

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

April 7, 2009

PCard-11-2009: Updated Cardholder Approval and Re-allocation Guide Based on Changes in AXOL

FOR PURCHASE COORDINATORS ONLY

Updated Purchase Guides for AOs and Cardholders

There has been an enhancement in the approval process in Access Online that removes the “No further approval needed for these transactions” option.

- The attached guidelines, *Cardholder Guidelines for Approving and Re-allocating in AXOL*, have been revised by removing the slide/page referring to not selecting ‘No further approval needed’ and also on page 22, we have replaced the screenshot with the updated screen that does not show the option for “No further approval needed for these transactions.”

These guides will be available on at <http://www.da.usda.gov/procurement/ccsc/> in the ‘Purchase’ section under ‘Guides and Reference Materials’. We anticipate the full re-design and news/ document uploads to be completed and available to access by April 10, 2009.

If you have any further questions, please email ccsc@da.usda.gov. Thank you!