**Supervisor Request for Charge Card**

**To be completed by Supervisor or Employee**

Employee Full Legal Name: First, MI, Last (limit of 25 Characters, no nicknames) Are you a Federal Employee? ☐ Yes ☐ No Attached are training certificate for: ☐ Travel ☐ Purchase ☐ both Date of Birth Social Security Number

DOI charge cards **ARE NOT** transferable between DOI Bureaus. With coordination of the Lead A/OPC DOI charge cards **ARE** transferable within the Bureau. Please ensure any charge cards from previous Bureaus are closed.

FBMS Organization Name i.e. AQD Business Operations Div. I Home Address (Travel cards only)

City State ZIP Full Business Address (include Mailstop)

City State ZIP Business Phone

Business E-mail (should end in .GOV or .EDU)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**This section to be completed by Supervisor/Fleet manager**

**Check only those that apply**

**FBMS Cost Center** Limit of 10 characters **Required**

* **Standard delivery** is 7-10 days. ☐ **Expedite** (3-4-day delivery.) Is there a verified business need? ☐ Yes Travel Date if appropriate: There is a fee of $25 is charged for the expedited delivery. Please ensure the delivery address is not a PO Box and will need to have a person over 21 available to receive the card.

**Travel Card** All issued at standard default cash of $270 daily/$560 weekly

* + ☐ Standard Traveler (1-2 trips/month-$8,000 cycle)
  + ☐ Frequent Traveler (2+ trips/month-$15,000 cycle)
  + ☐ High Limit Traveler (3+ trips/month-$30,000 cycle)
  + ☐ $ Other- for higher need

**Higher cash needed**

* + - ☐$510 daily/$1,020 weekly
    - ☐$1,010 daily/$3,020 weekly
    - ☐$2,010 daily/$5,020 weekly

**Purchase (Increased single purchase limit must be warranted, see next section)**

* + ☐ Standard purchase ($30,000 cycle, $10,000 Single Purchase Limit)
  + ☐ Standard purchase II ($50,000 cycle, $10,000 SPL)
  + ☐ Medium High-Level Purchase ($75,000 cycle, $10,000 SPL)
  + ☐ High Level Purchase ($100,000 cycle, $10,000 SPL)
  + ☐ Convenience Checks (not to exceed**$5,000** SPL) Starting # default is 101.

**Quantity of checks** Bureau A/OPC will place order with bank

* ☐40 (if no amount is checked) ☐ 100 ☐ 200 ☐ 400

**Warranted (Increased single purchase limit)**

* + ☐ $15,000 Single Purchase Limit
  + ☐ $25,000 Single Purchase Limit
  + ☐ $50,000 Single Purchase Limit
  + ☐ $75,000 Single Purchase Limit
  + ☐ $100,000 Single Purchase Limit
  + ☐ $750,000 Single Purchase Limit

**Fleet Card** Equipment First Name, (i.e. BLM, NPSMICS, etc.) (I-Tag number, Property description and/or Inventory number)

* + ☐ Standard Limit $20,000 cycle, $10,000 Single Purchase Limit
  + ☐ $ Other-for higher limit

**Fire/Emergency Purchase Card** (order travel card in conjunction with)

* + ☐Standard Limit ($30,000 cycle, $10,000 Single Purchase Limit)
  + ☐ Medium High Limit ($50,000 cycle, $10,000SPL)
  + ☐ High Limit ($100,000 cycle, $10,000SPL)
  + ☐ Warranted limit $

**Law Enforcement Declining Balance Card**

* + ☐ $50,000 cycle
  + ☐ $ Other-Limit needed
* **Declining Balance Travel** $ Amount needed.
* **Aircraft Pilot Card** - Standard Limit $30,000 cycle, $10,000 Single Purchase Limit.

I hereby authorize the above-named employee to be issued the indicated card(s), at the indicated limitations. I have verified business need for the card(s) indicated. The employee has been informed and trained on the proper charge card use, and organizational expectations

**Signing Approving Official has completed mandatory training? If so, please select what type:**

* + ☐ Travel Approving Official Training.
  + ☐ Purchase Approving Official Training.
  + ☐ Fleet Approving Official Training.

Supervisor/Fleet manager Date