

United States Department of Agriculture



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

July 5, 2007

GENERAL MANUAL (GM)  
120-ADS  
AMENDMENT IA46 (Part 406)

SUBJECT: ADS – ACQUISITION

Purpose. To amend GM 120 Administrative Services, Part 406 Acquisition, Subpart C - Small Purchases and Subpart I - Exhibits.

Effective Date. Upon receipt.

Contact. If there are questions about this amendment, contact Michelle Bales, Contracting Officer, at 515/284-4506 or by email at michelle.bales@ia.usda.gov.

Filing Instructions.

<u>Remove Pages</u>	<u>Dated</u>
IAii	January 1992
IA406-2(1)-(2)	January 1992
IA406-6(1)-(3)	January 1992
IA406-8(1)	January 1992
IA406-12(1)-(4)	January 1992
IA406-14(1)	January 1992
IA406-20(1)-(2)	January 1992
IA406-26(1)	January 1992
IA406-32(1)-(10)	January 1992
IA406-36(1)-(6)	January 1992

<u>Immediately After</u>	<u>Insert</u>	<u>Dated</u>
Title 120, Table of Contents	Iowa Table of Contents	July 2007
Title 120, Subpart C	Iowa Subpart C	July 2007
Title 120, Subpart I	Iowa Subpart I	July 2007

/s/  
Richard Van Klaveren  
State Conservationist

Attachments

GM

An Equal Opportunity Provider and Employer

Title 120 – Administrative Services

Part 406 – Acquisition

Subpart I – Exhibits

**IA406.82 Form AD-700 Requisition for Supplies, Equipment, or Services**

**Purchases Greater than \$2,500**

An AD-700 is required for purchases greater than \$2,500.

**Purchases Under \$2,500**

An AD-700 is not required for purchases less than \$2,500.

For purchases under \$2,500, all the same elements of an AD-700 are still required but you may use an email or memo instead of completing the AD-700.

The elements include a justification that describes in detail the item being requested, why it is necessary to purchase the item and identify at least three vendors you can purchase from.

You are required to follow the two purchasing flowcharts located on the Iowa Intranet at <http://www.ia.nrcs.usda.gov/intranet/>. Once you reach the website:

- Click on BEST – Quality Assurance Process Step Tables
- Click on Purchasing Flowchart and/or Purchasing IT, Vehicles and Furniture

From the purchasing flowchart you have authority to make purchases under \$200, but under the continuing resolution circumstances, keep in mind that we've been directed to hold purchases except for those that are essential to agency operation only. You are required even for purchases under \$200 to maintain proper documentation of each purchase.

Please review the purchasing flowchart in its entirety for further clarification. The AD-700 is attached with instructions.

# Title 120 – Administrative Services

## Part 406 – Acquisition

### IA406.82-1 Instructions for Requisitioning Activities

AD-700 (4/82)

#### INSTRUCTIONS FOR REQUISITIONING ACTIVITIES

Do not make entries in shaded areas (blocks numbered 4, 5, 6, 8, 9, 10, 13, 21, 22, 23A, 24, 26, 27, 31, and Purchase Delivery Order block). These spaces are provided for procurement personnel.

**Block 1. REQUESTING OFFICE.** Enter the office that prepares the procurement request.

**Block 1A. PROCUREMENT REQUEST NUMBER.**  
Leave Blank.

**Block 1B. DATE.** Enter date the procurement request is prepared.

**Block 2. RECEIVING OFFICE NUMBER.** Leave Blank.

**Block 3. CONTRACT NUMBER.** Leave Blank.

**Block 6. UNIT CODE.** Leave Blank.

**Block 7. FUND CODE.** Leave Blank.

**Block 11. SHIP TO.** Enter complete destination address to include zip code. Check "Inside Delivery Requested" box if applicable.

**Block 12. LINE ITEM.** Each separately priced item must be assigned a number, beginning with 1 and continuing consecutively.

**Block 14. DESCRIPTION. Line item description.** Enter details of the order. e.g., special delivery instructions, subscription renewal numbers, GSA catalog stock numbers, etc. Attach lengthy specifications. **You must also include a Justification stating why you need these items.**

**Block 15. BUDGET OBJECT.** Enter NFC assigned Budget Object Classification Code (4 positions), incorporating agency subobject codes (3rd and 4th positions) as applicable.

**Block 16. ACCOUNTING LINE.** Leave Blank.

**Block 17. QUANTITY.** Enter quantity required, consistent with unit of issue.

**Block 18. UNIT ISSUE.** Unit of issue must be consistent with unit of shipment/billing by the source of supply, e.g., DZ, EA, JOB, PK, etc. When ordering GSA stock numbered items, use unit of issue in the GSA Supply Catalog.

**Block 19. UNIT PRICE.** Enter price per unit of issue, if known. Up to four decimal places may be used, e.g., .0625.

**Block 20. AMOUNT.** Enter extended value (quantity times unit price) or estimated price of each item.

**Block 23. REQUIRED DELIVERY.** Enter desired or required delivery date. Do not use ASAP.

**Block 25. SUB-TOTAL.** Enter on last page the total estimated amount.

**Block 28. ACCOUNTING LINE.** Leave Blank.

**Block 29. ACCOUNTING CLASSIFICATION.**  
[The State Office FNM Section will include the accounting code to be used.](#)

**Block 30. DISTRIBUTION.** Leave Blank.

**You must list a minimum of three sources of supply, enter or attach to the AD 700, the name and full address and price from each vendor.**

**Remember to include a name and phone number under the technical contact in Block 14.**

Form AD-700 (4-82)

Title 120 – Administrative Services

Part 406 – Acquisition

<b>PROCUREMENT REQUEST</b>										TO: (Procurement Office)					1. REQUESTING OFFICE	
<i>INSTRUCTIONS Agencies must provide entries in unshaded areas. See page 2.</i>																
2. RECEIVING OFFICE NO.		3. CONTRACT NUMBER <i>(If Applicable)</i>			4. ORDER DATE		5.	6. UNIT CODE	7. FUND CODE	8. PURCHASE/DELIVERY ORDER NUMBER			9. SUB.		1A. PROCUREMENT REQUEST NO.	
															1B. DATE	
CHECK ONE		10. TO: (Seller)							11. SHIP TO: (Consignee and Destination)							
<input type="checkbox"/> Purchase Order																
<input type="checkbox"/> Delivery Order																
									<input type="checkbox"/> INSIDE DELIVERY REQUESTED							
12. LINE ITEM	13. ACT. CODE	14. DESCRIPTION					15. BUDGET OBJECT	16. ACC. LINE	17. QUANTITY	18. UNIT ISSUE	19. UNIT PRICE	20. AMOUNT				
		<i>For additional information, please contact:</i>														
							TECHNICAL CONTACT		TELEPHONE NO.							
21. FOB POINT					22. DISCOUNT TERMS										<b>Sub-Total</b> →	25
23. REQUIRED DELIVERY <i>(Do not use ASAP)</i>			23A. NEGOTIATED DELIVERY			24. SHIP VIA			26. ESTIMATED FREIGHT				<b>TOTAL</b> ➤	27		
28 ACC LINE	29. ACCOUNTING CLASSIFICATION										30 DISTRIBUTION	31 AMOUNT				
	A		B		C		D	E								
2	5	10		5	3	4	1	4	1	2	2					
RECOMMENDED SOURCE(S) <i>(If necessary, use attachment)</i>							I certify that the above items are necessary for use in the public service.									
							TITLE									
							SIGNATURE OF AUTHORIZED REPRESENTATIVE									

## Title 120 – Administrative Services

### Part 406 – Acquisition

#### Subpart C – Small Purchases

#### **IA406.22 Purchase Card**

##### **Purchase Card Annual Review**

It is Iowa's policy that a review of selected purchase cardholder's will be completed on an annual basis. All cardholder's are required to include the proper documentation with their purchase card log. Proper documentation includes an AD-700, memo, or email stating what is needed, a justification clarifying why it is needed, and recommended sources to purchase from. It is the responsibility of all purchase cardholder's that the above mentioned documentation is maintained in their respective purchase log and backup documentation folders. In addition, please keep in mind that all logs and documentation is required to be retained for a period of three (3) years and that all accounts must be reconciled every 30 days (no transactions should be over 30 days old).

All field office cardholder's are required to certify annually (by September 30), to their respective Area Office Administrative Management Assistant (AMA) that they have reviewed the Departmental Regulation 5013-6 - Use of the Purchase Card, the Purchase Card Management System (PCMS)/Micro-Purchase Guide, and completed the Purchase Card Ethics Training (located at [www.usda.gov/procurement/card](http://www.usda.gov/procurement/card)). Once you reach the website:

- Click on "Regulations and Guides (More)
- Under Departmental Regulations, click DR 5013-6, Use of the Purchase Card
- Under Purchase Card, click PCMS/Micro-Purchase Guide

After the departmental regulation and the guide are reviewed, cardholders must sign the "PCMS Certification of Training Field Office Employees" sheet (attached).

Once the review has been completed:

- Click back once
- Under "See Also," click USDA Government Purchase Card Ethics Training
- Complete this training.

Once this training is completed, you will be prompted for personal information and it will be recorded that you completed the ethics training. File the confirming email that you receive in your annual purchase log folder, and send a copy of it to the appropriate area office, along with the certification sheet. The AMA in each area office will maintain a log of the purchase cardholder's in their area, and whether they have completed the above mentioned training.

The State Office cardholder's and the AMA's are required to review the above mentioned trainings as well. They must forward the attached "PCMS Certification of Training State Office/AMA Employees" sheet and the ethics training confirming email message to the State Office Contracting Section.

PCMS CERTIFICATION OF TRAINING

**FIELD OFFICE EMPLOYEES**

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I \_\_\_\_\_, certify that I have completed the review of DR 5013-6, PCMS/Micro-Purchase Guide and Purchase Card Ethics Training.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Office AMA Signature

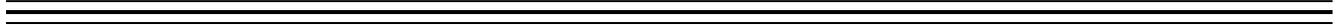
\_\_\_\_\_  
Date

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PCMS CERTIFICATION OF TRAINING

**STATE OFFICE/AREA OFFICE AMA** EMPLOYEES



I \_\_\_\_\_, certify that I have completed the review of DR 5013-6, PCMS/Micro-Purchase Guide and Purchase Card Ethics Training.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LAPC Signature

\_\_\_\_\_  
Date

### **Purchase Card Oversight**

The Contracting Section is responsible for the oversight of purchase card use in Iowa. To ensure that all regulations are being adhered to, please follow the quality assurance policy as described below.

Every quarter, on the last day of the last month of each quarter, all cardholders are required to print a cardholder report from PCMS. There will be four reports covering the periods: October 1 to December 31; January 1 to March 31; April 1 to June 30; and July 1 to September 30.

#### **All Cardholders:**

- Print their quarterly report and provide a copy to their supervisor.
- The cardholder's supervisor reviews the printout to determine if any of the purchases are questionable.
- *If no questionable transactions are found*, the supervisor signs the report and returns it to the cardholder to file in their annual purchase log folder. All purchase card receipts and logs must be maintained for three (3) years after the purchase was made.
- *If questionable charges are found on the report*, the supervisor will advise and provide a copy of the report to the AMA to research the questionable charges. If the charges are found to be improper, the AMA will provide the report and research information to the ASTC-FO, who will forward it to the State Office Contracting Section for review.
- State Office supervisors should advise and provide a copy of the report to the Contracting Section to research questionable charges.

#### **PCMS Reconciliations:**

All cardholders must reconcile their accounts *no later than 30 days after the transaction appears in PCMS*. A detailed description must be added to each transaction while reconciling, including information on who, what, where, why, and if the purchase involves training (registration fees), the dates involved. The addition of these detailed descriptions will assist auditors when transactions are being reviewed. In addition, each cardholder is reminded that when reconciling a vehicle repair, the license plate number (Axxxxxx) and the type of repair completed must be included in the description.

The area offices must continue to review purchase card logs and receipts during field office reviews, and the Contracting Section will continue to perform random audits of purchase cards annually.

### **Paying for Training and Conference Costs**

To provide employees with a policy on paying for approved training and conference fees.

Departmental Regulation (DR) 2300-001, Section 7b(7)(c) – Use of the Travel Card, prohibits USDA employees from using their government travel card to procure training and conference fees. The website for Departmental Regulations is <http://www.ocio.usda.gov/directives/>

Therefore, when field office employees have been approved to attend a conference or training, they will provide to the AMA a properly completed and approved AD-700 or registration form to register and pay for conference and training fees. The AMAs will use their purchase card to pay for related fees for their area employees. If the purchase card is not accepted, employees can pay the conference registration or training fee and seek reimbursement on their travel voucher, if travel is involved.

If no travel is associated with the conference or training, employees can claim reimbursement on Form SF-1164, Claim for Reimbursement for Expenditures on Official Business, providing the training is successfully completed. The SF-1164, including both employee and supervisor original signatures, and the original receipt are to be submitted to the area office for review by the ASTC (FO), and further processing by the AMA through the State Office Financial Management Section (faxed copies will not be accepted).

State Office employees will provide the Contracting Section a properly completed and approved AD-700 or registration form to register and pay for conference and training fees.

All registrations for training and conferences must be given to the area office (for field office employees) and to the State Office Contracting Section (for State Office employees) one week in advance of the early attendance fee deadline.

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**Subpart I – Exhibits**

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