

**PCPN# FY04-20 - Purchase Card Program Convenience Check Fee - Update**

PLEASE NOTE: LEVEL 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PURCHASE CARD PROGRAM APCs WITHIN YOUR HIERARCHY

The following message regarding convenience checks is from GSA:

Dear Citibank Customer:

As you are aware, Citibank is in the process of transitioning its convenience checks to a new provider. Citibank has been working to notify all affected cardholders and A/OPCs of the pending change. As with most transitions of this nature, the road has had some bumps along the way. Initially, Citibank had notified its customer agencies that Citibank would assess a return check fee for any old convenience checks used after the Citibank-designated cutoff date. However, Citibank has agreed to waive any fees associated with the transition (e.g., using old checks after the cutoff date).

Should you have any questions about the new convenience checks, particularly in regards to ordering new checks and discarding the old checks, please contact Citibank customer service or your Citibank Client Account Manager.

Kristann Montague  
GSA SmartPay® Team  
(703) 305-3059

Please feel free to contact us at [purchase\\_card@navsup.navy.mil](mailto:purchase_card@navsup.navy.mil) if you have questions/ comments.