



FINANCIAL MANAGEMENT POLICIES AND PROCEDURES BULLETIN

No. 01-18

May 2001

TO: Executive/Administrative Officers
Offices, Boards, and Divisions
JMD Senior Management Staff

May 31, 2001

FROM: Marcia K. Paull
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Financial Operations Service
Finance Staff
Justice Management Division

SUBJECT: ATM Limits [Ref. 41 C.F.R. §301-51.201]

This Bulletin supplements Financial Policies and Procedures Bulletin 99-08, *Travel Advances*, December 9, 1998, which limits travel advances to \$40 per travel day, unless unusual circumstances make larger amounts necessary. The Department has requested that effective June 23, 2001, the beginning of a billing cycle, Bank One limit ATM advances to employees of the Offices, Boards, and Divisions (OBD) to \$300 per withdrawal, and \$300 per week. The Bank's charge of \$2 per withdrawal may reduce the actual amount that can be withdrawn to an amount slightly below \$300. The original limits were \$500 per day and \$1,000 per week. This change in policy is necessary to address delinquency problems, and responds to recent recommendations by the Office of the Inspector General.

If the nature of a travel assignment requires an employee to withdraw more cash than will now be permitted, the Travel Card Coordinator located in the employee's OBD fiscal or administrative unit may have the limit increased. The Coordinator must call the Bank to request the increase and within

two hours, fax a change form. The new limit becomes effective at midnight following the request. The new limit will remain in effect for that employee until changed by the Coordinator.

If there are any questions concerning this bulletin, please call Letitia Bing on (202) 616-5222.

cc: Bureau Financial Officers