

**For:** FFAS Offices

**USDA FFAS Purchase Card FY 2013 Yearend Guidance**

**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A Background**

Yearend purchase card activity guidance is needed to facilitate FY closeout.

**B Purpose**

This notice:

- applies to the International, National, Regional, State, and County FFAS Offices
- provides cutoff dates for reallocating purchase card transactions.

See Notice AS-2253 for all other FY 2013 yearend procurement requisition submissions.

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<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2013	All FAS, FSA, and RMA Offices; State Office relay to County Offices

## Notice AS-2254

### 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>
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 at <a href="mailto:sheryl.welch@kcc.usda.gov">sheryl.welch@kcc.usda.gov</a></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 at <a href="mailto:laverne.walker@wdc.usda.gov">laverne.walker@wdc.usda.gov</a></li><li>• telephone at 202-720-4044.</li></ul></li></ul>
FAS yearend estimate reporting	either of the following in the FAS Budget Office: <ul style="list-style-type: none"><li>• Marcos Caraballo by e-mail to <a href="mailto:marcos.caraballo@fas.usda.gov">marcos.caraballo@fas.usda.gov</a></li><li>• William Davis by e-mail to <a href="mailto:william.davis@fas.usda.gov">william.davis@fas.usda.gov</a>.</li></ul>
FSA yearend estimate reporting	Cena Gribble by e-mail to <a href="mailto:cena.gribble@kcc.usda.gov">cena.gribble@kcc.usda.gov</a> .
RMA yearend estimate reporting	either of the following: <ul style="list-style-type: none"><li>• Amy Gibbs by e-mail to <a href="mailto:amy.gibbs@rma.usda.gov">amy.gibbs@rma.usda.gov</a></li><li>• Mark Harms by e-mail to <a href="mailto:mark.harms@rma.usda.gov">mark.harms@rma.usda.gov</a>.</li></ul>

### 2 Policy

#### A FAS Purchase Cardholders

For FAS purchase cardholders and approving officials:

- starting immediately, request that merchants process transactions promptly
- the deadline for purchases is **Friday, September 6, 2013**

**Note:** FAS purchase cardholders and approving officials must cease making purchase card transactions, whether for purchase or payment, after **September 6, 2013**, for domestic purchases **only**.

## Notice AS-2254

### 2 Policy (Continued)

#### A FAS Purchase Cardholders (Continued)

- on **Friday, September 6, 2013**, start performing reallocations and approvals in U.S. Bank Access<sup>®</sup> Online (AXOL) **daily**

**Note:** Users need to know what transactions have **not** yet been reallocated.

- no later than **Wednesday, September 25, 2013**, cardholders must e-mail yearend estimates to **marcos.caraballo@fas.usda.gov** and **william.davis@fas.usda.gov**

**Note:** Yearend estimates are for transactions that have **not** been reallocated in AXOL. Provide the following information in an Microsoft Excel spreadsheet for each purchase not reallocated.

Cardholder Name	FRN	Line of Accounting	BOC	Amount
John Smith	7200001234	1033SEAOPD9300000HQAOPS04	2671	\$64.50
Jane Doe	7200005678	1033SEAOPD7600000HQAOPS04	2240	\$1,004.32

- on **Monday, September 30, 2013**, the interface between AXOL and FMFI will be taken offline at COB.

**Note:** For urgent or emergency FAS requirements after the provided 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 these timeframes without Deputy Administrator through the FAS Budget Office approval.

#### B FSA Purchase Cardholders

For FSA purchase cardholders and approving officials:

- starting immediately, request that merchants process transactions promptly
- starting **Friday, September 13, 2013**, start performing reallocations and approvals in AXOL **daily**

**Note:** Users need to know what transactions have **not** yet been reallocated.

- after **Friday, September 20, 2013**, cease making purchase card transactions, whether for purchase or payment

**Note:** Coordinate emergency purchases after **September 20, 2013**, with the Kansas City Financial Accounting Office.

## Notice AS-2254

### 2 Policy (Continued)

#### B FSA Purchase Cardholders (Continued)

- no later than **Friday, September 20, 2013**, **cardholders** shall provide the following information, for all transactions that were not reallocated in AXOL, to their local agency program coordinator (LAPC)

**Note:** LAPC's shall then e-mail a combined yearend estimate report to **cena.gribble@kcc.usda.gov** for the cardholders under their responsibility. LAPC's shall combine totals for individual budget object codes (BOC's). Individual transactions amounts, number of transactions, etc., data is not necessary for this effort. Provide the following information in a Microsoft Excel spreadsheet by section.

<u>Agency-Section 1/</u>	<u>Line of Accounting</u>	<u>BOC</u>	<u>Total Amount</u>
FSA-KC	FA38457284000000	2671	\$300.73
FSA-KC	FA38457284000000	2639	\$65,000.00

<u>Agency-State-Section 1/</u>	<u>Line of Accounting</u>	<u>BOC</u>	<u>Total Amount</u>
FSA-STO-FL	FA38401284000000	2671	\$30.73
FSA-COF-FL	CE38712000000000	2639	\$1,000.00

1/ For tracking purposes.

- on **Monday, September 30, 2013**, the interface between AXOL and FMMI will be taken offline at COB.

#### C RMA Purchase Cardholders

For RMA purchase cardholders and approving officials:

- starting **immediately**, request that merchants process transactions promptly
- after **Friday, September 6, 2013**, cease making purchase card transactions, whether for purchase or payment
- starting **Friday, September 6, 2013**, perform reallocations and approvals in AXOL **daily**

**Note:** Users need to know what transactions have **not** yet been reallocated.

- no later than **Friday, September 20, 2013**, each office shall e-mail transactions that have not been reallocated in AXOL to **amy.gibbs@rma.usda.gov** or **mark.harms@rma.usda.gov** using the Yearend Estimate Spreadsheet provided separately in the RMA's yearend closing instructions
- on **Monday, September 30, 2013**, the interface between AXOL and FMMI is taken offline at COB.

2 Policy (Continued)

**D All FFAS Resuming Operations After Yearend Cut Off**

On **Tuesday, October 1, 2013**, FMMI will resume operation and will post any transactions that occurred September 20, 2013, through September 30, 2013, during FMMI shutdown. Cardholders and approving officials may begin to handle any approvals and/or reallocations in AXOL, even though FY 2014 default accounting will **not** be added until the following week.

On, **Tuesday, October 8, 2013**, transactions posted after Monday, October 7, 2013, will reflect FY 2014 accounting in AXOL and cardholders **must** ensure that transactions reflect the correct FY accounting during the reallocation process. FY 2013 and FY 2014 accounting codes will **both** be available in FY 2014 until the Agency requests FY 2013 accounting codes be removed from AXOL.