



DEFENSE COMMISSARY AGENCY
HEADQUARTERS
1300 E AVENUE
FORT LEE, VIRGINIA 23801-1800

RM

MAY 18 2015

NOTICE TO THE TRADE – DeCA NOTICE 15-55

SUBJECT: Vendor Credit Memo Credit Card and Scandown Payments

The purpose of this Notice to the Trade is to advise of changes impacting the method of payment for vendor credit memorandums (VCMs). DeCA processes credit card payments through a third party processor provided by the U. S. Treasury's Bureau of Fiscal Service and is therefore, bound by their regulations.

The Treasury Financial Manual, Announcement No A-2014-04 imposed changes to the dollar-value limit for credit card collections and further clarified the policy for split transactions. In order to comply with the Treasury Bureau's regulations, DeCA must implement changes to our collections procedures. The change applies to those companies, their representatives or brokers who pay VCMs and scandowns with a credit card, either directly to DeCA or via the Pay.gov application.

Effective June 1, 2015, electronic funds transfer or ACH payments will be mandatory for those companies whose weekly Suspense Report (invoice) or monthly 1080 Billing (for VCMs processed as a charge sale) exceeds the maximum allowable amount of \$24, 999.99. The use of multiple credit cards to pay the invoice will not be allowed. As a Federal agency, we have a responsibility to conserve taxpayer dollars and take cost cutting measures where possible. The lowered credit card threshold will save on transaction fees associated with the higher card charges.

Several companies have been using the ACH payment method for more than a year and have reported it as streamlined and efficient. The ACH payment process works the same as the credit card program. The vendor registers the contract numbers or PINNS with the VCM-Credit Card team, VCMCC@deca.mil. You will be provided with bank account information to facilitate an electronic transfer. A Suspense Report listing all VCMs for the previous week will be distributed via email on a weekly basis; payment is due within 7 business days. However, procedures are in place to handle any questionable item on the report.

Questions regarding this Notice may be directed to Cheryl Dancy at (804) 734-8000, ext. 52903 or Maria Howard, ext. 52900. OCONUS contacts are Nicholas Rothstein, Nicholas.rothstein@deca.mil or Wayne Davis, wayne.davis@deca.mil.

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Lauren P. Bands, Jr.
Chief Financial Officer