



Financial Management LoB

The NBC's Charge Card Support Center

True End to End Charge Card Services and Solutions

The National Business Center (NBC) has provided Charge Card Support for Department of Interior (DOI) Agency Organization Program Coordinators (AOPC's), DOI individual cardholders, banking institutions and other Federal agencies since 1998.

Our expertise is known and respected throughout the Federal government.

Choosing the NBC for Charge Card Support provides your agency with:

- Extensive experience with charge card integrated programs (Purchase, Travel, and Fleet)
- 90,000+ satisfied government charge card holders (Purchase, Travel, and Fleet)

Improve the efficiency and effectiveness of your agency with the NBC's Charge Card Support Center's Charge Card Services

Charge Card Services

- Migration planning
- Relationship/coordination with client agencies' business lines for:
 - ▶ Acquisition
 - Fleet
 - Procurement
 - ▶ Financial Management
 - ▶ Travel
 - FTR Compliance
- GSA SmartPay vendor and task order coordination
- SmartPay transition
- Online training tool customization

- Develop and provide charge card training for:
 - ▶ Integrated
 - ▶ Purchase
 - ▶ Travel
 - ▶ Fleet
- NBC Charge Card Support Center Help Desk

Customer service, innovation, and best value are the cornerstones of the NBC

Other Related Charge Card Services

- AOPC duties
- Preparation of charge card manuals
- Track charge card delinquencies
- Review bank reports
- Process applications
- Monitor charge card fraud, waste and abuse
- Invoice file receipt tracking
- Master Accounting Code updates
- Prepare and report charge card activity to the Internal Revenue Service
- Financial system integration

Contact Information

National Business Center

For more information, contact Susan Montenegro: 303-969-5579 or Susan_J_Montenegro@nbc.gov.

Web Address

<http://www.nbc.gov/finance/>