



Return Copy to:

Bank of America
 Government Card Services Unit
 P.O. Box 1637
 Norfolk, VA 23501-1637
 Fax: (757) 441-4993
 Fax: (888) 784-1039 (toll free)

Uniform Program Card Account Setup Form

TO BE COMPLETED BY EMPLOYEE/SUPERVISOR

Cardholder Name as it should appear on the card (First Name, Middle Name or Initial and Last Name (Maximum 26 characters):

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Department of the Interior	SSN						
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Email Address:	Mailing Address: Business
	Street:

Office Phone Number:	City:	State:	ZIP:
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By signing below, I a) request that a Uniform Program Government Card be issued in my name, b) agree to use the Card for official uniform expenses only, IAW Agency/Organization policy, and to be bound by the terms and conditions of the Agreement governing my use of the Government Card and c) authorize Bank of America to verify information on this application.
PLEASE RETAIN A COPY.
Employee's Signature: _____ **Date :** _____

I hereby approve the issuance of a Uniform Program Government card to the above employee with an annual uniform allowance credit limit of \$ _____
Supervisor's Signature: _____ **Date:** _____

TO BE COMPLETED BY AGENCY PROGRAM COORDINATOR PLEASE TYPE OR PRINT ALL INFORMATION

Master Accounting Code:

CENTRAL ACCOUNT NUMBER	5	5	6	8	-	1	6	0	0	-	0	0	0	0	-		
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PLEASE COMPLETE THE UNIFORM ACCOUNT HIERARCHY BELOW:

HL1	HL2	HL3	HL4	HL5	HL6	HL7
00000003						

OPTION SET: _____

FIPS CODE : _____

Note: See the Agreement between the Agency/Organization Employee and Bank of America for the terms and conditions of your Account.

By signing below, I here by authorize, on behalf of the Agency/Organization indicated above, that a Government Card be issued to the employee named above. **PLEASE RETAIN A COPY.**

A/OPC Last Name:	A/OPC First Name:
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A/OPC Address Information

Address Line 1:	ATTN:
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Address Line 2:	
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Address Line 3:	
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City:	State:	Zip Code:
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A/OPC Phone Number (including area or country code):	
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A/OPC Fax Number(including area or country code):	
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A/OPC Signature:	Date:	A/OPC Email Address
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UNIFORM PROGRAM CARD ACCOUNT SETUP FORM INSTRUCTIONS

1. The form is completed in two parts--the first part is completed by the employee and their supervisor and the second part is completed and signed by the Agency/Office Program Coordinator (A/OPC).
2. The employee requesting a uniform card will fill out the top part of the form and sign it. The supervisor will determine the uniform allowance credit limit amount and will sign the form.
3. The A/OPC portion is completed as follows:
 - (1) Accounting Code. The accounting code must be entered in this exact format.
 - (2) The next section is the employee's organizational Hierarchy Code. Uniform hierarchy codes can be obtained from the A/OPC.
 - (3) The next block is the Option Set number. This code is related to the allowance amount authorized for the employee.
 - (4) The form must be signed by an authorized A/OPC.
4. The A/OPC should make a copy of the form and mail it to Bank of America. Bank of America's address and fax number are printed on the top of the form.