

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-93-5</i>	DATE RECEIVED <i>3-11-93</i>
1. FROM (Agency or establishment) <i>Tennessee Valley Authority</i>		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION <i>Agency-wide</i>			
3. MINOR SUBDIVISION		DATE <i>9-28-93</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <i>vfc</i> <i>Linda E. Blevins</i>			
5. TELEPHONE <i>615-751-2524</i>		ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Peterson</i>	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2/26/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda E Blevins</i>	TITLE <i>Assistant TVA Archivist</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	BUSINESS CREDIT CARD SUPPORT DOCUMENTS See the attached description for the Business Credit Card Support Documents.		

BUSINESS CREDIT CARD SUPPORT DOCUMENTS

This schedule covers support documents on purchases made TVA-wide using VISA credit cards. The TVA business credit card is used for official business in accordance with established TVA guidelines. There is a limit of \$5,000 per transaction. In the past these purchases were made on TVA 4421 Field Purchase Orders. The credit card program began in October 1989. Treasury Services pays the bank every month in a lump sum payment. Distribution is then made to the account number designated by each cardholder when they apply for the card. Treasury receives a computer tape each month that they use to print each cardholder's statement. Statements are mailed to each cardholder. Each cardholder is responsible for verifying all charges are correct. Each statement is to be signed by each cardholder and his/her approving official. Treasury Services does not retain any cardholders' records. The monthly statements and original sales receipts, invoices, shipping tickets, credits, and other supporting documentation are retained by the card holder or person designated by each organization to hold these documents.

DISPOSITION

Destroy when three years old.