

September 15, 2010

PCard-10-2010: New LAPC Quarterly Checklist

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

As communicated at the [GSA conference](#) and at the last [Quarterly APC Meeting on July 28, 2010](#), the CCSC team has revised its quarterly review checklist.

This communication serves as a follow up to the email sent to you on the June 21, 2010 from Shannon Marsh, and the CCSC pertaining to revisions in the LAPC Quarterly Review Process. 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:

Q1	October 1 st – December 31 st	with the checklist due to the APC by February 28 th
Q2	January 1 st – March 31 st	with the checklist due to the APC by May 31 st
Q3	April 1 st – June 30 th	with the checklist due to the APC by August 31 st
Q4	July 1 st – September 30 th	with the 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>.

Should you have any further questions on this process, please email the CCSC at CCSC@DM.USDA.GOV, with a cc: to Frank Hodo at Frank.Hodo@dm.usda.gov, and we will be happy to answer any questions.