

MANAGEMENT MEMO

SUBJECT: GENERAL SERVICES CHARGE CARD (GS971)	NUMBER: MM 05-09
	DATE ISSUED: JUNE 14, 2005
REFERENCES: STATE ADMINISTRATIVE MANUAL SECTION 4108.1 and OFA STATE FLEET HANDBOOK (STD 59)	EXPIRES: JUNE 14, 2006
	ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

Introduction and Purpose

This management memo notifies state agencies of the addition of SAM Section 4108.1, General Services Charge Card (GS971). This section advises departments of the policies for the management and oversight of the General Services Charge Card.

Background Information

The Department of General Services, Office of Fleet Administration (OFA), is responsible for the manufacture and distribution of General Services Charge Cards to state agencies upon receipt of a Request for General Services Charge Cards (OFA 58a) from state agencies. There is no charge to agencies for this service.

The General Services Charge Card is a payment mechanism used while in the conduct of official state business for the following:

- Leasing vehicles for a short-term or long-term assignment, and purchasing fuel from OFA state garage facilities located in Fresno, Los Angeles, Oakland, Sacramento, San Diego and San Francisco.
- Leasing passenger vehicles from participating commercial car contract vendors.
- Preventative maintenance at OFA state garage facilities located in Fresno, Los Angeles, Oakland, Sacramento, and San Diego.
- Purchasing Pre-paid Parking Tickets (OFA2g) at the Fresno State Garage.
- Taxi service in Sacramento.

Policy

DGS OFA requires State agencies to execute proper management and oversight of General Services Charge Cards under their jurisdiction and shall:

- Report the loss, theft or discontinuance of all General Services Charge Cards, in writing, to the OFA.

- Establish and implement internal procedures to ensure accountability of charge cards.
 - Present the General Services Charge Card and obtain a receipt from commercial car rentals and taxi services.
 - Provide oversight and guidelines to ensure cards are properly safeguarded, assigned and used for official state business only.
 - Establish and implement procedures that provide for the performance of periodic inventory and reconciliation activities with reporting to OFA.
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**Development
of Internal
Procedures**

The following information must be addressed in each agency's internal procedures:

- Identify the proper use of the General Services Charge Card and the consequence of misuse.
 - Procedures to control the request and dissemination of cards.
 - Identify/appoint a single point of contact.
 - Detail the process for requesting, canceling or reporting lost or stolen cards. This process should include procedures for immediately canceling surplus cards.
 - Detail the process for recovering cards from employees upon separation.
 - Include a tracking system that provides for the maintenance of a central charge card control log that identifies each card's location and date of issuance. The log should also include the identification and storage location of unissued cards.
 - Provide that unissued cards are locked in a desk, file cabinet or other mechanism providing comparable safekeeping.
 - Provide for the annual performance of a physical inventory of all cards and reconciliation of that inventory to the charge card control log.
 - Detail the process for verifying the accuracy of the charge card control log through the biennial performance of reconciliation to the OFA's database maintained of active charge cards.
 - Detail internal practices/procedures on tipping. [Tipping for taxi service is optional, and should not exceed ten percent (10%) of the fare price.]
 - Procedures on the dissemination of information to all employees.
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STATE ADMINISTRATIVE MANUAL

Contact For more information regarding General Services Charge Cards, contact the Department of General Services, Office of Fleet Administration, at (916) 327-2086 or visit our website at www.ofa.dgs.ca.gov.

Signature Original Memo signed by Ron Joseph, Director

Ron Joseph
Director
Department of General Services
