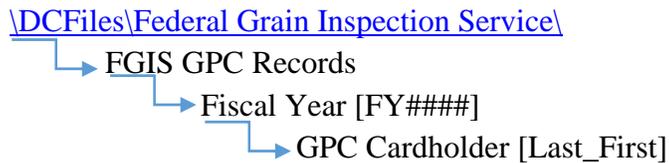


GPC Electronic Recordkeeping Guidance

A. GPC Electronic Records storage location:

GPC documentation shall be saved to the FGIS GPC Records folder established by Fiscal Year and GPC Cardholder folder.



B. GPC Folder Security:

GPC folder security has been established limiting access to staff needing access to the files for GPC reconciliation, audits, budgeting, and record retention file access. Full Control access was provide to the GPC Electronic Recordkeeping Coordinator and GIPSA Server Admins, all other security access by folder is:

➤ FGIS GPC Records folder

Read only access was provide to the individuals with access to FGIS Operating Plans; FGIS GPC Approvers, and FGIS GPC Cardholders.

- Fiscal Year folder
 - Read only** access was provide to the individuals with access to FGIS Operating Plans, FGIS GPC Approvers, and FGIS GPC Cardholders.
- GPC Cardholder individual folder
 - Full Control (Read & Write)** access was provide to the GPC Cardholder assigned to the folder.
 - Read only** access was provide to the individuals with access to FGIS Operating Plans, FGIS GPC Approvers, and FGIS GPC Cardholders.

C. GPC Cardholder Folder Content:

GPC Cardholder folder shall contain the fiscal year BGPCA (if authorized) and each cardholder purchase documentation file.

Name	Date modified	Type	Size
 FY17-BGPCA_Authorization-Ruggles	2/14/2017 2:11 PM	Adobe Acrobat D...	330 KB
 20170217-BahFedCorp-147_79-Ruggles	2/21/2017 11:44 AM	Adobe Acrobat D...	153 KB
 20170216-KPaul-66_68-Ruggles	2/21/2017 10:14 AM	Adobe Acrobat D...	96 KB
 20170216-CapriceElec-182_75-Ruggles	2/21/2017 1:42 PM	Adobe Acrobat D...	508 KB
 20170104-GovtAcq-1140_00-RUGGLES	2/14/2017 2:03 PM	Adobe Acrobat D...	663 KB

D. Documentation File Naming Structure:

GPC documentation file naming structure will contain the transaction date, vendor name, transaction total amount, and cardholder’s last name with a hyphen in between each category.

This format will provide chronological file sorting.

YYYYMMDD-VENDORNAME-####_##-LASTNAME

YYYYMMDD - US Bank Access Online (AXOL) transaction date will be a four digit calendar year followed by two digit month and two digit day. [8 digit limit]

VENDORNAME - AXOL vendor name abbreviated, if necessary, with no spaces. Special character underscore should be used in replace of spaces or periods. [10 character/digit/special character limit]

####_## - AXOL transaction total amount without a dollar sign, comma, or period. Special character underscore should be used in replace of period between dollars and cents. [7 digit/special character limit]

LASTNAME – GPC Cardholder last name [15 character limit]

E. Documentation File Content, Retention, and Disposal:

GPC policy requires documentation supporting cardholder purchases to include:

- 1) Prior authorization approval, unless covered under BGPCA.
USDA [Departmental Regulation 5013-6](#) requires that GPC purchases be supported by prior written authorization that: a) describes what is to be purchased; b) confirms funds are available, and; c) is issued by someone with requisitioning authority. This requirement may be satisfied by scanned paper document or electronic means, such as a brief one sentence email.
- 2) Invoice, Sales Receipt, or screen print of electronic purchase.
- 3) Packing slip or confirmation email goods were received.
- 4) *Optional:* Additional documentation, such as requests for purchase, order research, or cardholder statements.

GPC documentation file shall not contain any Personally Identifiable Information (PII) references. PII references, such as credit card numbers, shall be redacted from documentation prior to posting to storage drive.

GPC documentation files shall be retained for three (3) years after final payment in accordance with FAR Part 4. Transactions must have proof-of-purchase documentation. Disposal of purchase card files will be in accordance with GIPSA procedures.