

United States Department of
Agriculture (USDA) **Purchase 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
12:30 – 1:40 p.m.	Purchase Card Coordinators Required Policy Training - Part I **	Room B 308
2:00 – 3:10 p.m.	Purchase Card Coordinators Required Policy Training - Part II **	Room B 308

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.	1099 and 1057 Reporting	Room B 312
3:30 – 4:40 p.m.	Access Online Orientation (appropriate for new coordinators)	Room B 313

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.	Hands-On Training: Access Online Reporting for the Purchase Card Program **	Room B 303

Select One of the Following:

9:30 – 10:40 a.m.	1099 and 1057 Reporting	Room B 312
9:30 – 10:40 a.m.	Card Management in Context by OMB	GA Ballroom Sect. 1
9:30 – 10:40 a.m.	BioPreferred: Your Answer to BioBased Purchasing	Room C 206

Select One of the Following:

12:30 – 1:40 p.m.	Access Online Orientation (appropriate for new coordinators)	Room B 313
12:30 – 1:40 p.m.	Conduct Effective Oversight of Your GSA SmartPay® Program	GA Ballroom Sect. 1
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
8:00 – 9:10 a.m.	Hands-On Training: USDA Transaction Approval and Reallocation in Access Online **	Room B 303
<i>Select One of the Following:</i>		
9:30 – 10:40 a.m.	GSA SmartPay® Purchase Card Basics	Room C 208 – 210
9:30 – 10:40 a.m.	Sustainable Procurement for Government Purchase Card	Room C 211 – 213
9:30 – 10:40 a.m.	Experience GSA's eBuy	Room C 101
<i>Select One of the Following:</i>		
12:30 – 1:40 p.m.	GSA SmartPay® Update (appropriate for coordinators – Level 3 and above)	Room C 101
12:30 – 1:40 p.m.	Buy Green with GSA Schedules, Supply, and Surplus Property Chain Supply	Room C 206
12:30 – 1:40 p.m.	Purchase Cards – Audits and Investigations	GA Ballroom Sect 1
<i>Select One of the Following:</i>		
2:00 – 3:10 p.m.	USDA Closing Session **	Room B 308

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

