

For: FFAS Offices

Policy for FY 2009 End-of-Year Purchase Card Requisitions

Approved by: Deputy Administrator, Management



1 Overview

A Background

As the end of FY 2009 approaches, it is important for each program office’s purchase cardholders, including those at the State and County Office level, to plan and initiate its end-of-year procurement requirements to ensure that there will be sufficient time for completing purchase card transactions.

Purchase card cut-off dates for all program office’s purchase cardholders is crucial in establishing a proper window for reallocating and approving transactions.

All purchase cardholders and approving officials from all FFAS offices, including State and County Offices, are required to use U.S. Bank Access® Online (AXOL) **daily** for reallocation and approval purposes.

B Departmental Cut-Off Dates and Policy

The purchase card cut-off dates in subparagraphs 2 B and C:

- are based on reallocation and review/approval requirements
- apply to all purchase card transactions.

Note: See Notice AS-2182 for all other FY 2009 yearend procurement requisition submissions.

Disposal Date January 1, 2010	Distribution All FAS, FSA, and RMA Offices; State Offices relay to County Offices
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Notice AS-2191

1 Overview (Continued)

C Purpose

This notice:

- applies to FFAS Offices and all State and County Offices supported by AMD
- provides the following:
 - cut-off dates for submitting end-of-year purchase card transactions
 - procedures for submitting end-of-year estimates.

D Contacts

If purchase cardholders are unsure of where to submit their yearend estimates:

- for all FAS purchase cardholders and approving officials, contact 1 of the following:
 - Paola Felix, FAS Budget Office by paola.felix@usda.gov or 202-720-0844
 - Beth Mantiply, FAS Budget Office by beth.mantiply2@usda.gov or 202-720-7457
 - William Davis, FAS Budget Office by william.davis4@usda.gov or 202-690-2675
- for all FSA and RMA purchase cardholders and approving officials, contact the local Agency program coordinator (LAPC) for them to submit yearend estimates to either of the following:
 - Cena Gribble, FMD, FSC by FAX at 816-627-0725
 - Mark Harms, RMA, Financial Management Staff (FMS) by FAX at 816-926-1547.

2 Action

A Overview

The information in subparagraphs B and C is provided to assist all purchase cardholders and approving officials with their end-of-year transactions and reallocations. Purchase card transactions must be completed on or before the dates in subparagraphs B and C to ensure proper reallocation before the end of FY. Transactions received after these dates are **not** guaranteed to be reallocated by the end of FY.

Purchase cardholders and contracting officers shall **not** go outside these established timeframes without proper approval.

Notice AS-2191

2 Action (Continued)

B Cut-Off Dates for FAS

Purchase cardholders and contracting officers shall use this table for cut-off dates and actions for FAS.

Cut-Off Date	Action												
September 15, 2009	<ul style="list-style-type: none"> • Cease making purchase card transactions, whether for purchase or payment. • Starting now, request that merchants promptly process their transactions. • Starting September 15, 2009, perform reallocations and approvals in AXOL daily. Purchase cardholders and contracting officers will need to know what transactions have not yet been reallocated. 												
September 23, 2009	The interface between AXOL and FFIS is taken offline.												
September 25, 2009	<ul style="list-style-type: none"> • Submit yearend estimates to the FAS Budget Office. <p align="center">Notes: See subparagraph 1 D for contact information.</p> <p align="center">Yearend estimates are for transactions that have not been reallocated in AXOL.</p> <ul style="list-style-type: none"> • Provide the following information in a Microsoft Excel document for each transaction not reallocated. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th align="center">Cardholder Name</th> <th align="center">Line of Accounting</th> <th align="center">BOC</th> <th align="center">Amount</th> </tr> </thead> <tbody> <tr> <td align="center">John Smith</td> <td align="center">901-0812-04-991233</td> <td align="center">2671</td> <td align="center">\$64.50</td> </tr> <tr> <td align="center">Jane Doe</td> <td align="center">902-440-62-743000-4115</td> <td align="center">2240</td> <td align="center">\$1,004.32</td> </tr> </tbody> </table>	Cardholder Name	Line of Accounting	BOC	Amount	John Smith	901-0812-04-991233	2671	\$64.50	Jane Doe	902-440-62-743000-4115	2240	\$1,004.32
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Note: For urgent or emergency FAS requirements after these deadlines, the requestor shall obtain approval from their Deputy Administrator through the FAS Budget Office. Purchase cardholders and contracting officers shall **not** go outside these timeframes without this approval.

Notice AS-2191

2 Action (Continued)

C Cut-Off Dates for FSA and RMA

Purchase cardholders and contracting officers shall use this table for cut-off dates and actions for FSA and RMA. Starting now, request that merchants promptly process their transactions.

Cut-Off Date	Action															
September 15, 2009	<ul style="list-style-type: none"> • Cease making purchase card transactions, whether for purchase or payment. • Starting September 15, 2009, perform reallocations and approvals in AXOL daily. Purchase cardholders and contracting officers will need to know what transactions have not yet been reallocated. 															
September 23, 2009	The interface between AXOL and FFIS is taken offline.															
September 25, 2009	<ul style="list-style-type: none"> • Each purchase cardholder shall provide the following information to their LAPC. FSA LAPC shall submit a combined yearend estimates report to FMD, FSC (Cena Gribble) for cardholders under their responsibility. RMA LAPC shall send the report to FMS (Mark Harms). <p align="center">Note: Yearend estimates are for transactions that have not been reallocated in AXOL.</p> <ul style="list-style-type: none"> • Provide the following information in a Microsoft Excel document by section. <table border="1" data-bbox="591 1213 1479 1413"> <thead> <tr> <th align="center">Section</th> <th align="center">BOC</th> <th align="center">Total Amount</th> </tr> </thead> <tbody> <tr> <td align="center">FSA-KC</td> <td align="center">2671</td> <td align="right">\$300.73</td> </tr> <tr> <td align="center">FSA-KC</td> <td align="center">2639</td> <td align="right">\$65,000.00</td> </tr> <tr> <td align="center">FSA-STO-FL</td> <td align="center">2671</td> <td align="right">\$30.73</td> </tr> <tr> <td align="center">FSA-STO-FL</td> <td align="center">2639</td> <td align="right">\$1,000.00</td> </tr> </tbody> </table> <p>Note: The section is for tracking purposes.</p>	Section	BOC	Total Amount	FSA-KC	2671	\$300.73	FSA-KC	2639	\$65,000.00	FSA-STO-FL	2671	\$30.73	FSA-STO-FL	2639	\$1,000.00
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