October 20, 2009 PCard-35-2009: Guidance for New Comment Field Changes in AXOL

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

As a follow up to **PCard-33-2009: Comment Field Name Changes in AXOL** sent on October 13, 2009, AXOL has designated comments fields where users are encouraged to enter additional information regarding each transaction.

Effective Immediately:

Cardholders

Cardholders are to enter a complete item description in the ***Items Description Field*** under the ***Comments Tab*** in AXOL, identifying the item purchased.

If it appears to be an item that can be used for personal consumption (e.g., refrigerator, camera, microwave, TV, radio, etc…), include in the item description an explanation of the purpose of the purchase (e.g., to support project research).

Approving Officials

AOs should ensure that the item description information is entered before "Final Approving" the transaction.

Coordinators

Coordinators are to notify all cardholders and approving officials of this new guidance.

Below is a chart displaying the required information for cardholders to enter into the Item Description Field for purchase card and convenience check transactions.

Comment Field	Old Name	New Name	Required Information
Comments Field 1	Conv. Checks TIN#	No Change	Insert the TIN/EIN **in the first 9 positions** of the block when approving the transaction. **DO NOT enter dashes or additional characters in the TIN/EIN**.
Comments Field 2	FPDS_NG/FS-281	Agency Specific Data	For agency use only.
Comments Field 3	Comments Field 3	Conv Chk Mer Inf/Waiver #	Insert the Merchant Name, Merchant Address, Merchant City, Merchant State, Merchant Zip Code, and EFT wavier code number. Refer to Exhibit 3 in the '*Cardholder's Purchase Card Program Guide'* for a listing of the EFT waiver codes.
Comments Field 4	Goods Recvd Date	No Change	Enter date goods were received
Comments Field 5	Treasury Pymnt Details	Item Description	Enter a complete description of items purchased. For training, include the name of the employee and title of training course; for FedEX, enter the air bill or invoice number.

****Please communicate this information to all Coordinators, Approving Officials and Cardholders****

If you have any questions or concerns, please email CCSC@DA.USDA.GOV . Thank you!