

GENERAL SERVICES CHARGE CARD ISSUANCE
(No. 83 January 2005)

3785

Purpose/Use: General Services charge card issuance and control.

Reference/Authority: APH 3762
SAM 0752
Dept of General Services, Office of Fleet Administration
<http://www.documents.dgs.ca.gov/ofa/handbook.pdf> - pg 14

Forms/Related Documents	Cancellation of General Services Charge Cards (OFA 58b)
	Charge Card Custodian (AO-115b)
	GS Agency Codes Change Request, AFS-94A
	General Services Charge Card, GS 971
	General Services Charge Card Issuance (AO-115a)
	Request for General Services Charge Card, (OFA 58)
	Authorization to Use Privately Owned Vehicles on State Business (STD_261)

GENERAL SERVICES (GS) CHARGE CARD, GS 971

The GS Charge Card may be used for the following:

1. Renting state-owned mobile equipment from state garages.
2. Renting passenger mobile equipment at participating commercial car contract vendors.
3. Preventative maintenance service at state garages.
4. Taxi service in Sacramento and Fresno.
5. Purchasing fuel from state garages.
6. Purchasing Pre-paid Parking Tickets.

Each GS charge card has its' own number. The number is comprised of the GS Agency Billing Code Number followed by the card number.

1. Refer to APH 3762 for a list of the GS Billing Code Numbers. Charge card number sequences are assigned using available charge card numbers.

CHARGE CARD REPORTING RESPONSIBILITY

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1. California Northern Region (CNR) and California Southern Region (CSR) will be responsible for the cards issued to its' units.
2. DAO – Fund Accounting will be responsible for the cards issued to Sacramento HQ units and Resources Agency.

DAO – Fund Accounting will be the primary contact to Department of General Services and maintain overall control for GS charge cards issued. Files are maintained in the Accounting Share Drive folder: DGS charge cards. Assigned Region staff also has access to this folder.

UNIT GS CHARGE CARD CUSTODIAN RESPONSIBILITY 3785.2

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A “Unit GS Charge Card Custodian” will be assigned for each unit using GS charge cards. The custodian will complete an AO-115b and submit to Region HQ. Region HQ will send a copy to DAO – Fund Accounting. If custodian is in Sacramento HQ, submit to DAO – Fund Accounting. A new AO-115b will be completed for each custodian.

The unit custodian is responsible for the following:

1. Maintain an AO-115a file for each GS charge card issued to the unit. GS charge cards can be permanently or temporarily assigned to an employee.
 - A. If GS charge card is permanently assigned to employee.
 1. Have employee complete three (3) AO-115a(s).
 2. File AO-115a in custodian records.
 3. Send two copies to Region HQ. If Sacramento HQ or Resources Agency, send one copy to DAO – Fund Accounting.
 - B. If GS charge card is temporarily assigned to employee
 1. Have employee complete AO-115a.
 2. Maintain a separate log by GS charge card number. Log should include issue and return dates.
 3. When GS charge card is returned by employee, discard the AO-115a.

- C. If GS charge card is permanently assigned to the unit custodian.
 - 1. In the Employee Name field, write "Custodian"
 - 2. Complete "date"
 - 3. Send two copies to Region HQ. If Sacramento HQ or Resources Agency, send one copy to DAO – Fund Accounting
 - 4. When GS charge card is permanently assigned, follow steps as described in "A".

- D. If employee is transferring or separating:
 - 1. Recover the GS charge card
 - 2. Discard the AO-115a. Follow steps as described in "C".
 - 3. File GS charge card.

- E. If GS charge card is damaged, do the following:
 - 1. Send GS charge card to DAO – Fund Accounting. DAO – Fund Accounting will notify appropriate Region HQ.
 - 2. DAO will request replacement GS charge card and send to unit.

- F. If GS charge card is lost or stolen, send email to DAO – Fund Accounting with copy to Region HQ. Include in the email the following:
 - 1. Billing code and card number
 - 2. Employee name
 - 3. Circumstances of lost or stolen card.

- G. Return unwanted GS charge cards.
 - 1. Send GS cards to DAO – Fund Accounting. DAO – Fund Accounting will notify appropriate Region.
 - 2. Include in memo if GS charge cards are to be returned to GS or to be held in DAO.

- 2. Ensure GS charge cards are secured at all times.
- 3. Ensure appropriate number of GS charge cards is maintained in the unit.
- 4. When notified by DAO – Fund Accounting, verify that employees have GS charge cards in possession.

REGION RESPONSIBILITY

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1. Send to DAO – Fund Accounting the AO-115b for unit GS charge card custodians.
2. Send to DAO – Fund Accounting the AO-115a for assigned unit GS charge cards.
3. When notified by DAO – Fund Accounting, send annual custodian certifications of GS charge card holders. Upon completion, return certifications to DAO.

DAO – RESPONSIBILITY

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1. Maintain a maximum of three (3) to five (5) GS charge cards per unit.
2. GS charge cards and AO-115a are to be secured at all times.
3. Ensure there is an AO-115a and AO-115b for all GS charge card holders and custodians.
4. When requested by unit custodian for a new; correction of an address; or deletion to GS Agency Billing Code, do the following:
 - A. Prepare AFS 94A. Make copy and file in GS folder.
5. When “email” is received from unit custodian, do the following:
 - A. Request for replacement of damaged GS charge card(s)
 1. Prepare OFA 58a and send to DGS.
 2. File copy of OFA 58a and email in folder.
 3. When GS charge card is received, update “DGS cards database” files.
 4. Make notation on file copy.
 5. Send GS charge card to unit custodian.
 - B. Notification of a lost or stolen GS charge card.
 1. Prepare OFA 58b and send to DGS.
 2. Update “DGS cards database” files.
 3. File copy of OFA 58b and email in binder.

- C. Request additional GS charge cards.
 - 1. Prepare OFA 58a and send to DGS.
 - 2. File copy of OFA 58a and email in binder.
 - 3. When GS charge card is received, update “DGS cards database” files.
 - 4. Make notation on file copy.
 - 5. Send GS charge card is unit custodian.

- D. Delete unwanted GS charge cards.
 - 1. Prepare OFA 58b and send to DGS.
 - 2. Update “DGS cards database” files.
 - 3. File copy of OFA 58b and email in binder

- 5. Yearly Responsibilities
 - A. Request from GS a listing of GS Charge Cards issued for billing codes 013000 – 013068; 013101 – 013750; 027100 – 027152; and 062000.
 - 1. Using the report from GS, verify against the “DGS cards database” files for missing cards.
 - 2. Delete any GS charge cards not on “DGS cards database” files.
 - 3. Perform a physical inventory of “DAO” charge cards on file.
 - 4. Approximately February/March, send a memo to CNR, CSR, Sacramento HQ units and Resources Agency requesting the annual certification of GS charge card users.
 - a. When received from Region HQ, update “DGS cards database” files.

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[\(see Forms or Forms Samples\)](#)