

March 25, 2014

PCard-03-2014: Updated Procedure for Dormant Card List Report

This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, Charge Card Service Center

APCs,

The CCSC has updated the procedure for the Dormant Card List Report, that is sent out monthly to APCs with dormant cards. To help streamline the process the CCSC has added drop-down choices for appropriate responses on the monthly spreadsheets the CCSC sends out. Starting April 3, 2014 (the April Report) APCs will be expected to choose an appropriate response for the report from the drop-downs on Column A "Status." APCs will then return their completed spreadsheet with a response for each user. The language for the updated procedure is below.

The response choices in the Excel Spreadsheet will be limited to:

- Closed (T9)
- Card Remains Open

	A	
1	Status	Account Name
2		IS GALLA
3	Closed (T9) Card Remains Open	IRYL L H
4		ANGELA JA
5		MICHELLE
6		STEVE ION

Updated Procedure:

APCs,

A **Dormant Account Report** has been created to notify APCs, on a monthly basis, of all open purchase cards with no account activity in the last twelve months. One of the reasons for this action is to support the agency's effort to reduce the Department's risk for fraud. This excerpt from the Departmental Regulation (DR) Section 9.f describes the process for oversight of dormant accounts:

"f. Dormant Accounts. Dormant accounts are accounts with no account activity over a period of 12 months. LAPCs shall review dormant accounts at least annually to determine whether they should be cancelled. A dormant account will be cancelled by the LAPC or APC unless the AO provides a justification for the account to remain open."

As an oversight effort please review the attached list identifying cardholders in your agency who have not had any account activity in the last 12 months.

As a reminder any purchase card that does not have transactional activity for a period of 22 months is purged (closed) by US Bank and the cardholder must submit a new cardholder application.

Action Required by the APC:

- Terminate (T9) any purchase cards in Access Online tied to a user who is no longer employed with your agency or will no longer require the use of a purchase card due to their current role and responsibilities
- Confirm to the CCSC that corrective action has been taken by **Thursday, April 17, 2014**. Confirmation should be captured in the attached spreadsheet and sent back with your response (use drop-down in Column A "Status"). Confirmation spreadsheets for each agency report should be sent to [CCSC Inbox](#). Any submissions missing responses will be returned to the APC for completion.

If you have any further questions on this process, please send an e-mail to the [CCSC Inbox](#).

Thank you!