



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin # 10-07

Effective: October 25, 2010

SUBJECT: DGS Travel Bulletin: DGS Blue Charge Card Program

PURPOSE: Announcement of the DGS Blue Charge Card Program Phase Out

REFERENCE: Travel Bulletin 10-07

Purpose This Travel Bulletin announces the phase out of the DGS Blue Charge Card program.

Background Information The DGS Office of Fleet and Asset Management (OFAM) is responsible for managing the DGS Blue Charge Card (Blue Card) program. The Blue Card has no magnetic information, but does have a billing code stamped into the plastic that was used to invoice agencies for services, such as the purchase of legislative bills, the rental of state vehicles and the purchase of fuel at the State Garage. DGS has established a Customer Account Number (CAN) process that is now used to invoice departments for the various services received from DGS. This process eliminates the need for a Blue Card. In addition, the machine that prints the Blue Cards is broken and replacement will cost several thousand dollars.

We are aware of only one application that still uses Blue Cards – taxi cabs in the Sacramento area. The drivers use the Blue Cards to direct invoice departments for their employee cab fares. These payments are made directly to the cab companies and are NOT paid by DGS. A recent audit of taxi invoices found taxi charges from employees not employed by the department. In order to provide greater control, the audit recommends departments require their employees to show a picture ID, preferably their State ID badge, and an account number to the cab driver to ensure they are a State employee for that department. This should prevent fraudulent taxi charges. Therefore, OFAM is phasing out the Blue Charge Card program and will no longer make the cards.

New Procedure Order a taxi or rent a daily tripper rental vehicle as usual. Show your State identification badge to the taxi driver or garage staff and provide your agency's six-digit billing code, also known as your agency's Customer Account Number (CAN). You can obtain a CAN from your accounting department or use the first six digits that are stamped into any remaining Blue Cards that you may have. It might be easier if you write the CAN on the back of your State ID badge or have the CAN laminated to the badge.

Disposal of Plastic Cards

OFAM can no longer issue **new** Blue Cards. However, if agencies wish to continue using the cards, they are welcome to do so. (Please keep in mind a photo identification badge is a more secure way of ensuring that services are ordered by State employees.) As use of the Blue Cards decline, keep the cards and any records associated with them for audit purposes. After they have been audited, the cards can be destroyed.

DGS Contact

If you need additional information or assistance, please contact:
Kellie Westley, Administration Manager
Office of Fleet and Asset Management
(916) 928-2785
Kellie.Westley@dgs.ca.gov