

February 24, 2011

PCard-05-2011: LAPC Quarterly Checklist due to APCs on February 28th

This information is being sent on behalf of John T. McCain, Program Manager, Charge Card Service Center Program Office.

As communicated at the 2010 GSA conference and in *PCard-10-2010 New LAPC Quarterly Checklist* emailed on 9/15/10, the CCSC team has revised the LAPC Quarterly Review checklist in 2010. **The first submission covering Q1 FY 2011 (October 1st – December 31st, 2010) is due from LAPCs to their respective APCs on Monday, February 28, 2010.**

* The CCSC requests that all APCs please remind their LAPCs of this upcoming due date and LAPC Quarterly Checklist submissions should be made from the LAPCs to their APCs (not to the CCSC).

As previously communicated, the CCSC has simplified the LAPC Checklist significantly to make it easier for the LAPCs to complete the review. This however does not absolve the LAPC or APC from any responsibilities regarding oversight, review, and maintenance of their charge cardholders.

The LAPC Review will be done quarterly and will be done according to the following timeline:

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| Q1 | October 1 st – December 31 st | Checklist due to the APC by February 28 th |
| Q2 | January 1 st – March 31 st | Checklist due to the APC by May 31 st |
| Q3 | April 1 st – June 30 th | Checklist due to the APC by August 31 st |
| Q4 | July 1 st – September 30 th | Checklist due to the APC by November 30 th |

The review should include approximately 25% of the LAPCs' Cardholders each quarter and as a result, the review should cover 100% of the LAPC's Cardholders by the end of the year. This review does not mean you must look at physical documentation from every cardholder within that 25% of cardholders you review each quarter. If the reviews are performed throughout the quarter, the number of reviews stipulated should be manageable for all LAPCs. There should be at least some physical review of documentation done of the reviewed cardholders each quarter in the form of scanned, faxed, or original receipts, purchase orders, or other like documentation.

The attached checklist provides detailed instructions on the first page in regards to how to proceed with the review. The review dates due to the APC are also included directly on the checklist. Additionally, a copy of this form, as well as other pertinent CCSC forms and documents may be found on the CCSC Website at <http://www.dm.usda.gov/procurement/ccsc/forms.htm>.

If you have any further questions on this process, please email the CCSC at CCSC@DM.USDA.GOV. Thank you!