

Reclamation Manual

Directives and Standards

Spending Limit Categories

1. **Standard.** This is the spending limit authorized for current cardholders and future cardholders whose credit score is higher than 660.
2. **Interim.** This is the spending limits that shall be authorized for all new cardholders beginning October 1, 2005, until full implementation of the new Department credit check policy.
3. **Restricted.** Upon full implementation of the new Department credit check policy, this restricted spending limit shall be authorized for employees who have a credit score less than 660.

Spending Limits Based on Restrictions

Business Line	Standard	Interim	Restricted
Travel	> 660		< 660
Car rental and fuel*	\$10,000 per month	\$7,500 per month	\$7,500 per month
Other Centrally billed limit**	\$10,000 per month	\$7,500 per month	\$7,500 per month
Individually billed limit***	\$10,000 per month	\$7,500 per month	\$7,500 per month
ATM daily	\$250	\$200	\$200
ATM weekly	\$500	\$200	\$200

*Rental cars, fuel, tolls, and other miscellaneous charges pertaining to the rental car.

**Other centrally billed applies to travel charges (other than for rental car) billed directly to Reclamation and not to the cardholder (e.g., hotels, airline tickets, etc.).

***Individually billed applies to those charges billed directly to the cardholder (e.g., ATM withdrawals, restaurants, etc.).

4. **Credit Score Information.** BANK has agreed to obtain the credit score and issue a charge card with spending limits established by the Department. Credit score information will not be disclosed to Reclamation. The new application form will be available on-line at www.gov-eagls.bankofamerica.com.