

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

April 8, 2009

PCard-12-2009: Revised Check Procedures
FOR PURCHASE COORDINATORS ONLY

This is to notify Coordinators that the CCSC has revised the procedures for approving checks in Access® Online (AXOL) based on additional information received for the SmartPay2 1099 Process. The revised procedures are highlighted in “bold”. Please distribute the revised procedures to your users.

Prior to issuing a check, cardholders are to first verify that the merchant does not accept the commercial Government issued purchase card and follow the below guidance when writing/issuing convenience checks.

1. Ensure merchant completes the W-9 Form. The form is attached for your convenience. Note: Downloaded form should conform to calendar year.
2. Indicate the applicable electronic funds transfer waiver code number for the associated purchase. The waiver codes are attached.
3. Insert the Merchant Name, Merchant Address, Merchant City, Merchant State, Merchant Zip Code, and wavier code number in the block designated as “Comments Field 3”.
4. Insert the TIN/EIN **in the first 9 positions** of the block designated as “TIN” in Access Online when approving the transaction. **DO NOT enter dashes or additional characters in the TIN/EIN.**
5. Enter the correct BOCC.
6. Attach all documents to the requisition and retain on file for 3 years after payment.

Questions concerning these procedures are to be forwarded to ccsc@da.usda.gov.