

United States Department of
Agriculture (USDA) **Fleet** Track

Schedule

Tuesday, August 10, 2010

8:00 – 9:30 a.m. GSA General Session Building C Hall C1

10:00 a.m. – 5:00 p.m. U.S. Bank Access® Online Open Lab Room B 302

10:00 – 11:10 a.m. USDA Opening Session ** Room B 308

Select One of the Following:

12:30 – 1:40 p.m. GSA SmartPay2® Master Contract Basics Room C 208 - 210

12:30 – 1:40 p.m. GSA SmartPay2® In More Than One Flavor
Innovative Products and Services (Advanced) Room C 101

12:30 – 1:40 p.m. GSA Fleet Card Program Room C211 - 213

2:00 – 3:10 p.m. A/OPC Basics Room B 312

Select One of the Following:

3:30 – 4:40 p.m. USDA & U.S. Bank Handling Fraud & Disputes Room B 308

3:30 – 4:40 p.m. Access Online Orientation Room B 313
(appropriate for new coordinators)

Wednesday, August 11, 2010

7:00 a.m. – 5:00 p.m. Access Online Open Lab Room B 302

8:00 – 9:10 a.m. A/OPC Basics Room B 312

9:30 – 10:40 a.m. Fleet Card Coordinators Required Policy Training ** Room B 308

Select One of the Following:

12:30 – 1:40 p.m. Access Online Orientation Room B 313
(appropriate for new coordinators)

12:30 – 1:40 p.m. GSA SmartPay® 2 Fleet Card Basics Room C 211 - 213

2:00 – 3:10 p.m. Hands-On Training: Visa IntelliLink®
Training for USDA Room B 303

3:30 – 4:40 p.m. USDA Required Process and Procedures for
A – 123 Compliance Room B 308



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Thursday, August 12, 2010

7:00 a.m. – 3:00 p.m.	Access Online Open Lab	Room B 302
<i>Select One of the Following:</i>		
8:00 – 9:10 a.m.	Hands-On Training: USDA Transaction Approval and Reallocation in Access Online (Purchase & Fleet)	Room B 303
8:00 – 9:10 a.m.	Navigating the GSA SmartPay® Website (Basic)	Room C 101
12:30 – 1:40 p.m.	Hands-On Training: USDA Fleet Card Program Coordinator Duties **	Room B 303
2:00 – 3:10 p.m.	USDA Closing Session **	Room B 308

**** = Required for all USDA Fleet Card Attendees**

