

RESCISSION OF NCA HANDBOOK 4080, GOVERNMENT PURCHASE CARD PROCEDURES

1. PURPOSE/REASON FOR ISSUE: This publication formally rescinds NCA Handbook 4080, NCA Government Purchase Card Procedures.

2. BACKGROUND: NCA Handbook 4080, NCA Government Purchase Card Procedures, published on September 19, 2013. The handbook outlined procedures for the use and management of Government purchase cards by NCA staff and updated information about purchase card uses and restrictions, internal controls, reconciliation procedures, program functions and processes, and citations/availability of references.

In accordance with VA Financial Policy, Volume XVI, Charge Card Programs, Chapter 1, Government Purchase Card Program dated July 29, 2016, NCA implemented a new program to coordinate with other VA offices for necessary information administering and accounting for the purchase card program. However, the rescission of NCA Handbook 4080 was not published at that time. This rescission notice supersedes the signed but unpublished NCA Notice 2016-06, Rescission of National Cemetery Administration Handbook 4080, Government Purchase Card Procedures, signed on December 8, 2016.

3. CHANGE TO POLICY: NCA Handbook 4080, NCA Government Purchase Card Procedures is no longer needed because VA Financial Policy, Volume XVI, Charge Card Programs, Chapter 1A, Administrative Actions for Government Purchase Cards and Chapter 1B, Government Purchase Card for Micro-Purchases presents unified VA Government Purchase Card policy and is appropriate guidance for the use and management of Government fleet cards by NCA staff. VA Government Purchase Card policy is found at: <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeXVIChapter01A.pdf> and <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeXVIChapter01B.pdf>.

4. RESPONSIBLE OFFICE: National Cemetery Administration, Legislative and Regulatory Service, 810 Vermont Ave., NW, Washington, DC 20420, is responsible for the contents of this directive. Questions may be referred to NCA42EACTION@va.gov.

5. RESCISSION: NCA Handbook 4080, NCA Government Purchase Card Procedures, published on September 19, 2013 is rescinded.

6. EXPIRATION: This notice will be archived on the last day of September 2021.

/s/

Ronald E. Walters

Principal Deputy Under Secretary for Memorial Affairs

Distribution: Electronic