

**For:** FFAS Offices

**USDA FFAS Purchase Card FY 2010 Year End Guidance**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Year end purchase card activity guidance is needed to facilitate fiscal year close out.

**B Purpose**

This notice:

- provides cutoff dates for reallocation of purchase card transactions
- applies to all National FFAS Offices, all FSA State and County Offices, and all RMA Regional Offices

See Notice AS-2204 for all other FY2010 year-end procurement requisitions submissions.

**C Contact**

Direct questions about this notice according to the following table.

| <b>IF there are questions about...</b> | <b>THEN contact...</b>   |
|--|--|
| purchase card program                  | Sheryl Welch, Agency Program Coordinator (APC), by either of the following: <ul style="list-style-type: none"> <li>• e-mail at <b>sheryl.welch@kcc.usda.gov</b></li> <li>• telephone at 816-926-6108.</li> </ul> |
| FAS year end estimate reporting        | Beth Mantipliy or William Davis.   |
| FSA year end estimate reporting        | Cena Gribble.  |
| RMA year end estimate reporting        | Amy Gibbs and Mark Harms.  |

| <b>Disposal Date</b> | <b>Distribution</b>  |
|----------------------|--|
| December 1, 2010     | All FAS, FSA, and RMA Offices; State Offices relay to County Offices |

**Notice AS-2206**

**2 Agency Deadlines for Purchases**

**A FAS Policy**

**FAS purchase cardholders and approving officials** shall cease making purchase card transactions (whether for purchase or payment) on Wednesday, September 15, 2010.

Starting immediately, request that merchants process their transactions promptly.

No later than Wednesday, September 15, 2010, start performing reallocations and approvals in U.S. Bank Access® Online (AXOL) daily. You will need to know what transactions have not yet been reallocated.

On Thursday, **September 30, 2010**, the interface between AXOL and FMMI is taken off line at close of business.

On Friday, **September 24, 2010**, **cardholders** submit year end estimates to the FAS Budget Office (Beth Mantiply and William Davis). Year end estimates are for those transactions that have not been reallocated in AXOL. Provide the following information in an MS Excel document for **each** purchase not reallocated.

| Cardholder Name | Line of Accounting      | BOC  | Amount     |
|-----------------|-------------------------|------|------------|
| John Smith      | 00SEAOPD1000000HQAOPS04 | 2671 | \$64.50    |
| Jane Doe        | 00SEOOPD9003140AAAOPS00 | 2240 | \$1,004.32 |

**Note:** For urgent or emergency FAS requirements after the above 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 the above time frame without this approval.

**B FSA Policy**

**FSA purchase cardholders** shall cease making purchase card transactions (whether for purchase or payment) on Monday, **September 20, 2010**. Coordinate emergency purchases after this date with the Financial Accounting Office (FAO) in Kansas City. For emergency use of the purchase card after September 20, 2010, contact Sheryl Welch for guidance.

Starting immediately, request that merchants process their transactions promptly.

No later than Monday, **September 20, 2010**, start performing reallocations and approvals in U.S. Bank Access® Online (AXOL) **daily**. You will need to know what transactions have not yet been reallocated.

On Friday, September 24, 2010, the interface between AXOL and FFIS is taken off line at close of business.

Notice AS-2206

2 Agency Deadlines for Purchases (Continued)

B FSA Policy (Continued)

On Monday, September 27, 2010, each cardholder shall provide the following information for all transactions that were not reallocated in AXOL to their Local Agency Program Coordinator (LAPC). LAPC shall then submit a combined year end estimates report to Cena Gribble, Kansas City Finance Office for the card holders under their responsibility. LAPC shall combine totals for individual BOC's. Individual transaction amounts, number of transactions, etc., data is not necessary for this effort. Provide the following information in an MS Excel document by section.

| State/Section <sup>1/</sup> | Line of Accounting    | BOC  | Total Amount |
|-----------------------------|-----------------------|------|--------------|
| FSA-KC                      | FA1084572840000AXOLPC | 2671 | \$300.73     |
| FSA-KC                      | FA1084572840000AXOLPC | 2639 | \$65,000.00  |

| State/Section <sup>1/</sup> | Line of Accounting    | BOC  | Total Amount |
|-----------------------------|-----------------------|------|--------------|
| FSA-STO-FL                  | FA108401284AXOLPC     | 2671 | \$30.73      |
| FSA-STO-FL                  | CE1087120000000AXOLPC | 2639 | \$1,000.00   |

<sup>1/</sup> Information used for tracking purposes.

C RMA Policy

RMA purchase cardholder shall cease making purchase card transactions (whether for purchase or payment) Friday, September 10, 2010.

Starting immediately, request that merchants process their transactions promptly.

Starting Friday, September 10, 2010, perform reallocations and approvals in U.S. Bank Access<sup>®</sup> Online (AXOL) daily. You will need to know what transactions have not yet been reallocated.

On Friday, September 24, 2010, the interface between AXOL and FFIS is taken off line at close of business.

On Friday, September 24, 2010, each office submits their transactions that have not been reallocated in AXOL to Amy Gibbs or Mark Harms using the Year End Estimate spreadsheet provided separately in the Risk Management Agency's Year End Closing Instructions.

## Notice AS-2206

### 2 Agency Deadlines for Purchases (Continued)

#### D All FFAS Resuming Operations After Year-End Cut Off

On Monday, October 4, 2010, FFIS and FMFI will resume operation and will post any transaction which occurred during the “Financial Systems shut down period” (that is, September 24, 2010 – October 2, 2010).

On Tuesday, October 5, 2010, transactions posted after Tuesday, October 5, 2010, will reflect FY 2011 accounting in AXOL and cardholders must ensure that transactions reflect the correct FY accounting during the reallocation process. FY 2010 and FY 2011 accounting codes will both be available in FY 2011 until the Agency requests that FY 2010 accounting codes be removed from the AXOL system.