

SPAWAR Purchase Card Policy Notice S-PCPN FY16 #04 - Convenience Check Fee Increase (Issued 07 January 2016)

Note: Level 3 A/OPCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO CONVENIENCE CHECK-WRITERS AND ALL A/OPCs AND AO/COs IN YOUR HIERARCHY THAT OVERSEE CONVENIENCE CHECK ACCOUNTS.

PURPOSE: This PCPN announces a Convenience Check Fee increase effective 29 November 2015.

OVERVIEW: On 29 November 2015 GSA exercised the second Option of the DON Purchase Card Task Order. Under this option the fees associated with writing a convenience check increase to \$1.25 per check and 2.85% of the face value.

REFERENCE: DON Purchase Card Task Order, GS-23F-U0006.

ACTION: None, for information and awareness only.

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