



APC Quarterly Newsletter

Volume XIV

July 2014

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Calendar of Events

July 2014	August 2014	September 2014
4th: July 4th Holiday (Government Closed)	8th: Cardholder Suspensions	1st: Labor Day (Government Closed)
8th: Cardholder Suspensions	11th and 22nd: Cardholder Suspension Lifts	8th: <ul style="list-style-type: none"> • APC Certifications of LAPC Quarterly Reviews Due to CCSC • Cardholder Suspensions
9th and 23rd: Cardholder Suspension Lifts		9th and 23rd: Cardholder Suspension Lifts
17th: APC Quarterly Meeting		

Save the Date! APC Quarterly Meeting

The CCSC will hold the next APC Quarterly Meeting on **Thursday, July 17, 2014**.

All APCs are invited to join in this discussion with the CCSC team, via phone or in person.

Your feedback and attendance are vital to the success of the program. We look forward to this discussion and please contact us via the [CCSC Inbox](#) with any talking points your agency specifically wants to cover.

The tentative date for the Q1 FY15 APC Quarterly Meeting will be **October 23, 2014**.

The CCSC Team would like to thank all charge card program participants for all of your continued hard work, contributions, and accomplishments. If you have any questions, please send an e-mail to the [CCSC Inbox](#).



Agency of the Quarter

The Charge Card Service Center is pleased to congratulate the **Agency of the Quarter for Q3 FY14**, Office of General Counsel (OGC) and Robyn Davis (APC). Please see figure 1 showing their outstanding metrics. The **Q3 FY14 Honorable Mention** agency is Natural Resource and Conservation Service (NRCS) and Alecia Adams (APC). Congratulations!

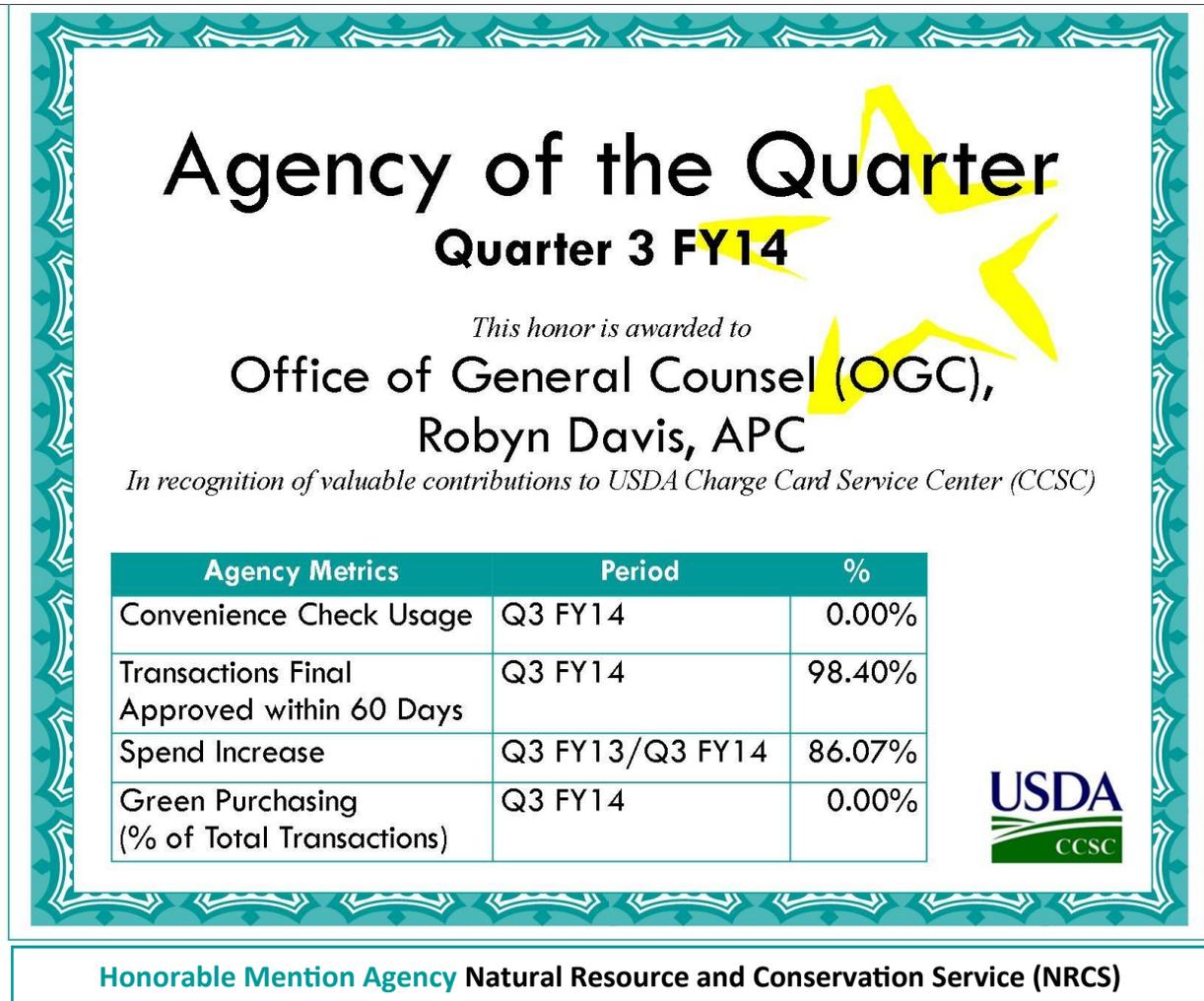


Figure 1. Agency of the Quarter Metrics

Reminder for LAPC Quarterly Reviews and APC Certification Checklists

This is a reminder that *LAPC Quarterly Review Checklists* for April 1–June 30, 2014, are due to APCs by August 29, 2014. The *APC Certification of LAPC Quarterly Reviews* of all *LAPC Quarterly Review Checklists* is due to the CCSC by September 8, 2014. If you have any further questions on this process please send an e-mail to the [CCSC Inbox](#).



Quarter Reviewed:	For the Months of:	Due Date to APC:	Due Date to the CCSC:
Q3 FY14	April – June	August 29, 2014	September 8, 2014
Q4 FY14	July – September	November 28, 2014	December 8, 2014



Green Purchasing Program Score Card

The CCSC is providing agencies with new Green Purchasing Program data metrics showing visual comparisons by agency of spend and number of transactions (refer to figures 2–4 on pages 3–5). CCSC is encouraging all agencies to increase their green purchasing to support the USDA Green Purchasing Program and to learn how to document a green purchase transaction in Access Online (see note below).

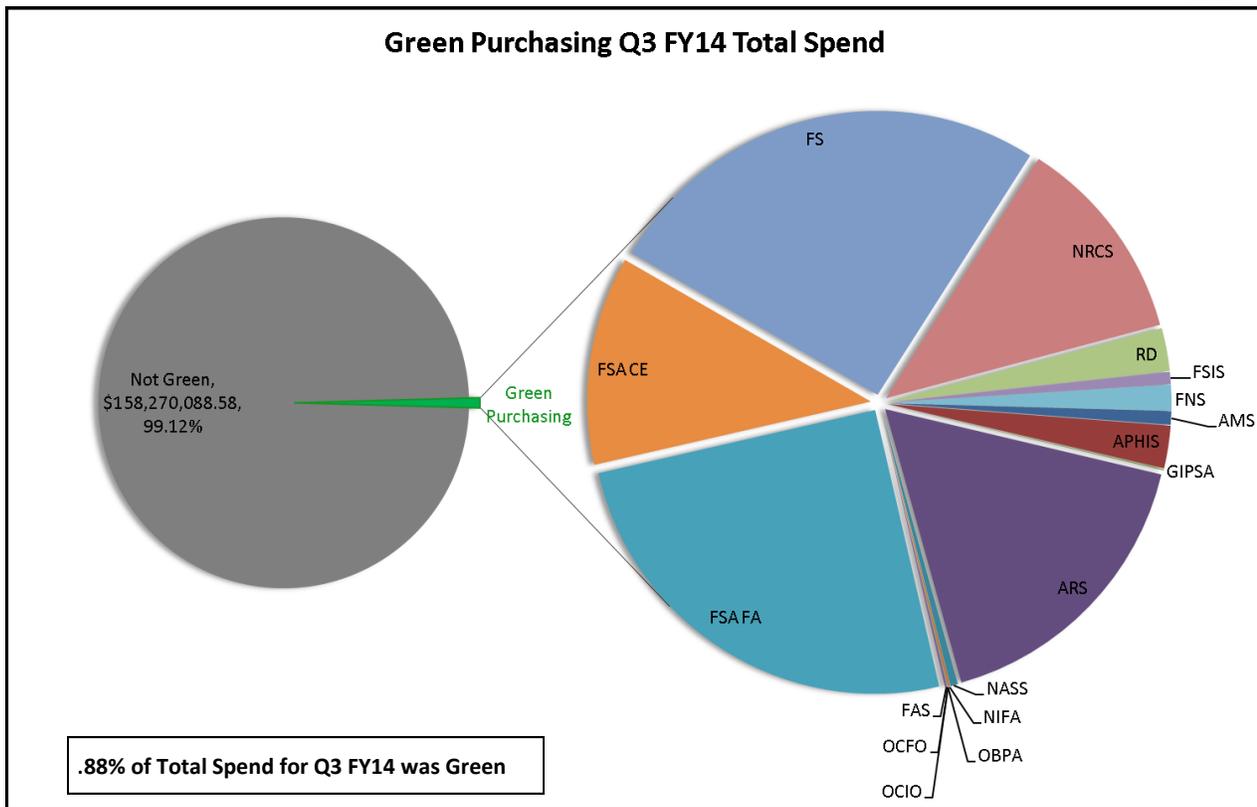


Figure 2. Green Purchasing Q3 FY14 Total Spend

If you do not see your agency represented in figure 2 it is because your agency did not have any green transactions represented in the graph. All of the Green figures (figures 2–4) represent agencies who are participating in and correctly accounting for green purchasing. Please see the note below on how to document a green transaction in Access Online.



How to Document a Green Transaction in Access Online

Complete the following field in the **Comments** tab:

Agency Specific Data Field

- For green purchases, enter “Green” in the field (the quotations are not needed).

Note: For more information on how to label your transactions as green in Access Online, review the [How to Complete Comments Tab in Access Online](#) training.

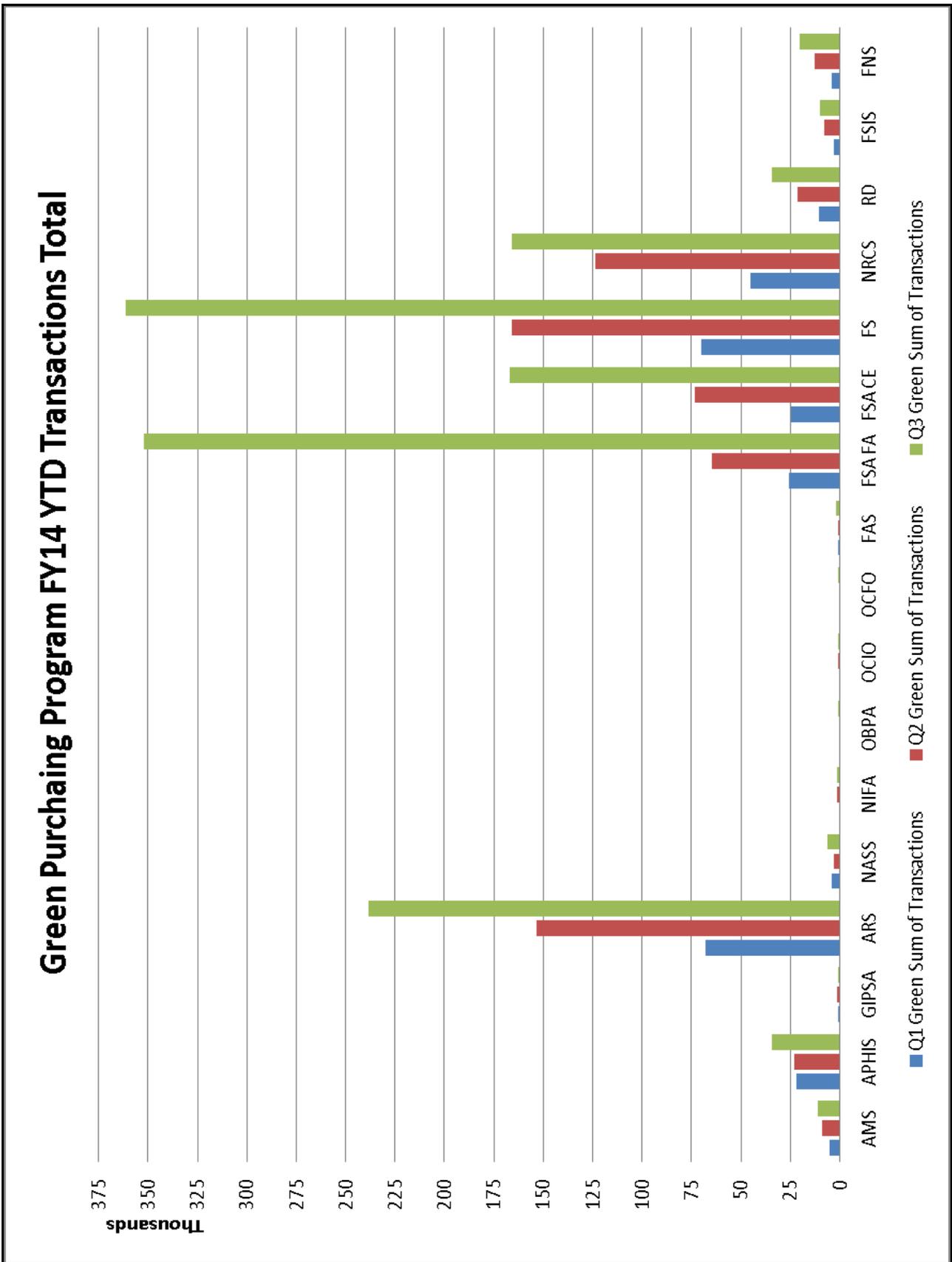


Figure 3. Green Purchasing Program FY14 YTD Transactions Total

Department Name	Agency Name	Agency Number	Total # Transactions	Total \$ Transactions Amount	Total # Green Transactions	Total \$ Green Transactions Amount	% Variance in # Transactions	% Variance \$ Transactions Amount
MRP	AMS	02	5,997	\$1,568,838.19	61	\$10,831.66	1.02%	0.69%
	APHIS	34	41,492	\$12,228,587.89	148	\$34,158.48	0.36%	0.28%
	GIPSA	36	2,319	\$565,093.63	12	\$842.67	0.52%	0.15%
REE	ARS	03	98,516	\$43,272,984.15	505	\$238,627.67	0.51%	0.55%
	ERS	18	380	\$290,921.63	-	\$0.00	0.00%	0.00%
	NASS	20	2,352	\$712,160.38	23	\$5,966.24	0.98%	0.84%
	NIFA	22	426	\$206,144.16	3	\$1,590.93	0.70%	0.77%
	OS	01	148	\$47,928.34	-	\$0.00	0.00%	0.00%
DM	OAO	06	82	\$21,335.81	-	\$0.00	0.00%	0.00%
	OC	13	189	\$131,345.29	-	\$0.00	0.00%	0.00%
	OCE	38	23	\$21,149.28	-	\$0.00	0.00%	0.00%
	NAD	39	151	\$32,342.28	-	\$0.00	0.00%	0.00%
	OBPA	42	18	\$13,382.03	1	\$100.00	5.56%	0.75%
	OES	63	38	\$6,044.44	-	\$0.00	0.00%	0.00%
	OCIO	64	2,124	\$819,524.46	2	\$68.10	0.09%	0.01%
	HL	72	124	\$61,173.37	-	\$0.00	0.00%	0.00%
	DM	75	1,183	\$719,141.16	-	\$0.00	0.00%	0.00%
	OASCR	84	172	\$125,087.05	-	\$0.00	0.00%	0.00%
FFAS	OCFO	90	613	\$368,374.21	2	\$453.86	0.33%	0.12%
	RMA	08	661	\$157,890.62	-	\$0.00	0.00%	0.00%
	FAS	10	1,409	\$579,735.30	6	\$1,624.52	0.43%	0.28%
	FSA FA	57	4,519	\$1,807,398.89	82	\$352,162.54	1.81%	19.48%
	FSA CE	97	25,666	\$3,304,995.30	1,004	\$167,194.12	3.91%	5.06%
	FS	11	251,769	\$81,281,550.03	1,079	\$361,554.34	0.43%	0.44%
	OGC	14	807	\$237,302.24	-	\$0.00	0.00%	0.00%
	NRCS	16	22,403	\$5,275,665.50	762	\$165,869.84	3.40%	3.14%
RD	RD	07	9,169	\$2,259,562.97	138	\$34,427.53	1.51%	1.52%
	FSIS	37	4,490	\$2,145,271.19	29	\$9,869.13	0.65%	0.46%
FNS	FNS	30	2,837	\$1,155,878.19	80	\$20,517.31	2.82%	1.78%
OIG	OIG	23	410	\$259,139.54	-	\$0.00	0.00%	0.00%
Total			480,487	\$159,675,947.52	3,937	\$1,405,858.94	0.82%	0.88%

Figure 4. Green Purchasing Score Card Q3 FY14

Reduction in Convenience Checks

Over the past six months, CCSC has made efforts to help the department significantly reduce the use of convenience checks within the charge card program, with improvements of the convenience check data to the USDA National Finance Center (NFC), training on what/how to enter convenience check data into Access Online, training on what waivers are allowable for a convenience checks, and a presentation on alternative methods to writing convenience checks. The following article provides an overview of what CCSC has been working on and upcoming guidance on writing convenience checks.

IRS 1099 MISC Reporting Updates

In addition to reducing the number of convenience checks written, CCSC has also embarked on improving the convenience check data that is provided to NFC by U.S. Bank. Recently, CCSC collaborated with NFC and U.S. Bank to improve the process of transmitting convenience check data on a quarterly basis (vs. once a year) to assist the NFC in meeting all IRS reporting requirements by the due date of January 31st.

Cardholder-entered convenience check data is used to create the yearly 1099 MISC Report, which fulfills the USDA legal requirements to gather and report the convenience check type of payment information to the IRS, per IRS Code Section 6041 (the 1099 MISC Report is also mandated by OMB A-123, Appendix B, *Improving the Management of Government Charge Cards*, Chapter 12, "Convenience Checks").

For each convenience check transaction that has inaccurately formatted data, missing data, or incorrect data, the NFC has to contact each cardholder individually and request the information to complete the 1099 MISC report. CCSC has implemented a new requirement of obtaining a [W-9 Form](#) for all vendors to which the cardholder writes a check, which ensures accurate information for the vendor is entered into Access Online.

CCSC expects that with the improvement of the convenience check data entry into Access Online, the 1099 MISC Report data will also improve and require NFC to do less manual research on convenience checks. For the IRS regulations on the 1099 MISC Report, please see the sidebar.

Training and Presentations

To reduce the number of convenience checks written and to ensure that the 1099 MISC Report data was entered into Access Online correctly, CCSC provided the following training:

- [How to Complete the Comments Tab in Access Online](#), available on the CCSC Web site and in AgLearn
- [Waivers for Electronic Payments](#), available on the CCSC Web site and in AgLearn

In addition, to help APCs provide alternatives for writing convenience checks, CCSC provided a presentation on [Alternative Payment Methods to Convenience Checks](#), also available in the CCSC Web site and in AgLearn.

The use of Convenience Checks are directly subject to three sets of federal rules, [Treasury rules on Electronic Funds Transfer](#), [IRS rules on 1099 reporting](#), and OMB rules specified in [OMB Circular A-123, Appendix B](#), Chapter 12.

1. The Treasury rules under "Management of Federal Agency Disbursements" are:

- *31 CFR 208.3 Payment by Electronic Funds Transfer (EFT) which requires that all federal payments made by an agency shall be made by Electronic Funds Transfer. Convenience Checks are not an EFT form of payment.*
- *31 CFR 208.4 Specifies the conditions under which a non-electronic form of payment may be used (such as a convenience check). These conditions are referred to as [waivers](#).*

2. Refer to [IRS rules on 1099 reporting](#), for rules on the IRS 1099 MISC Report.

3. OMB A-123, Appendix B, Chapter 12, reemphasizes the IRS 1099 reporting requirements, the restrictions on when a check can be written, the dollar limits on checks, and the requirement that agencies develop and maintain a written plan that contains policies and procedures for the appropriate use of convenience checks.

OMB A-123, Appendix B, Chapter 12, section 12.11, provides the following legal references for Convenience Checks:

- *Public Law 104-134 The Debt Collection Improvement Act of 1996*
- *Internal Revenue Service Revenue Procedure 2004-43*
- *Internal Revenue Code 26 CFR 1.6041 A*
- *Internal Revenue Code 26 CFR 1.6041-1 b*
- *Federal Acquisition Regulation 32.1103*

Reduction in Convenience Checks, cont'd.

Updated Waiver Information

Recently, CCSC updated the [Debt Collection Improvement Act Waivers for Check Writing Purposes](#) document on the CCSC Web site. The updates included the new “letters” used in the Code of Federal Regulations, [31 CFR 208.4 – WAIVER](#), and guidance on writing checks in foreign countries.

The seven waivers in 31 CFR 208.4 are very narrow in scope and provide very few legal options for using a check. It is imperative that any cardholder that writes a convenience check has a justifiable and documented reason that is based on one of the waivers, as non-compliance to this Treasury rule could result in removal of check writing authority.

Monitoring Convenience Checks Accuracy

In April of 2014, CCSC sent an e-mail communication, “Clarifications on Completing the Convenience Checks Required Fields in Access Online,” that outlined the results of the training provided in December on how/what to enter into Access Online for convenience checks. The communication also provided additional guidance and some clarifications on how/what to enter for convenience check data into Access Online.

CCSC is providing additional metrics on how the cardholders are improving in the data entered into Access Online from February 2014 through April 2014, see figures 5, 6, and 7. In summary, cardholders have reduced the number of convenience check data-entry errors in Access Online by 5%.

Next Steps

The next step that CCSC will be taking in Q4 FY14 is to review and monitor monthly all convenience checks for both accurately entering data into Access Online and for the appropriate use of the CFR waiver number. Noncompliance to check writing requirements ultimately result in the loss of checking writing authority. Look for more information from CCSC on this process in the near future.

Convenience Check Score Cards

Figures 8–10 on pages 8–9 display the convenience check spend YTD by agency. The graph compares YTD FY14 spending with FY13 total spend.

If you have any additional questions on the reductions in convenience check initiative, please contact the [CCSC Inbox](#).

Agency	Checks in February	Checks in April	% in Change
OSEC	0	1	100.00%
ARS	237	250	5.49%
RD	12	8	-33.33%
RMA	2	1	-50.00%
FAS	3	7	133.33%
FS	949	1,028	8.32%
ERS	1	0	-100.00%
NASS	18	27	50.00%
FSA FA	21	23	9.52%
OCIO	15	20	33.33%
FSA CE	227	235	3.52%
Total	1,485	1,600	7.74%

Figure 5. Comparison of Checks Written from February 2014 to April 2014

Agency	Errors in February	Errors in April	% in Change
OSEC	0	1	100.00%
ARS	217	236	8.76%
RD	10	6	-40.00%
RMA	2	0	-100.00%
FAS	2	7	250.00%
FS	732	723	-1.23%
ERS	1	0	-100.00%
NASS	16	25	56.25%
FSA FA	16	12	-25.00%
OCIO	15	20	33.33%
FSA CE	105	93	-11.43%
Total	1,116	1,123	0.63%

Figure 6. Comparison in Errors from February 2014 to April 2014

Figure 7. Comparison of Total Checks Written Percentage of Errors and Correctly Written Checks

	February	April
Percent Total Errors	75%	70%
Percent Total Correct	25%	30%

Reduction in Convenience Checks, cont'd.

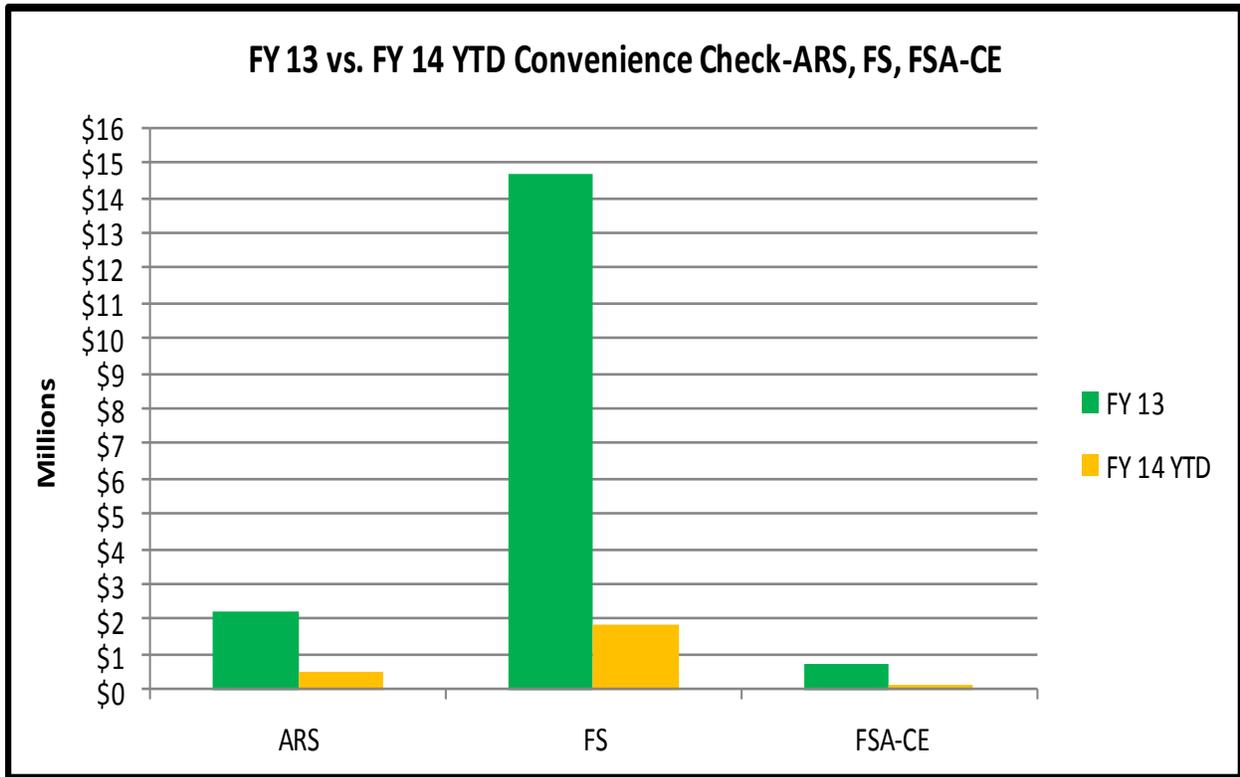


Figure 8. Convenience Check Usage ARS, FS, FSA-CE FY14 YTD

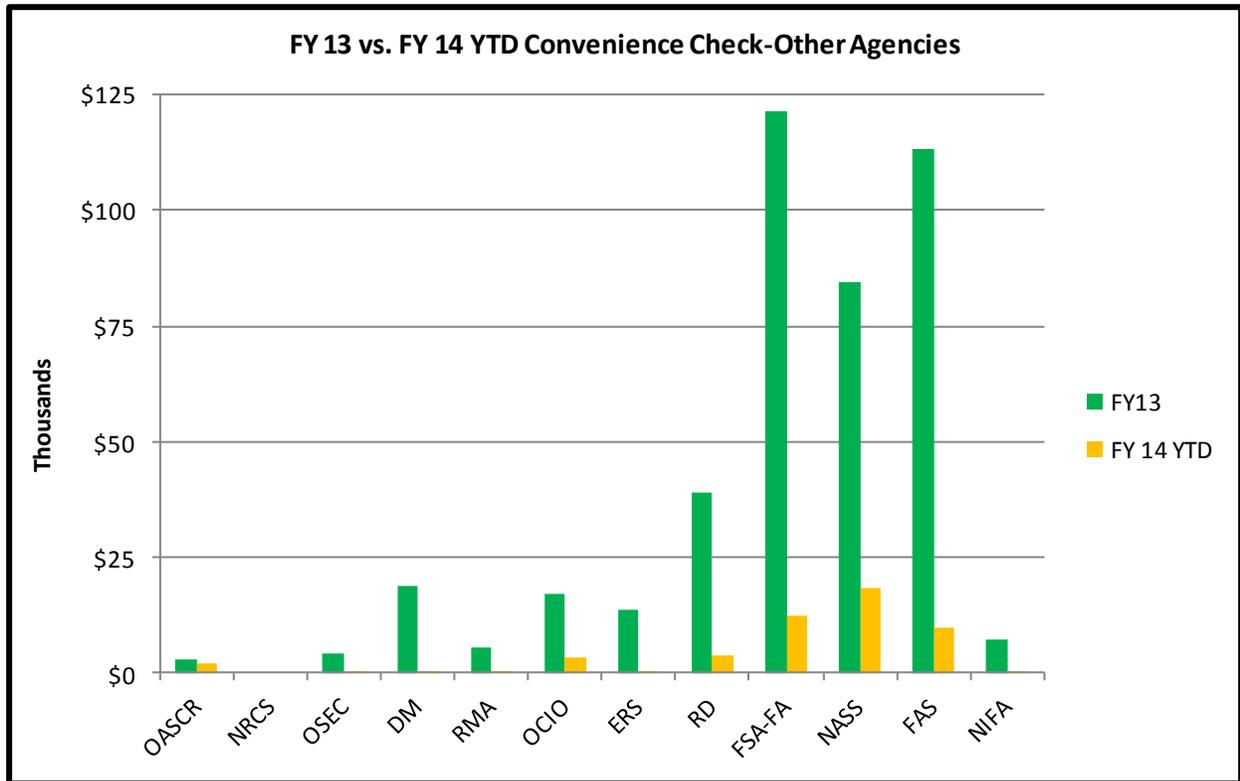


Figure 9. Convenience Check Usage for All Other Agencies FY14 YTD

Reduction in Convenience Checks, cont'd.

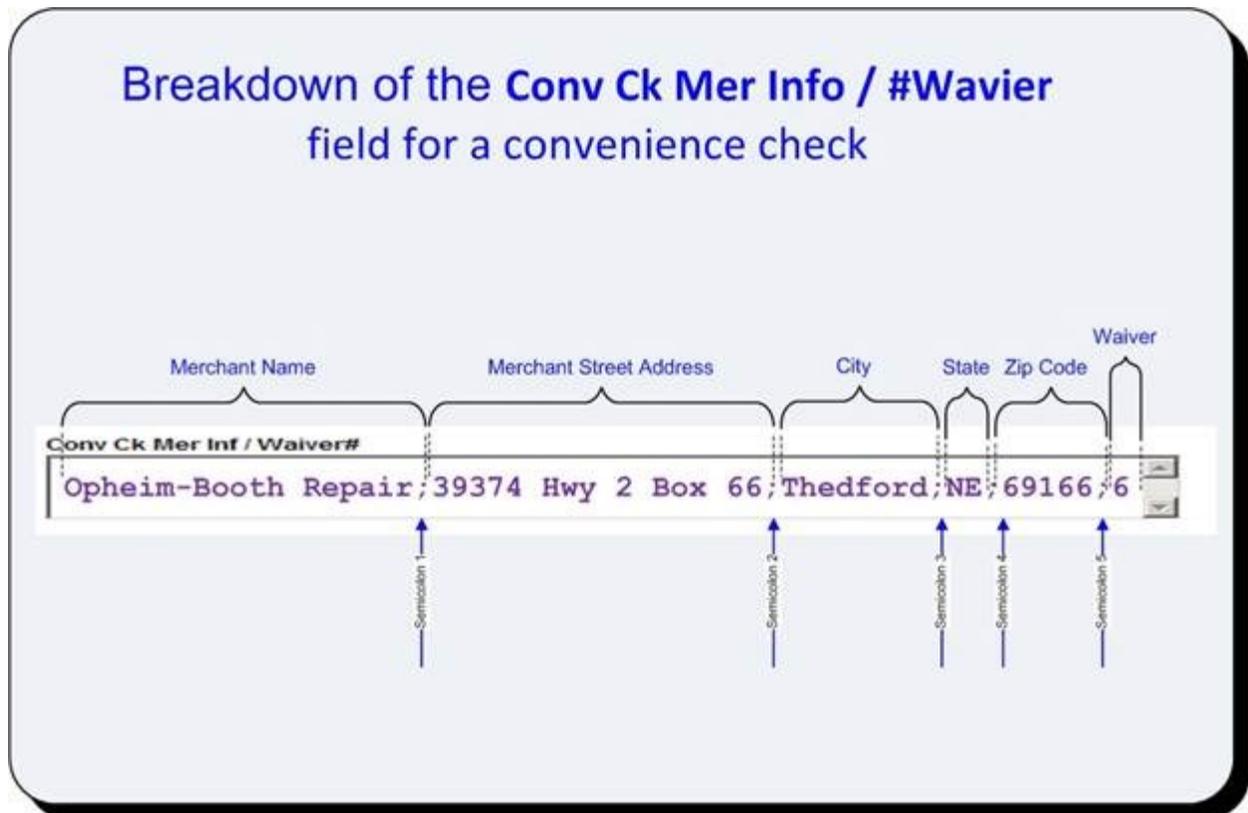
Agency	# Checks FY13	\$ Checks FY13	# Checks FY14 YTD	\$ Checks FY14 YTD	# Variance FY13-FY14 YTD	\$ Variance FY13-FY14 YTD
01 - OSEC	3	\$4,250.00	1	\$119.13	66.67%	97.20%
03 - ARS	3,942	\$2,186,928.20	2,797	\$520,796.17	29.05%	76.19%
07- RD	130	\$39,101.10	78	\$3,642.22	40.00%	90.69%
08 - RMA	18	\$5,256.66	15	\$354.47	16.67%	93.26%
10 - FAS	224	\$113,477.52	45	\$9,567.37	79.91%	91.57%
11 - FS	19,651	\$14,663,243.46	12,770	\$1,870,811.28	35.02%	87.24%
16 - NRCS	52	\$0.00	0	\$0.00	100.00%	100.00%
18 - ERS	34	\$13,508.18	1	\$25.50	97.06%	99.81%
20 - NASS	361	\$84,488.55	250	\$18,083.53	30.75%	78.60%
22 - NIFA	22	\$7,216.61	1	\$1.70	95.45%	99.98%
57 - FSA-FA	393	\$121,228.59	194	\$12,206.08	50.64%	89.93%
64 - OCIO	258	\$17,178.87	243	\$3,074.93	5.81%	82.10%
75 - DM	4	\$18,841.77	1	\$34.00	75.00%	99.82%
84 - OASCR	1	\$3,000.00	4	\$2,038.76	-300.00%	32.04%
97 - FSA-CE	3,569	\$728,252.46	2,677	\$136,911.69	24.99%	81.20%
Total	28,662	\$18,005,971.97	19,077	\$2,577,666.83	33.44%	85.68%

Figure 10. Convenience Check Score Card FY14 YTD

Reduction in Convenience Checks, cont'd.

Clarifications on Completing the Convenience Checks Required Fields in Access Online

Use the following picture of the breakdown of the **Conv Ck Mer Info / #Waiver** field to better enter the information for this field.



Thank you in advance for your cooperation in completing the data entries into the **Comments** Field of Access Online, specifically the convenience check required fields. With a reported 70% in errors CCSC needs all check holders to enter their check data to specified standards and requirements. CCSC would like to remind everyone that to write a convenience check, you must meet the requirement of at least one DCIA Waiver. You can find additional documentation on the clarifications here:

- [DCIA Waivers](#)
- [How to Complete the Comments Tab in Access Online](#)

Dates for Cardholder Account Suspensions and Suspension Lifts

CCSC has identified the new dates for suspension and suspension lifts for FY15. If you have any questions on this process, please send an e-mail to the CCSC at the [CCSC Inbox](#). For information on the suspension process please view the CCSC training on the [Purchase Card Suspension Process](#).



Notification of Suspension	Cardholder Suspension	1 st Suspension Lift	2 nd Suspension Lift
May 15, 2014	June 9, 2014	June 23, 2014	July 9, 2014
June 16, 2014	July 8, 2014	July 23, 2014	August 11, 2014
July 15, 2014	August 8, 2014	August, 22, 2014	September 9, 2014
August 15, 2014	September 8, 2014	September 23, 2014	October 9, 2014
September 16, 2014	October 8, 2014	October 22, 2014	November 12, 2014
October 15, 2014	November 10, 2014	November 24, 2014	December 9, 2014
November 14, 2014	December 8, 2014	December 22, 2014	January 9, 2015
December 16, 2014	January 8, 2015	January 23, 2015	February 10, 2015
January 16, 2015	February 9, 2015	February 23, 2015	March 10, 2015
February 13, 2015	March 9, 2015	March 23, 2015	April 9, 2015
March 16, 2015	April 8, 2015	April 23, 2015	May 11, 2015
April 16, 2015	May 8, 2015	May 22, 2015	June 9, 2015
May 15, 2015	June 8, 2015	June 23, 2015	July 9, 2015
June 16, 2015	July 8, 2015	July 23, 2015	August 11, 2015
July 16, 2015	August 10, 2015	August, 24, 2015	September 9, 2015
August 14, 2015	September 8, 2015	September 23, 2015	October 9, 2015

New Dates

Preparing for the FMMI FY2014 Year-End DAC Rollover

As FY14 comes to an end on September 30, 2014, the CCSC would like to provide instructions on the Default Accounting Code (DAC) rollover process for FY15. Please review the schedules provided. The dates listed notify the cardholder community of what needs to happen to ensure a smooth transition in accounting as FY14 comes to a close.

Instructions for Cardholder and Approving Official FY14 Year End

Tuesday, September 30, 2014

- Cardholders are required to have approved and or reconciled all of their FY14 transactions which have posted to Access Online. Cardholders must complete all related comments and item description information for compliance and audit purposes.
- TIN and merchant information are critical for IRS 1099 MISC Report for Convenience Checks.
- Cardholders need to ensure that period end estimates have been submitted for any outstanding FY14 purchases that have not been reallocated and approved in Access Online because they have not yet posted.
- Approving Officials should “final” approve all FY14 purchase card and convenience checks transactions.



Wednesday, October 1, 2014

Cardholders and Approving Officials may begin to handle any approvals and or reconciliations (reallocations) in Access Online for both Purchase and Fleet. However, FY15 Default Accounting Codes (DACs) will not be added until the following week.

Tuesday, October 7, 2014

Newly posted transactions in Access Online will reflect FY15 DACs. Cardholders should do the following:

- Ensure that each transaction in Access Online has the correct FY accounting to match the year which it was purchased. If it does not, reallocate appropriately to the correct accounting code.
- If a prior year accounting is needed (i.e., FY14), make sure and use that code for reallocation, as it should still be available. However, if unable to find the prior year accounting code in Access Online, contact your APC/LAPC to have the code uploaded in Access Online.

The Agency Financial POCs will begin loading FY15 accounting codes in Access Online during the month of September. **Cardholders should refrain from selecting these codes to reallocate their transactions until Wednesday, October 1, 2014.** Please note that these codes may not be funded before October 1st and therefore, if used, they could reject in addition to permanently locking the transaction and prohibiting ability for the Cardholder to perform a second reallocation. Cardholders must review the transaction to make sure the appropriate FY accounting code was selected on the transaction prior to clicking the **Save** button. →

Instructions for Coordinators FY14 Year End

Monday, October 6, 2014

U.S. Bank will update all Purchase and Fleet card DACs to reflect the FY15 values.

Wednesday, October 8, 2014

U.S. Bank will provide the CCSC with the following:

- A list of Cardholders whose DAC became invalid after the conversion. Invalid status can occur if the Valid Value associated with the Cardholder's DAC has not been loaded into FMMI or Access Online, or if the conversion rules produced an invalid DAC.
- The CCSC will provide to Agencies a list of outstanding invalid DACs which result from the conversion or were not updated through the conversion process.

Wednesday, October 8, 2014–Friday, October 17, 2014

- Agencies must be diligent in correcting all invalid DAC issues, as this will lead to transactions not being extracted properly and paid, which in turn could lead to future card Managing Account suspensions and penalty interest payments.
- The CCSC will reallocate outstanding non-extracted transactions (i.e., because of DAC issues) to the correct DAC. Cardholders will still be able to reallocate the transaction to different accounting one more time, prior to it being locked permanently.

Should you have any additional questions, please contact the [CCSC Inbox](#).

Message from the CCSC Program Manager

Greetings APCs,

As we approach the dog days of summer, it always amazes me how fast the fiscal year seems to run past. Just looking back at some of our accomplishments (A-123 testing and oversight, several training webinars, a brown bag lunch, and work on reducing convenience checks) I am reminded how much I have enjoyed working with the CCSC Staff and supporting our APCs. I am happy to report that with your help, continuous oversight and rigorous determination the program has continued to meet goals and exceed expectations. While we continue to move the program forward, we must remain vigilant with regards to a quantified reduction in convenience checks and ensure we maintain our focus on reporting for A-123 and oversight activities.

On behalf of myself and the CCSC staff we would like to thank you for your insights, questions, participation, and feedback throughout the year. In the next newsletter, we will once again be recognizing some agencies who excelled in different reportable categories

throughout the year. Overall each agency within USDA is providing exemplary management of their purchase card programs due in large part to the outstanding APCs supporting their agencies mission on a day-to-day basis.

Looking ahead to FY15, we are excited to continue our support, to you our customers. We hope to provide more training and direct communication to the APCs via webinars, brown bag lunches, and workshops.

In closing, our team would like to once again thank you for your help in providing 100% of the data requested for A-123 Business Process Control testing. Your efforts were appreciated and we give our sincerest gratitude.

Thanks,
Phil Johnson, Program Manager, and CCSC Staff



CCSC Corner

CCSC Web Site Updates

When reviewing incoming A-123 data samples from APCs, CCSC noticed that some agencies were not using the most up-to-date CCSC document versions. Visit the [CCSC Web site](#) to use the most recent forms, guides, and reference materials to administer your purchase card programs:

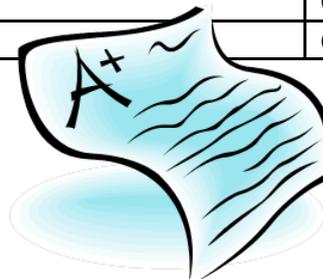
- [Debt Collection Improvement Act Waivers for Check Writing Purposes](#)
- [New Layout of CCSC Training Page](#)
- [Cardholder Purchase Card Program Guide](#)
- [Approving Official Purchase Card Program Guide](#)
- [Coordinators Purchase Card Program Guide](#)
- [Cardholder Request for Purchase Card](#)
- [LAPC Quarterly Review Checklist](#)
- [FAQs](#)



OMB A-123 Update

In Q3 the CCSC A-123 Team began FY14 testing of internal controls for CCSC processes. Thank you for your cooperation and support in this annual activity. CCSC would like to share the results of the testing with the community. CCSC completed and passed 100% of FY14 Business Process Control testing and did not incur any new deficiencies. Great job to all APCs and agencies that helped in this effort!

CCSC Process	FY14 Business Process Control	Status	Results
Card Issuance	CR# 89.63a.04	Completed	Passed
	CR#89.63a.05	Completed	Passed
Monitoring	CR# 89.64b.01	Completed	Passed
	CR# 89.64b.02	Completed	Passed
	CR# 89.64b.03	Completed	Passed
	CR# 89.64b.07	Completed	Passed
	CR# 89.64b.08 & CR# 89.64b.09	Completed	Passed
Maintenance	CR# 89.63b.03	Completed	Passed
	CR# 89.63b.05	Completed	Passed
Procurement	CR# 89.64c.10	Completed	Passed
Micro Purchase	CR# 89.63c.01	Completed	Passed
	CR# 89.63c.02	Completed	Passed
	CR# 89.63c.03	Completed	Passed
	CR# 89.63c.04	Completed	Passed



CCSC FY14 Schedule of Activities

The CCSC provides a [CCSC Projected FY14 Schedule of Activities](#) for the use of the APCs.

Please reference the flyer as needed and pass it along to other team members who would benefit from the information as well. If you have any suggestions please contact the [CCSC Inbox](#).

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Dormant Card Report Sent to APCs	4 July 4th Holiday	5
6	7	8 Cardholder Suspensions	9 Suspension Lifts	10	11	12
13	14	15 QTR Report Sent to APCs	16 Potential Suspension Notification	17 APC Quarterly Meeting	18	19
20	21 User List Exception Report Sent to APCs	22	23 Suspension Lifts	24	25	26
27	28	29	30	31 Separation of Service Report Sent to APCs		



USDA Departmental Management
Charge Card Service Center
Reporter's Building
Washington, DC

The CCSC welcomes your feedback. Please send us an e-mail at the [CCSC Inbox](#) about ways we can improve the newsletter, with topics you would like included in upcoming newsletters, and/or questions you may have. Thank you!