

RESCISSION OF NCA HANDBOOK 4090, NCA GOVERNMENT FLEET CARD PROCEDURES

- 1. PURPOSE:** This publication formally rescinds NCA Handbook 4090, NCA Government Fleet Card Procedures.
- 2. BACKGROUND:** NCA Handbook 4090, NCA Government Fleet Card Procedures published on October 1, 2010. The handbook outlined procedures for the use of Government fleet cards by NCA staff and defined accounting reconciliation procedures, internal control procedures, and fleet card user responsibilities. In accordance with VA Financial Policy, Volume XVI, Charge Card Programs, Chapter 1, Government Purchase Card Program dated July 29, 2016, NCA is implementing a new program to coordinate with other VA offices for necessary information administering and accounting for the fleet card program.
- 3. CHANGE TO POLICY:** NCA Handbook 4090 (NCA Government Fleet Card Procedures) is no longer needed because VA Financial Policy, Volume XVI, Charge Card Programs, Chapter 3 is a unified VA Government Fleet Card policy and is appropriate guidance for the use and management of Government fleet cards by NCA staff. VA Government Fleet Card policy is found at:
<https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeXVIChapter03.pdf>.
- 4. RESPONSIBLE OFFICE:** National Cemetery Administration, Legislative and Regulatory Services, 810 Vermont Ave., NW, Washington, DC 20001, is responsible for the contents of this directive. Questions may be referred to NCA42EACTION@va.gov.
- 5. RESCISSION:** NCA Handbook 4090, NCA Government Fleet Card Procedures published on September 19, 2013 is rescinded.
- 6. EXPIRATION:** This notice will expire and be archived on the last day of September 2021.

Ronald E. Walters
Principal Deputy Under Secretary for Memorial Affairs

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