

May 12, 2014

PCard-09-2014: Update to the Questionable Transaction Report (QTR) Process

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 Questionable Transactions Report (QTR), which is sent out monthly to APCs with questionable transactions. The language for the updated procedure is highlighted below and in the updated instructions attached.

Updated Procedure:

1. The CCSC sends each agency APC the QTR (in a spreadsheet) monthly that requires a response. The CCSC names the spreadsheet as [Agency] [MM] 2013 QTR.xlsx. Within the spreadsheet, there are two worksheets (tabs):
 - Purchase Card Transactions
 - Convenient Check Transactions
2. The APC completes each worksheet (tab) by completing the following columns for each transaction:
 - **Acceptable Transaction?:** Required column for all transactions. Please select one of the following:
 - If Yes: no further action required.
 - If No: complete the **Action Taken?** column.
 - **APC/LAPC's Comments:** This column is optional.
3. Within 15 calendar days of receiving the CCSC's e-mail, the APC sends the updated spreadsheet to the CCSC Inbox, using the following in the subject line of the e-mail, "[Agency] [Month] [Year] Questionable Transactions Report," for example, FS May 2013 Questionable Transactions Report.
4. The CCSC reviews the responses to the QTR for adherence to program policies and contacts the APC as needed.

Please let the CCSC know if you have any questions on the new process. Thank you!

CCSC