

## Purchase Card Transaction Documentation Checklist

In accordance with the USDA Cardholder Purchase Card Program Guide cardholders are to maintain adequate documentation supporting all purchase card and convenience check transactions. Purchase card and convenience check documentation must be uploaded in US Bank's Access Online (AXOL) System for retention for six years after final payment. This checklist will assist with properly documenting purchase card transactions. See next page for explanation of required documentation.

### Required Source Purchase

	Authorization to Use Funds and Request (Blanket Purchase Authorization, AD-700, e-mail, etc.)
	Order Confirmation
	Receiving and Acceptance
	Service Contract Labor Standard (SCLS) Exemption Form for exempted services over \$2,500

### Open Market Purchase Supplies or Services

	Authorization to Use Funds and Request (Blanket Purchase Authorization, AD-700, e-mail, etc.)
	NDAA 889 Certification*
	Non-Required Source Vendor Form
	Order Confirmation
	Receiving and Acceptance
	Service Contract Labor Standard (SCLS) Exemption Form for exempted services over \$2,500

\*Does not need to be uploaded in AXOL, but must be in the [REE-NDAA889 Repository](#).

### Convenience Checks – In additional to the above

	W-9 Form from Vendor
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## Explanation of Required Documentation

Y/N	Is transaction over your single purchase limit or micro-purchase threshold (i.e., \$4,999, \$10,000 Supplies, \$2,500 Services, \$2,000 Construction)? ( <a href="#">USDA Purchase Card Program Guide</a> , Section 2.2.1 and Section 6.1.6.2). If yes, forward to someone with a higher authority. <i>Splitting purchases merely to stay within the single purchase limit is a violation of law.</i>
	<b>Authorization to Use Funds and Requisition.</b> (Blanket Fund Authorization, AD-700, E-mail, etc.)
	National Defense Authorization Act (NDAA) Section 889 for Open Market Purchase Check the <a href="#">REE-NDAA889 Repository</a> .
	Is the service exempt from Service Contract Labor Standards (SCLS) Act? If yes, please fill out and both cardholder and vendor sign the <a href="#">Service Contract Labor Standards Exemption (SCLS) Documentation Form</a> .
	Is the vendor a Required Source? If no, please fill out the <a href="#">Non-Required Source Vendor Form (AD-3110)</a> . ( <a href="#">USDA Purchase Card Program Guide</a> , Section 6.3)
	Are supplies a "Green" purchase? Green purchases <i>must</i> be reported in AXOL in Comment Tab Agency Specific Field. ( <a href="#">USDA Purchase Card Program Guide</a> , Section 6.3.3)
	<b>Order Confirmation.</b> Is the order placed by Cardholder or someone else? Document date cardholder placed order with vendor. ( <a href="#">USDA Purchase Card Program Guide</a> , Section 6.1.1 and Appendix C) <i>Purchases made by other employees without purchase card or warrant are unauthorized commitments. Cardholders cannot pay unauthorized commitments made by other employees to avoid the agency's ratification procedures.</i>
	<b>Receiving and Acceptance.</b> (i.e., sales receipt, packing slip, invoice, etc. documented by agency employee) Obtain independent receipt and acceptance by another employee to ensure that items purchased were received. Name and date should be clearly noted in documentation. If not possible to be received by another employee note why cardholder received the supplies or services. Must match Goods Recvd Date in AXOL. ( <a href="#">USDA Purchase Card Program Guide</a> , Section 4.5 and Section 6.4.11)
	If accountable property over \$5,000, is the purchase recorded in CPAIS-PP Agency Inventory? ( <a href="#">USDA Purchase Card Program Guide</a> , Section 6.1.11) Use BOC that begins with 31 when re-allocating accounting in AXOL.
	Uploading Transaction Documents in AXOL File Retention six (6) years. ( <a href="#">USDA Purchase Card Program Guide</a> , Section 6.4.11)

**US Bank Access Online (AXOL)** fields below are required to be filled out for purchase card transactions. Please refer to [USDA Purchase Card Program Guide](#), Section 6.4.5) for complete instructions.

N/A	<b>Conv. Checks TIN#</b> Leave blank in AXOL for purchase card transactions
	<b>Agency Specific Data</b> CATS # and/or Personal Log Number, Green Purchase designation, Procurement Instrument Identification (PIID) Number for payment of transactions over MPT.
N/A	<b>Conv. Ck Mer Inf/Waiver#</b> Leave blank in AXOL for purchase card transactions
	<b>Goods Recvd Date</b> MM/DD/YYYY format Must match receiving noted in transaction file.
	<b>Items Description</b> The description must thoroughly describe what was purchased and who it was purchased for (individual's name or office).
	<b>Re-Allocate to correct account code and BOC</b>
	<b>Upload supporting documents required for purchase listed above in AXOL.</b>