

**For:** FFAS Offices

**USDA FFAS Purchase Card FY 2011 Year-End Guidance**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

Year-end Purchase Card activity guidance is needed to facilitate FY closeout.

**B Purpose**

This notice:

- provides cutoff dates for reallocation of Purchase Card transactions
- applies to all of the following:
  - National FFAS Offices
  - FSA State and County Offices
  - RMA Regional Offices.

See Notice AS-2216 for all other FY 2011 year-end procurement requisitions submissions.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2011	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

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**1 Overview (Continued)**

**C Contacts**

Direct questions about this notice according to the following.

<b>IF there are questions about...</b>	<b>THEN contact...</b>
the purchase card program	either of the following: <ul style="list-style-type: none"> <li>• Sheryl Welch, Agency Program Coordinator (APC), by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>sheryl.welch@kcc.usda.gov</b></li> <li>• telephone at 816-926-6108</li> </ul> </li> <li>• LaVerne Walker, APC, by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>laverne.walker@wdc.usda.gov</b></li> <li>• telephone at 202-720-4044.</li> </ul> </li> </ul>
FAS year-end estimate reporting	either of the following: <ul style="list-style-type: none"> <li>• Marcos Caraballo, FAS Budget Office, by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>marcos.caraballo@fas.usda.gov</b></li> <li>• telephone at 202-690-8648</li> </ul> </li> <li>• William Davis, FAS Budget Office, by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>william.davis@fas.usda.gov</b></li> <li>• telephone at 202-690-2675.</li> </ul> </li> </ul>
FSA year-end estimate reporting	Cena Gribble, Kansas City Kansas City Financial Accounting Office (FAO), by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>cena.gribble@kcc.usda.gov</b></li> <li>• telephone at 816-926-1488.</li> </ul>
RMA year-end estimate reporting	either of the following: <ul style="list-style-type: none"> <li>• Amy Gibbs by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>amy.gibbs@rma.usda.gov</b></li> <li>• telephone at 816-926-6387</li> </ul> </li> <li>• Mark Harms by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>mark.harms@rma.usda.gov</b></li> <li>• telephone at 816-926-1840.</li> </ul> </li> </ul>

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### 2 Purchase and Reporting Timeframes (Continued)

#### A FAS Deadlines for Purchases and Reporting

Starting immediately, FAS Purchase Cardholders and approving officials shall cease making Purchase Card transactions, whether for purchase or payment, for domestic purchases **only**.

**Note:** Request that merchants process their transactions promptly.

Starting immediately, perform reallocations and approvals in U.S. Bank Access® Online (AXOL) **daily**. Purchase Cardholders need to know what transactions have **not** yet been reallocated.

On **Friday, September 30, 2011**, the interface between AXOL and FMFI will be taken offline at COB. Cardholders and approving officials are instructed to **stay out of AXOL** after **September 26, 2011**, to allow for the system to process all transaction reallocations **before** September 30, 2011.

On **Wednesday, September 28, 2011**, Purchase Cardholders shall submit year-end estimates by e-mail to [marcos.caraballo@fas.usda.gov](mailto:marcos.caraballo@fas.usda.gov) and [william.davis@fas.usda.gov](mailto:william.davis@fas.usda.gov). Year-end estimates are for transactions that have **not** been reallocated in AXOL. Provide the following information in an Excel spreadsheet for each purchase **not** reallocated.

Cardholder Name	FRN	Line of Accounting	BOC	Amount
John Smith	7200001234	1011SEAOPD9300000HQAOPS04	2671	\$64.50
Jane Doe	7200005678	1011SEAOPD7600000HQAOPS04	2240	\$1,004.32

**Note:** For urgent or emergency FAS requirements after the deadlines in this subparagraph, requestors shall obtain approval from their Deputy Administrator through the FAS Budget Office. Purchase Cardholders and contracting officers shall **not** go outside of the timeframe in this subparagraph without this approval.

#### B FSA Deadlines for Purchases and Reporting

On **Friday, September 23, 2011**, FSA Purchase Cardholders shall cease making Purchase Card transactions, whether for purchase or payment. Coordinate emergency purchases after this date with FAO.

**Note:** Starting immediately, request that merchants process their transactions promptly.

No later than **Tuesday, September 20, 2011**, start performing reallocations and approvals in AXOL **daily**. Purchase Cardholders need to know what transactions have **not** yet been reallocated.

On **Friday, September 30, 2011**, the interface between AXOL and FMFI will be taken offline at COB. Cardholders and approving officials are instructed to **stay out of AXOL** after **September 26, 2011**, to allow for the system to process all transaction reallocations **before** September 30, 2011.

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2 Purchase and Reporting Timeframes (Continued)

B FSA Deadlines for Purchases and Reporting (Continued)

On **Friday, September 23, 2011**, each Purchase 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 estimate report by e-mail to **cena.gribble@kcc.usda.gov**, for the cardholders under FAO's responsibility. LAPC shall combine totals for individual Budget Object Codes. Individual transactions amounts, number of transactions, etc., data is **not** necessary for this report.

Provide the following information in an Excel spreadsheet by section.

State/Section <u>1/</u>	Line of Accounting	BOC	Total Amount
FSA-KC	FA18457284000000	2671	\$300.73
FSA-KC	FA18457284000000	2639	\$65,000.00

State/Section <u>1/</u>	Line of Accounting	BOC	Total Amount
FSA-STO-FL	FA18401284000000	2671	\$30.73
FSA-COF-FL	CE18712000000000	2639	\$1,000.00

1/ For tracking purposes.

C RMA Deadlines for Purchases and Reporting

Starting immediately, RMA Purchase Cardholders shall cease making purchase card transactions, whether for purchase or payment.

**Note:** Starting immediately, request that merchants process their transactions promptly.

Starting immediately, perform reallocations and approvals in AXOL **daily**. Purchase Cardholders need to know what transactions have **not** yet been reallocated.

On **Friday, September 30, 2011**, the interface between AXOL and FMFI will be taken offline at COB. Cardholders and approving officials are instructed to **stay out of AXOL** after **September 26, 2011**, to allow for the system to process all transaction reallocations **before** September 30, 2011.

On **Friday, September 23, 2011**, each office shall submit their transactions that have **not** been reallocated in AXOL by e-mail to **amy.gibbs@rma.usda.gov** or **mark.harms@rma.usda.gov** using the Year-End Estimate spreadsheet that was provided separately in RMA's year-end closing instructions.

**2 Purchase and Reporting Timeframes (Continued)**

**D FFAS Resuming Operations After Year-End Cutoff**

On **Monday, October 10, 2010**, FMMI will resume operation and will post any transaction that occurred during FMMI's interface offline period; that is, September 30, 2011, through October 10, 2011.

Transactions posted after Monday, October 10, 2011, will reflect FY 2012 accounting in AXOL and Purchase Cardholders **must** ensure that transactions reflect the correct FY accounting during the reallocation process. FY's 2011 and 2012 accounting codes will both be available in FY 2012 until the Agency requests FY 2011 accounting codes be removed from the AXOL system.