

For: All FSA Offices

**Changing the Purchase Card Management System (PCMS)  
Default Accounting and Budget Object Codes**

Approved by: Deputy Administrator, Management



**1 PCMS Default Codes**

**A Background**

When purchase card accounts are established for cardholders, a default accounting and budget object code (BOC) is assigned to ensure timely payment of the Bank of America invoice by NFC. When a National Office cardholder reconciles purchases, he/she:

- shall change the default accounting code to identify the division that requested the purchase
- shall change the default BOC to represent the item or service that was purchased if the BOC is different from the default.

Unfortunately, it has become increasingly difficult for BUD to identify the National Office divisions that are actually responsible for payments when the default accounting code is “93384”. BUD is unable to distinguish a true “supply” purchase from purchases that have not yet been reconciled by a cardholder when the default BOC is “2671”.

**B Purpose**

This notice informs all FSA purchase cardholders that the:

- default accounting code of “93384” will **no longer** be used as the default code for National Office cardholders
- default BOC for all FSA cardholders will be changed to “2617” (coal)
- BOC to use when reconciling fraudulent purchases is “2616-00”.

<b>Disposal Date</b>  November 1, 2007	<b>Distribution</b>  All FSA Offices; State Offices relay to County Offices
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## 2 Action

### A National Office Cardholders

If “93384” is the default accounting code for National Office cardholders, the Agency Program Coordinator (APC) will change that code to identify the division where the cardholder is located.

**Note:** This change needs to be made by **September 21, 2007, before** PCMS goes down for the remainder of the FY.

The default BOC will be changed to “2617” by APC’s. Cardholders will be required to correct this code to accurately reflect the purchase when reconciling each transaction in PCMS according to 98-FI.

### B All Other FSA Cardholders

All other FSA cardholders will have their default BOC changed to “2617” by APC’s. Cardholders will be required to correct this code to accurately reflect the purchase when reconciling each transaction in PCMS according to 98-FI.

### C Contact

For questions about this notice, contact Diane Cudd, APC, AMD, by either of the following:

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