

Uniform Program Card Account Setup/Application Form

Return Copy to : Bank of America Government Card Services
 P.O. Box 1637
 Norfolk, VA 23501-1637
 Facsimile: (757) 624-6323

TO BE COMPLETED BY EMPLOYEE/SUPERVISOR PLEASE TYPE OR PRINT ALL INFORMATION

First Name:	Last Name:	MI	SSN								
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Agency Name: DOI, Bureau of Land Management		Mailing Address : Home ___ Business ___ (check one)	
Email Address:	Street		
Office Phone Number:	City	State	Zip

By signing below, I a) request that a Uniform Program Government Card be issued in my name, b) agree to use the Card for official uniform expenses only, in accordance with Agency/Organization policy, and to be bound by the terms and conditions of the attached Agreement governing my use of the Government Card and c) authorize Bank of America to verify information on this application. **PLEASE RETAIN A COPY FOR YOUR RECORDS.**

Employee's Signature _____	Date _____
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I hereby approve the issuance of a Uniform Program Government card to the above employee with an annual uniform allowance credit limit of \$_____. Uniform type (check one) ___Contemporary ___Traditional ___Both

Supervisor's Signature _____	Date _____
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TO BE COMPLETED BY AGENCY PROGRAM COORDINATOR PLEASE TYPE OR PRINT ALL INFORMATION

Accounting Code: 2 0 0 2 _____ U N F M _____ 2 6 5 C
Enter fiscal year, subactivity code, program element code, "UNFM", organization code, and "265C". Accounting code will consist of 23 digits when properly completed.

Central Account #	5	5	6	8	-	1	6	0	0	-	0	0	0	-	1	9	0	4
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Please Complete the Uniform Account Hierarchy Below:

HL1	HL2	HL3	HL4	HL5	HL6	HL7	HL8
0000003	0000005	3313694					

FIPS Code: 1411	Account Type: Standard _____ Limited Use _____	If Limited, Date to Activate: Mo. ____ Day ____ Yr. ____ Date to Deactivate: Mo. ____ Day ____ Yr. ____
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Branch Code (see codes below)			Auth. Option # (see codes below)		
If Credit Limits:	Branch Code is:	Auth. Option # is:	If Credit Limit is:	Branch Code is:	Auth. Option # is:
\$50	UP0001	03747	\$250	UP0005	03743
\$100	UP0002	03746	\$300	UP0006	03742
\$150	UP0003	03745	\$350	UP0007	03741
\$200	UP0004	03744	\$400	UP0008	03740

By signing below, I hereby authorize, on behalf of the Agency/Organization indicated above, that a Government Card be issued to the employee named above. **PLEASE RETAIN A COPY FOR YOUR RECORDS.**

Name of Agency Official:	Title:	
Signature:	Date:	

UNIFORM PROGRAM CARD ACCOUNT SETUP/APPLICATION FORM INSTRUCTIONS

1. The form is completed in two parts--the first part is completed by the employee and his/her supervisor and the second part is completed and signed by the Agency Program Coordinator (APC).
2. The employee requesting a uniform card will fill out the top part of the form and sign it. The supervisor will determine the uniform allowance credit limit amount (must be in an increment of \$50), the uniform type (contemporary, traditional, or both) and will also sign the form.
3. The APC portion is completed as follows:
 - (1) Accounting Code. Your accounting code must be entered in this exact format.
 - (2) The next section is the employee's organizational Hierarchy Code. APCs must become familiar with their hierarchy codes. The codes for hierarchy 1, 2, and 3, are always the same for uniforms and are pre-printed on the form. Uniform hierarchy codes can be obtained from the State Uniform Coordinator or the National Uniform Coordinator.
 - (3) The next blocks are the Branch Code and Auth. Option #. These codes are related to the allowance amount authorized for the employee. Use the key on the form to determine what codes are required. For example, if the employee is authorized a \$200 allowance, the Branch Code is "UP0004" and the Auth. Option is "03744".
 - (4) The form must be signed by an authorized Uniform APC.
4. The APC should make a copy of the form and mail it (or fax it) to Bank of America. Bank of America's address and fax number are printed on the top of the form.