

How to fill out the Comment Tabs for Purchase Card & Convenience Check Transactions

Keep this handy when filling out the comment tabs in AXOL.

The Comments tabs provide the ability to enter information specific to USDA that enable the review of additional information about the transaction

Conv. Checks TIN#

For Convenience Checks only

Enter the Merchant's Tax Identification Number or Social Security Number without dashes or spaces.

Foreign Vendors use TIN 989898989

State/Local Governments and Universities use TIN 787878787

Protect Personally Identifiable Information (PII)!

Leave blank for Purchase Card transactions.

Agency Specific Data

Identify green purchases by entering the word "Green."

Enter Check Number clearly (i.e., Check #####)

Enter Agency specific information for transaction (i.e., Log Number, Purchase Order Number, CATS Number, etc.)

Conv. Check Mer Inf/Waver

For Convenience Checks only

Enter Merchant Name, Address (street, city, state, and zip code), and DCIA Waiver Number (Refer to the USDA Cardholder's Purchase Card Program Guide, Exhibit 3 for list of DCIA Waivers)

Example: Grand Canyon Company
 1000 Any Street
 Any City, Any State 12345
 Waiver #2

Leave blank for Purchase Card transactions.

Goods Recvd Date

Purchase card transactions enter the date the goods were received.

Convenience Checks enter the date the check was written.

Use Date Format MM/DD/YYYY No other date format is acceptable.

Example: 01/01/2012

Item Description

Enter a description of what makes the purchase “Green.”

Enter item description for both purchase card and convenience check transactions. Information should be specific, concise, and clear for reviewers to understand what was purchased. General descriptions (i.e., "miscellaneous", "general office supplies", "lab supplies", etc.) are not acceptable. If necessary, also include a reason and/or cite regulation to justify the purchase of questionable items.

Put CATS Numbers, Requestor’s Name, and any other information not specifically related to the item description in the Agency Specific Data field.