

October 20, 2011

PCard-10-2011: Proposed Date Changes for Purchase Cardholder Account Suspensions

This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, Charge Card Service Center Program Office.

Agency Program Coordinators (APCs),

As previously communicated in the CCSC notification to APCs of Purchase Card Suspensions, on May 12, 2011, and as discussed during several APC Meetings and the GSA SmartPay2 Training Conference, the CCSC launched monthly cardholder account suspensions as of May 1, 2011, for cardholders who have not approved transactions posted in their Transaction Management List for a period of 60 days up through the cycle date.

Currently, the “card suspension dates” are typically on the 1st of the month and the “suspension lift dates” generally fall on the 2nd and 16th of the month. The CCSC received a request proposing to change the card suspension date from the 1st to the 8th, (the day after the cycle close date). Dorothy Lilly, PPD Chief, has approved this change effective November 2011. Therefore, the next suspension date will be held on Tuesday, November 8, 2011, and on the 8th of every month thereafter.

The “suspension lift” dates will also change from the 2nd and 16th of the month, to the 9th and 23rd of the month. However, the next suspension lift will remain on November 2nd, as originally scheduled. The new dates will begin thereafter.

Below are the new dates for Suspension and Suspension Lifts:

Purchase Cardholder Suspension Dates (Note: Suspensions occur once a month)	Suspension Lift Dates (Note: Lifts on ‘suspended’ accounts occur twice a month)
November 8, 2011	November 2 nd and 23 rd , 2011
December 8, 2011	December 9 th and 23 rd , 2011
January 9, 2012	January 10 th and 24 th , 2012
February 8, 2012	February 9 th and 23 rd , 2012
March 8, 2012	March 9 th and 23 rd , 2012

If you have any questions on this process, please email the CCSC at CCSC@DM.USDA.GOV.

Thank you!