,000 purchase limit; \$5,000 centrally billed travel limit; and \$10,000 individually billed travel limit. The single purchase limit is still \$2,500.

- employees with purchase only authority have a \$10,000 monthly credit limit. The single purchase limit is still \$2,500.

-employees with travel authority only have a \$6,500 monthly credit limit: \$2,500 centrally billed travel limit and \$4,000 individually billed travel limit.

Also, in accordance with the contract that Bank of America is working from, accounts that become delinquent (60+ days) three times in the period of one year will be canceled. When a card is canceled, the individual can only be granted travel authority on a restricted basis and cannot be given purchasing authority until their account has been current for one year.

Questions may be referred to Kathy Colson at ext. 5545 or Rich Harter at ext. 5546.

/s/Lynn P. Findley
Acting

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