

**PCard-11-2011: APC Certification of LAPC Quarterly Review due from APCs to CCSC by Wednesday, December 7th**

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

This is a reminder that all APCs should be receiving the “LAPC Quarterly Review Checklists” from all of their respective LAPCs by November 30<sup>th</sup>. As previously communicated, “LAPC Quarterly Review Checklists” should be collected and kept by the APCs. The checklist should not be sent to the CCSC.

The CCSC has the responsibility at the Departmental level to ensure that the agencies are performing the required management and oversight and therefore, the APCs are to complete and sign the attached “APC Certification of LAPC Quarterly Review” form to certify that they have received all of the LAPCs checklists.

**For the Q4/July 1st – September 30<sup>th</sup> period that is due from LAPCs to APCs on November 30<sup>th</sup>, APCs should email their completed “APC Certification of LAPC Quarterly Review” form to the CCSC by Wednesday, December 7, 2011.** The form must be signed and dated to be deemed as valid.

Fillable checklist forms can be accessed on the CCSC website at:

**LAPC Quarterly Review Checklist:**

PDF: [http://www.dm.usda.gov/procurement/ccsc/LAPCQuarterlyReviewChecklist\\_20100810.pdf](http://www.dm.usda.gov/procurement/ccsc/LAPCQuarterlyReviewChecklist_20100810.pdf)

Word: [http://www.dm.usda.gov/procurement/ccsc/LAPCQuarterlyReviewChecklist\\_20100810.doc](http://www.dm.usda.gov/procurement/ccsc/LAPCQuarterlyReviewChecklist_20100810.doc)

**APC Annual Purchase Card Program Review (*based on consolidated review of all LAPC Quarterly Checklists for the year*):**

PDF: [http://www.dm.usda.gov/procurement/ccsc/APCAnnualPCardProgramReview\\_20100810.pdf](http://www.dm.usda.gov/procurement/ccsc/APCAnnualPCardProgramReview_20100810.pdf)

Word: [http://www.dm.usda.gov/procurement/ccsc/APCAnnualPCardProgramReview\\_20100810.doc](http://www.dm.usda.gov/procurement/ccsc/APCAnnualPCardProgramReview_20100810.doc)

The LAPC Review and the APC Certification are completed quarterly, according to the following timeline:

<b>Quarter Reviewed:</b>	<b>For the Months of:</b>	<b>Due Date to APC:</b>	<b>Due Date to the CCSC:</b>
Q4 FY11	July – September	November 30	December 7, 2011
Q1 FY12	October – December	February 29	March 7, 2012
Q2 FY12	January – March	May 31	June 7, 2012
Q3 FY12	April – June	August 31	September 10, 2012
Q4 FY12	July – September	November 30	December 7, 2012
Q1 FY13	October – December	February 28	March 7, 2013
Q2 FY13	January – March	May 31	June 7, 2013
Q3 FY13	April – June	August 30	September 9, 2013
Q4 FY13	July – September	November 29	December 6, 2013

The review should include approximately 25% of the LAPCs' Cardholders each quarter and as a result, the review should cover 100% of the LAPC's Cardholders by the end of the year. This review does not mean you must look at physical documentation from every cardholder within that 25% of cardholders you review each quarter. If the reviews are performed throughout the quarter, the number of reviews stipulated should be manageable for all LAPCs. There should be at least some physical review of documentation done of the reviewed cardholders each quarter in the form of scanned, faxed, or original receipts, purchase orders, or other like documentation.

If you have any further questions on this process, please email the CCSC at [CCSC@DM.USDA.GOV](mailto:CCSC@DM.USDA.GOV).

Thank you!