

U.S. DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE SUSPENSION OF YOUR GOVERNMENT-ISSUED VISA TRAVEL CARD		DATE	
		FROM: Labor & Employee Relations Division 1400 Independence Ave., SW, Rm. 3175-S Washington, DC 20250	
EMPLOYEE NAME	EMPLOYEE ADDRESS	PAY IN FULL IMMEDIATELY ➔	PAST DUE BALANCE \$

A review was recently completed of a Charge Card Delinquency Report from Bank of America for employees located within your District/Program office. Monthly reviews of account activity and payment status ensure that employee travel accounts are current and used for official travel and official travel-related expenses according to Federal Travel Regulations.

In a notice dated _____ you were informed that your account was more than 30 days in arrears.

The recent review indicates that your Government Travel Charge Card account is now more than 60 days past due and has been suspended for delinquent payment by Bank of America. As long as your card is in this suspension status, you will be unable to incur further charges until the outstanding balance is paid in full. Further, if the account balance remains outstanding for more than 120 days, your charge card will be cancelled. This could seriously impair your ability to fulfill your official travel requirements.

Please note that an employee's failure to promptly pay all undisputed charges in full is considered misconduct. As your account is 60 days past due, it will be referred to the Labor and Employee Relations Division for possible disciplinary and/or adverse action.

Also, instances of delinquency may result in your Government Travel Charge Card being deactivated, suspended or cancelled, which could adversely affect your ability to satisfactorily perform your assigned duties and responsibilities.

You are reminded that your receipt and use of the Government Travel Charge Card obligates you to the terms and conditions of the cardholder's agreement with Bank of America, Federal Regulations, and Agency policy governing charge card use. This includes use of the card for authorized official travel only, as well as prompt and full repayment of all undisputed charges or risk cancellation of the card.

Please eliminate these past due charges in the amount shown above. Contact Bank of America on 1-800-472-1424 as soon as possible to make suitable arrangements for repayment before your account is cancelled. You are instructed to respond to this notice within 15 days of receipt. Please provide an explanation for the outstanding balance and your plan for repayment. Responses should be sent to the address above or faxed to 202-690-3938. A summary of your delinquent activity is being provided to your Deputy Administrator.