

All Billing Official,

To make sure activities do not exceed their quarterly funding, we are requiring the following information by e-mail from the Billing Officials or Resource Advisors on every AF 4009.

The prior quarters committed amount that has been carried over to the current quarter.

By not knowing the amount carried over, the Billing Official amount we provide the bank with is your quarterly amount stated on the AF 4009. This could cause your cardholders purchases to reject when the bank matches cardholders purchases to the Billing Official account.

So it is to your benefit provide this information to our office ASAP on current quarter and then flag yourselves to continue providing this information every quarter in the future.

This is an example of my prior request.

You have \$18,000 per quarter. If you did not spend the whole \$18,000 from last quarter that money is carried over to the current quarter increasing it by that amount. I would not know by how much this quarter has been increased by, so no changes are made at the bank. It stays at \$18,000.

Example:

|  |                               |
|--|-------------------------------|
| quarterly amount                                     | \$18,000 (AF 4009)            |
| prior quarter  | 6,000 (unused amount)         |
| Total money commit for the<br>current quarter GPC is | \$24,000 (this is at Finance) |

You might know you have \$24,000 that you can spend this quarter, but I don't. So if you try to spend the total amount within this quarter the bank will let you up to \$18,000 only, and then reject all other purchases. The reason this happens is because the banks amount has not been changed to reflect prior quarters unused amount