

TCPN# FY04 - 16 BOA Changes Forms

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

Bank of America Government Card Services continues its commitment of bringing higher standards to the Federal Government by streamlining our forms. These forms are available for **immediate** use. Old forms will no longer be accepted after June 30, 2004.

New Cardholder Change Account Form

CO2D1298 - 04/27/2004

Replaces:

DOD Cardholder Account Change Form

C02D1298 - 02/14/2001

DOI Cardholder Account Change Form

C0311298 - 02/14/2001

Travel Account Change Form

C01N0399 - 01/19/2001

Centrally Bill Account Change form

C07A0199 - 01/19/2001

Consolidation of these four forms

<http://www.gcsuthd.bankofamerica.com/forms/gsaforms/ccaf.asp>

New Centrally Billed Account Setup Form Purchase Account

S05A0399 - 04/30/2004

Replaces:

Centrally Billed Purchase Account Set Up Form

S05A0399(I) - 05/17/1999

Removed travel option and CPP options

<http://www.gcsuthd.bankofamerica.com/forms/gsaforms/cbasf.asp>

New Central CBA Travel Account Setup Form

S09A1103 - 04/29/2004

Replaces:

CBA Setup Form - CBA Travel Account

No Form # - 08/02/2000

Central Account Set Up Form

S08A0399 - 05/17/1999

Consolidation of two forms. Ability to use for Travel, Purchase and Fleet programs

<http://www.gcsuthd.bankofamerica.com/forms/gsaforms/ccbatasf.asp>

New Central Account Change Form

C08A0399 - 04/21/2004

Replaces:

Central Account Change Form

C08A0399 - 05/17/1999 Added program
type option for central account.

Removed closure option.

<http://www.gcsuthd.bankofamerica.com/forms/gsaforms/cacf.asp>

Most Common Application/Form Errors

To assist you in ensuring your forms are processed quickly and correctly, following are the most

common errors that cause delays. Please share this information with others in your office.

1. Required Information Missing or Incomplete
 - a. Missing Hierarchy Levels - Need all levels of hierarchy on forms
 - b. Missing Central Account Number - Available in EAGLS
 - c. Missing Cardholder Address
 - d. Missing Signatures
2. Incorrect Application or Form Used
3. Proper Authorization Signature

Please send any questions/comments to travel_card@navsup.navy.mil.

Helpdesk

Government Travel Charge Card (GTCC)

DON eBusiness Operations Office

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