

VIA ELECTRONIC MAIL

DATE: July 13, 2007

TO: All Procurement Credit Card Cardholders, Approving Officials and Billing Officials

FROM: Rosa Cenicerros
Procurement Services Manager

SUBJECT: CHANGES TO THE PROCUREMENT CREDIT CARD PROGRAM – UPDATE #2

As previously noted in the May 23, 2007 memo, US Bank is transitioning all agencies to their new processing platform. The County of Ventura is scheduled to transition during the week of July 23rd. Please review the following checklist, for any action items relative to your role in the Procurement Credit Card Program.

- Review the New Procurement Credit Card Manual –*
The manual has been revised to reflect the new program features and requirements. For your convenience, most major changes are highlighted throughout, and a copy of the manual is attached to this memo. A copy will also be available on the General Services Agency (GSA) Procurement Services intranet webpage.
- Review the PowerPoint Presentations –*
The presentations are for review as applicable to your responsibilities in the program and are available on the GSA Procurement Services intranet webpage.
- Review the US Bank Training Site –*
Recommended for Cardholders and Approvers wishing to use the Internet access account inquiry and reporting features.

We recommend that each agency select an individual(s) to pickup the new cards. Doing so will result in a more efficient process of getting the new cards distributed.

Billing Officials may contact Tanya Hawk at 654-3751 to make pickup arrangements for their agency/division. Lastly, please note that existing cards will be de-activated once the new card is activated, or 30 days from the date the new card was issued.

Please call me at 654-5133, if you have any questions.