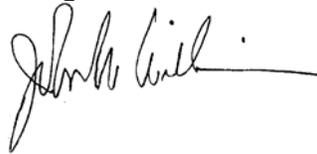


For: FSA Offices

Cut-Off for FY 2007 State and County Office Purchases

Approved by: Deputy Administrator, Management



1 FY-End Purchase Card Management System (PCMS) Activities

A Background

FY obligation and expenditure data are used for many purposes, including budget formulations, basis for allotments, and reporting to Congress. It very important that purchases be coded to the correct budget object code (BOC). Purchases for supplies and services that are paid by purchase card or convenience check are initially obligated to BOC 2617 for non-Federal, 2671 for Federal, and **must** be reconciled to the correct BOC.

In general, cardholders have performed transaction reconciliations in a timely manner. However, the timing of reconciliations can become an issue at the end of the FY since most agencies, including FSA, operate under an annual appropriation, requiring that the financial systems close at the end of FY. This year, PCMS will close down on or about September 25, 2007, and will become available on or about October 15, 2007, to complete the year end actions.

B Purpose

This notice informs FSA purchase cardholders of:

- timeframes for purchasing:
 - supplies, materials, and other easily planned items
 - date triggered and/or emergency purchases
- reconciliation requirements.

Note: Procedures are the **same** for Federal and non-Federal cardholders.

Disposal Date	Distribution
November 1, 2007	All FSA Offices; State Offices relay County Offices

Notice AS-2138

1 FY-End Purchase Card Management System (PCMS) Activities (Continued)

C Contact

For questions about this notice, Contact Diane Cudd, AMD, by e-mail at diane.cudd@wdc.usda.gov or telephone at 202-690-1061.

2 FY-End Purchasing

A Easily Planned Purchases

Purchase cardholders should complete purchases for items such as supplies, materials, or other easily planned purchases by **September 21, 2007**, to allow for all of the following:

- the majority of purchases to be processed and entered into PCMS
- cardholders to reconcile in a timely manner with FY 2007 accounting codes
- the initial year-end close financial and budget reports to be as accurate as possible by having funds associated with the correct BOC's.

B Date Triggered and/or Emergency Purchases

Purchase cardholders may continue to make necessary administrative purchases up to and including September 28, 2007; however, those purchases will not appear in PCMS until after October 1, 2007. For FY 2007 transactions processed in FY 2008 by PCMS, purchase cardholders **must** change the accounting code in PCMS to reflect the correct FY 2007 accounting.

Note: Transactions started in September while PCMS is shut down will reflect an initial FY 2008 line of accounting. The line of accounting **must** be changed to reflect the correct FY 2007 line of accounting as soon as the purchase is available for reconciliation in PCMS.