



United States
Department of
Agriculture

Office of the
Assistant Secretary
for Administration

Office of
Procurement and
Property
Management

300 7th Street
Southwest
Room 302
Reporters Building

Washington, DC
20024-9300

TO: USDA Purchase Cardholders

FROM: John T. McCain
Departmental Program Manager
USDA Charge Card Service Center

SUBJECT: USDA Transition to U.S. Bank for Charge Card Services

In just a few weeks, the U.S. Department of Agriculture (USDA) will receive new U.S. Bank® Purchase Cards in conjunction with USDA's migration to U.S. Bank's SmartPay® 2 program, and to its next generation electronic access system, U.S. Bank Access® Online.

U.S. Bank's Access® Online program will allow you to:

- Create your own user ID and password to access the system (Instructions will follow in future communications)
- View and dispute transactions online, immediately after they post to your account
- Approve your transactions whenever they appear in the system.

More information will be coming in future weeks regarding how to access the Access® Online web-based training module and what to expect when you receive your new cards.

Here is some information to keep you abreast of the transition and implementation prior to the November 30th migration date:

- Beginning the first week of October – USDA cardholders will begin receiving the new U.S. Bank Government Services Purchase Card. Upon receipt you should: Activate your new card/account by following the instructions in the attachment. These instructions can also be found in your U.S. Bank Cardholder Guide. This guide will accompany your new card. If you do not receive your card/account information by November 15th, please contact your LAPC. Contact those merchants that may have your old account on file for recurring purchases (e.g., subscriptions, FedEx, etc.) and provide them with the new account number.
- Training and certification – Training will be web-based and available for cardholders and approving officials during October/November 2008.

- Training must be completed by November 28, 2008. Training certificates will be generated for successful completion of training.
- November 30th – Begin using your new U.S. Bank Government Services Purchase Card
- Remember – although you may activate your new card number, you cannot begin to use it until November 30, 2008. Charges attempted prior to this date will be declined. Also, please be reminded that convenience checks cannot be issued after **September 1, 2008** unless it is an emergency and approved by the USDA Charge Card Service Center (CCSC). Local Agency Program Coordinators must send all requests to the Agency Program Coordinator who will forward the requests to CCSC at ccsc@usda.gov for approval. Enter “Request for Check Approval” in the subject line.

A website has been designed to keep you informed of USDA’s transition and implementation to US. Bank. The website address is www.usda.gov/procurement/ccsc.

If you have any questions, please submit them to the USDA Charge Card Service Center at ccsc@usda.gov.

Attachment: