



VISA Solutions for OMB Circular 123-B Requirements for Charge Card Management

- VISA Best Practices** Chapter 1 – Evaluate the effectiveness of actions taken to comply with guidance in the circular.
- VISA** Chapter 2 – Develop a Charge Card Management Plan including:
- Customer Support** - Identifying key managers and appointing them in writing
 - Moneychoices** - Implementing creditworthiness evaluations
 - QMart** - Providing tailored training
 - 1099 Reporting** - Establishing management controls for fraud/misuse detection
 - Optimization** - Establishing appropriate authorization controls
 - Best Practices** - Conducting strategic sourcing reviews
 - Using reports and metrics to analyze spend and transactions
 - Retention of Records
 - Controls for separated employees
 - Continuous evaluation
- VISA Moneychoices** Chapter 3 – Provide and document training (initial, refresher – 3 yr. minimum).
- VISA Commerce** Chapter 4 – Implement Risk Management Procedures.
- QMart** - Ensure time payments
 - Monitor delinquency
 - Take corrective actions
 - Notify supervisors and approving officials promptly
 - Mandatory split disbursement and salary offset
 - Take appropriate disciplinary actions
 - Utilize reports and training
 - Review transactions
- VISA Best Practices** Chapter 5 – Utilize Performance Metrics and Reporting.
- QMart** - Monitor card issuance, spend levels, reports
 - Review span of control for approving officials
 - Describe steps to monitor delinquency
 - Utilize Inspector General reviews
 - Document best practices and future plans
- VISA Customer** Chapter 6 – Implement Creditworthiness Requirements.
- Support** - Applicable to new accounts and upon renewal
 - Credit scores greater than 500 for issuance and greater than 660 for unrestricted
 - Credit scores obtained within 12 months
 - Alternative creditworthiness evaluation if no score or declined credit check
 - Re-evaluation procedures allowed after time
 - Requirement to document initial scoring
 - Multiple sources available for credit checks/scores (OPM, Banks, GSA Schedules, internal resources)

**VISA Commerce
Optimization**

Chapter 7 – Maximize Rebates within Overall Program Performance Objectives.

- Compare offers annually
- Maximize on-time payment
- Rebates returned to the appropriation of the expenditure
- Signing bonuses handled differently

**VISA Qmart
1099 Reporting**

Chapter 8 – Implement Strategic Sourcing.

- Conduct spend analysis
- Review socio-economic goals
- Establish and review performance measures
- Provide communication and training throughout the organization

Chapter 9 – Micropurchases subject to the requirements of Section 508 of the Rehabilitation Act (previous exemption expired).

Chapter 10 – Ensure environmental requirements in purchased items.

- Recycled content
- Energy star products
- Bio-based products
- Environmentally preferable products
- Non-ozone depleting

VISA Fleet

Chapter 11- Investigate tax recovery opportunities for state and local taxes paid.