

FCPN# FY04-02 Default Monthly Spend Limits Established

Note: Level 4 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, Certifying Officials and Card Users (if applicable) IN YOUR HIERARCHY.

In order to set default controls on the Voyager Fleet Cards, our office has deemed it necessary to impose a monthly spend limit of \$1,000.00 on any account that currently has no spend limit established.

All Fleet Cards will be established with default spend/transaction limits set by the bank. The monthly dollar amount is \$1,000 or 3 transactions in a 24-hour period, whichever comes first. Each swipe of the card counts as a transaction. APCs may raise the default limit up to \$3000 to meet mission requirements and lowered when the mission requirement has been met. To increase the monthly dollar limit over \$3000 the request must be made to the CPM in writing.

The Government Fleet Card Program transitioned from NAVFAC to the DON eBusiness Operations Office in October 2003. We are in the process of creating an Instruction outlining the purpose, policies, roles, responsibility, disciplinary actions, and training requirements of the Fleet Card. The Fleet Card Instruction will be disseminated NLT 31 May 2004.

All Fleet Card Periodic Notices (FCPNs) are located on our website www.don-ebusiness.navsup.navy.mil under the Policy tab. Please send any questions/comments to fleet_card@navsup.navy.mil.

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