

PCard-15-2009: Save the Date: GSA SmartPay2 Conference, July 28-30, 2009

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

Purchase and Travel Coordinators Action Item

Save the Date: GSA SmartPay2 Conference, July 28-30, 2009

Time: 8am-5pm daily

Location: Phoenix, Arizona- Phoenix Convention Center

As discussed at the February 24th APC Meeting, this year's GSA SmartPay2 Conference will be held Tuesday July 28-Thursday July 30, 2009 in Phoenix, AZ at the Phoenix Convention Center.

With the launch of the new Charge Card Service Center (CCSC) program, we are especially excited and looking forward to this year's conference as an opportunity to learn more about the SmartPay2 program. This is an opportunity to learn more about the Smartpay2 program directly from US Bank and to share USDA specific information and guides via informational sessions and additional training.

The CCSC team has been working closely with US Bank to develop a course/session schedule and syllabus specifically tailored for USDA attendees. Some courses that will be available to USDA participants are:

- ❖ Hands-On Training in Access Online (AXOL) including:
 - Account Set-Up and Maintenance
 - Reporting
- ❖ Review of USDA Purchase Card Policy and Program Guide
- ❖ Access Online Orientation
- ❖ General US Bank Informational Sessions
- ❖ Various GSA and USDA-Specific Electives

****ACTION ITEM**** In an effort to better plan the course schedule, please email an approximate number of participants that you expect from your agency to Clara Hickerson at clara@drstrategies.com. This conference will be extremely informative and beneficial to all agency participants and we ask that you strongly encourage participation from your respective agencies.

Registration opens on **Thursday, April 30th** via <http://www.gsasmartpayconference.org> where you can register and view further information.

If you have any additional questions, please email ccsc@da.usda.gov.

Thank you!