



Email Announcement Sent to Agency Fleet Program Coordinators on 11-14-2008

As November 30, 2008 approaches, USDA's Charge Card Service Center is eagerly anticipating our planned transition to US Bank and the VISA fleet charge card for our fleet program needs. This is a busy time and your cooperation and patience are greatly appreciated.

VISA Fleet Charge Cards

The current Voyager fleet cards will be active until November 29, 2008 at 11:59 PM EST. After that, they will no longer be accepted at merchants. The new VISA fleet charge cards become active on November 30, 2008 12:00 AM EST.

VISA Fleet Charge Card Shipments

Most of your agencies have begun to receive the bulk shipments of cards from US Bank. Unfortunately, there was an error and the cards were shipped before the card sleeves, acceptance instructions and fleet guides. The shipment containing the sleeves, instructions and guides has been sent and should be received next week (no later than November 17, 2008).

Please ask your coordinators to contact you if they do not receive their shipments that were initiated from the original tag enrollment submissions by Monday, November 17, 2008. The shipments for any " tags submitted subsequent to October 31, 2008 will take a little longer, but these cards should be received no later than Monday, November 24, 2008.

Incorrect Mailer

The mailer for the fleet charge cards is incorrect. Please note that the incorrect mailer form was included in the cards and that no signature is required for vehicle fleet cards.

Please disregard "Travel" at the top of the mailer. It should have read "US Bank Fleet Card." Please inform your coordinators that they should **NOT** sign the cards.

Once again, DO NOT SIGN the VISA fleet charge cards.

Bulk Card Acceptance

Attached are instructions for the fleet coordinators to use to bulk activate or accept their fleet charge cards. Please note that the coordinators will need to know their Hierarchy or TBR Level when they call US Bank. Coordinators should inspect their shipments and note any missing cards. A list of missing cards should be submitted from the Region/Area Program Coordinators and/or Local Fleet Program Coordinators to the Agency Fleet Program Coordinators. Once the card sleeves are received, the cards should be placed into the sleeves and securely stored.

Missing Cards

If your agency is missing cards from the original or "delta" tag enrollment submissions, please check your tag enrollment spreadsheets to ensure that they were included. If they were, please highlight those rows and send the spreadsheet to Yadira Stamp at ystamp@drstrategies.com informing her that the cards are missing. Yadira will work with you and US Bank to get the cards issued before November 30, 2008.

If you are missing cards that were NOT part of the original or "delta" tag enrollment spreadsheets, then you will be able to add them through Access® Online on or after November 25, 2008.



Voyager Fleet Card Disposal

Please ask your coordinators to collect and destroy all the Voyager Fleet Cards after November 30, 2008. Although they will not be active, USDA prefers the cards be destroyed.