

For: FFAS Offices

USDA FFAS Purchase Card FY 2014 Yearend Guidance

Approved by: Deputy Administrator, Management



1 Overview

A Background

Yearend purchase card activity guidance is needed to facilitate FY closeout.

B Purpose

This notice:

- applies to the International, National, Regional, State, and County FFAS Offices
- provides cutoff dates for reallocating purchase card transactions.

See Notice AS-2268 for all other FY 2014 yearend procurement requisition submissions.

Disposal Date	Distribution
December 1, 2014	All FAS, FSA, and RMA Offices; State Office relay to County Offices

Notice AS-2272

1 Overview (Continued)

C Contacts

Direct questions about this notice according to the following.

IF there are questions about...	THEN contact...
purchase card program	either of the following: <ul style="list-style-type: none">• Sheryl Welch, Agency Program Coordinator (APC), by either of the following:<ul style="list-style-type: none">• e-mail at sheryl.welch@kcc.usda.gov• telephone at 816-926-6108• LaVerne Walker, APC, by either of the following:<ul style="list-style-type: none">• e-mail at laverne.walker@wdc.usda.gov• telephone at 202-720-4044.
FAS yearend estimate reporting	either of the following in the FAS Budget Office: <ul style="list-style-type: none">• Deniz Alpsar by e-mail to deniz.alpsar@fas.usda.gov• William Davis by e-mail to william.davis@fas.usda.gov.
FSA yearend estimate reporting	Cena Gribble by e-mail to cena.gribble@kcc.usda.gov .
RMA yearend estimate reporting	either of the following: <ul style="list-style-type: none">• Amy Gibbs by e-mail to amy.gibbs@rma.usda.gov• Mark Harms by e-mail to mark.harms@rma.usda.gov.

2 Policy

A FAS Purchase Cardholders

For FAS purchase cardholders and approving officials:

- starting immediately, request that merchants process transactions promptly
- the deadline for purchases is **Friday, September 5, 2014**

Note: FAS purchase cardholders and approving officials must cease making purchase card transactions, whether for purchase or payment, after **September 5, 2014**, for domestic purchases **only**.

2 Policy (Continued)

A FAS Purchase Cardholders (Continued)

- on **Friday, September 5, 2014**, start performing reallocations and approvals in U.S. Bank Access[®] Online (AXOL) **daily**

Note: Users need to know what transactions have **not** yet been reallocated.

- no later than **Thursday, September 25, 2014**, **cardholders** must e-mail yearend estimates to **deniz.alpsar@fas.usda.gov** and **william.davis@fas.usda.gov**

Note: Yearend estimates are for transactions that have **not** been reallocated in AXOL. Provide the following information in a Microsoft Excel spreadsheet for each purchase not reallocated.

Cardholder Name	FRN	Line of Accounting	BOC	Amount
John Smith	7200001234	1044SEAOPD9300000HQAOPS04	2671	\$64.50
Jane Doe	7200005678	1044SEAOPD7600000HQAOPS04	2240	\$1,004.32

- on **Tuesday, September 30, 2014**, the interface between AXOL and FMFI will be taken offline at COB.

Note: For urgent or emergency FAS requirements after the provided deadlines, the requestor shall obtain approval from their Deputy Administrator through the FAS Budget Office. Purchase cardholders and contracting officers shall **not** go outside of these timeframes without Deputy Administrator through the FAS Budget Office approval.

B FSA Purchase Cardholders

For FSA purchase cardholders and approving officials:

- starting immediately, request that merchants process transactions promptly
- starting **Friday, September 12, 2014**, start performing reallocations and approvals in AXOL **daily**

Note: Users need to know what transactions have **not** yet been reallocated.

- after **Friday, September 19, 2014**, cease making purchase card transactions, whether for purchase or payment

Note: Coordinate emergency purchases after **September 19, 2014**, with the Kansas City Financial Accounting Office.

2 Policy (Continued)

B FSA Purchase Cardholders (Continued)

- no later than **Friday, September 19, 2014**, **cardholders** shall provide the following information, for all transactions that were not reallocated in AXOL, to their local agency program coordinator (LAPC)

Note: LAPC's shall then e-mail a combined yearend estimate report to **cena.gribble@kcc.usda.gov** for the cardholders under their responsibility. LAPC's shall combine totals for individual budget object codes (BOC's). Individual transactions amounts, number of transactions, etc., data is not necessary for this effort. Provide the following information in a Microsoft Excel spreadsheet by section.

Agency-Section <u>1</u> /	Line of Accounting	BOC	Total Amount
FSA-KC	FA48457284000000	2671	\$300.73
FSA-KC	FA48457284000000	2639	\$65,000.00

Agency-State-Section <u>1</u> /	Line of Accounting	BOC	Total Amount
FSA-STO-FL	FA48401284000000	2671	\$30.73
FSA-COF-FL	CE48712000000000	2639	\$1,000.00

1/ For tracking purposes.

- on **Tuesday, September 30, 2014**, the interface between AXOL and FMFI will be taken offline at COB.

C RMA Purchase Cardholders

For RMA purchase cardholders and approving officials:

- starting **immediately**, request that merchants process transactions promptly
- after **Friday, September 19, 2014**, cease making purchase card transactions, whether for purchase or payment
- starting **Friday, September 19, 2014**, perform reallocations and approvals in AXOL **daily**

Note: Users need to know what transactions have **not** yet been reallocated.

- no later than **Friday, September 19, 2014**, each office shall e-mail transactions that have not been reallocated in AXOL to **amy.gibbs@rma.usda.gov** or **mark.harms@rma.usda.gov** using the Yearend Estimate Spreadsheet provided separately in the RMA's yearend closing instructions
- on **Tuesday, September 30, 2013**, the interface between AXOL and FMFI is taken offline at COB.

2 Policy (Continued)

D All FFAS Resuming Operations After Yearend Cut Off

On **Wednesday, October 1, 2014**, FMMI will resume operation and will post any transactions that occurred during FMMI shutdown. Cardholders and approving officials may begin to handle any approvals and/or reallocations in AXOL, even though FY 2015 default accounting will **not** be added until the following week.

On, **Tuesday, October 7, 2014**, transactions posted after Monday, October 6, 2014, will reflect FY 2015 accounting in AXOL and cardholders **must** ensure that transactions reflect the correct FY accounting during the reallocation process. FY 2014 and FY 2015 accounting codes will **both** be available in FY 2015 until the Agency requests FY 2014 accounting codes be removed from AXOL.