

IOWA INSTRUCTION 120-381 – PURCHASE CARD CHANGE TO U.S. BANK AND
JINITIATOR SOFTWARE

1. PURPOSE:

To provide information on new purchase cards, processes and software update. This Iowa Instruction provides the information necessary to successfully transfer to the new U.S. Bank purchase card, and disposition of the current Bank of America cards.

2. ROLES AND RESPONSIBILITIES:

The current USDA, Bank of America contract for the NRCS Purchase Card Management System (PCMS) expires on November 29, 2008. The new bank is U.S. Bank. Purchase cards were issued October 1, 2008, and will be mailed to the cardholders' work address. An activation letter and code will be mailed separately. Cardholders are required to call the 1-888-number, as instructed on the back of the card, to confirm receipt of the purchase card and to activate it. All U.S. Bank purchase cards are scheduled to be used beginning December 1, 2008.

Cardholders are responsible for canceling all automatic recurring charges (i.e., Federal Express, subscriptions, equipment maintenance, and storage rentals.) If there are any automatic recurring charges that need to be set up, contact John Swizdor in the State Office at (515) 284-4506, who will assist in getting a new automatic monthly payment set up.

3. PROCESS:

PCMS is operational now, but won't work until the new Jinitiator software is installed. OCIO is installing the new Jinitiator software application on the computers of all current cardholders. The names of all purchase cardholders were provided to OCIO by the Contracting Officer. Note: This software will only be installed on the computers of purchase cardholders.

Approved By:

Date

/s/Richard Sims
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