



APC Quarterly Newsletter

May 2010 Vol. I

The CCSC is excited to produce the first APC Quarterly Newsletter. These newsletters will provide updates on ongoing initiatives, announce new policies and procedures, give APCs a forum to share their experiences, and provide us with another way to keep the community informed.

We are now on Twitter! Please follow the CCSC at **CCSC_USDA**. We will be sharing program updates and alerts through the twitter universe.

A Fraud Detection Hotline will be established in the coming weeks. This hotline will allow anonymous callers to leave messages about alleged fraud, misuse, or abuse of the charge card program. Please be on the lookout for a communication containing the 1-800 number. The number should be forwarded to all offices with USDA charge cards.

Please note the anticipated change to DR 5013-6. The draft language reads as follows in Section 8g: "Prior approval and subsequent review of purchase card activity is required for all purchase card transactions. This includes documenting independent receipt and acceptance of goods/services obtained with the purchase card or related alternative payment method. Purchases less than the "de minimus"

amount (\$300) do not require independent receipt and acceptance. Agencies shall provide guidance for handling instances (e.g., emergency incidents and remote working conditions) where independent receipt and acceptance is so impractical as to be essentially impossible." Please note that the revised DR will have to go through the review and approval cycle.

As always, look to the **CCSC Website** for the latest information on policy and process changes. Also, a new page containing all CCSC forms has been added to the website at: <http://www.da.usda.gov/procurement/ccsc/index.html>

As of March 17th, the **New Card Request Form** has been changed to remind the requestor that the name entered in the Cardholder Request for Purchase Card Form "Name" field matches the applicant's name on record with the USDA's HR department.

When completing the **New Card Request Form**, please ensure the following:

- a. The name entered in the 'Name' field **matches** the applicant's name on record with the USDA's HR department.
- b. The "Line of Accounting" is **correct** on the request submitted so that the request is not rejected. To ensure accuracy, please copy the line of accounting (directly from AXOL) and paste the value into the 'Accounting Segments' field of the Cardholder Request for Purchase Card template.
- c. The hierarchy is **valid**. Also, please make sure that the processing and reporting hierarchies



APC Quarterly Newsletter

May 2010 Vol. I

(i.e., agent/level4; company/level 5; division/level 6; department/level 7) **match**.
d. The 'Third Line Embossing' field is completed with the information you want embossed on the card below the cardholder's name
e. The form is **signed** by the Approving Official before submitting to the CCSC
f. The demographic information (i.e., including zip code) is **valid**, as well as the telephone number and email address **are** included.
g. When entering the Monthly Office Limit (i.e., 30-Day), Single Purchase Limit, and Convenience Check (Y/N), please ensure compliance with the Purchase limit policies.

In the coming months, US Bank is expected to roll out an Alert Program, which will send APC's and LAPC's notifications when certain transactions occur.

Reallocating and Approving Transactions:

Before approving a transaction please remember to review and complete both the **Summary** tab and the **Comments** tab.

Please review the **Summary** tab to ensure either a payment extract date or a general ledger extract date is listed. If a payment extract date or a general ledger extract date is listed then you may continue with the approval process.

If no payment extract date appears, then you must take the following actions prior to approving your transaction:

1. Contact your LAPC, AO, or the FPOC for your agency to double check that the accounting code is valid.

2. Next, you must delete the accounting code field and enter the correct accounting code. If the accounting code is correct, you still must delete the accounting code field and re-enter the accounting code. By deleting and reentering the accounting code, the system will read the purchase as new and submit it to the Treasury Dept. for payment.
3. The system will need 24 hours to process the changes, after which, you will be able to approve the transaction. You **CANNOT** re-enter an accounting code and approve a transaction on the same day.

The following fields must be completed under the **Comments** tab before approving a transaction:

- the Goods Received Date
- Merchant Information including: Merchant Name, City, State, Zip Code, and Phone Number
- a detailed Item Description

In addition to the above fields, convenience check users must also complete the following fields:

- DCIA Waiver Number
- Taxpayer Identification Number (TIN) or Employee Identification Number (EIN)

The CCSC unveiled the **Questionable Transaction Report (OTR)** last month. The



APC Quarterly Newsletter

May 2010 Vol. I

CCSC will be running reports and sending letters to the APCs if questionable transactions are found. The CCSC will then work with the APC to resolve any issues. At a minimum, QTRs will be issued for the following are found: convenience checks written over \$2500, illegible payee on a convenience check, split transactions, convenience checks written to an individual, purchases made for items with blocked MCC codes, duplicate transactions, cash advances, and manual overrides.

On April 6th the USDA and the Navy held the first of several energy forums to look at ways to increase bio-fuel production and meet the Navy's renewable energy needs. The USDA is hoping to use the Navy's fleet as a catalyst to increase demand for bio-fuels and spur economic opportunity in rural communities. The CCSC is dedicated to supporting the Dept. in its endeavors and **reminds all cardholders to buy green whenever possible!**

Important Upcoming Dates:

August 10-12 GSA SmartPay2 Conference
<http://gsasmartpayconference.org/>

The CCSC welcomes your feedback. Please email us about ways we can improve the newsletter and with topics you would like included in upcoming newsletters. Thank you.

THE CCSC