



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

July 19, 2012

IOWA BULLETIN NO. IA120-12-3

SUBJECT: ADS – END OF YEAR REQUIREMENTS

ACTION REQUIRED BY FIELD & AREA OFFICES: AUGUST 31, 2012

PURPOSE: To provide Iowa NRCS State, Area and Field Offices guidance on procedures to use when requesting purchase of items at the end of the fiscal year.

EXPIRATION DATE: October 1, 2012

In preparation for the end of Fiscal Year 2012, NRCS State Office Management Service Division (MSD), Financial Management (FNM) and Administrative staff request that all Iowa NRCS employees use the following procedures. Offices must submit their end-of-year requests no later than August 31, but are encouraged to submit them as soon as possible.

1. Consult Iowa Instruction 120-394: Purchasing Procedures, and specifically the flowchart titled "Purchasing Supplies and Equipment over the Micro purchase Threshold, all Services and Construction and End-of-Year Purchasing of Equipment," as all requirements and procedures listed in the purchasing flowcharts still apply (purchasing from required sources, obtaining multiple quotes, etc.).
2. One of the steps in the flowchart is data entry in the Purchase Requests spreadsheet. The spreadsheet is hosted on the NRCS Statewide Shared drive at the following location:

S:\Service_Center\NRCS_statewide_shared\120_ADS_Administrative_Services\Equipment Requests\FY2012 Purchase Requests.xlsx

The columns under the green-colored header (columns B through H) are to be completed by Area and State Office Leadership Team members. Here are some things to remember when entering data in the spreadsheet:

- Enter information for one requisition (AD-700) on only one row. Do not list each line item on individual rows.

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- Do not list line items from different vendors on the same spreadsheet row and AD-700, unless the sources are on the GSA Advantage website.

- If a request is later withdrawn, DO NOT DELETE A ROW. Instead, highlight the row and select "Strikethrough" font (right-click cell, select "Format Cells...", select "Font" tab, click "Strikethrough" box and click "OK").

- DO NOT CREATE A ROW

- Provide sufficient information in the "Description" and "Justification" cells. The information is important for Leadership Team Members to determine whether your item is purchased at the end of the year.

3. When completing an AD-700, please ensure that:

- The price listed on the Purchase Requests spreadsheet should match the price listed on the AD-700.

- Enter the row number of the corresponding Purchase Requests spreadsheet entry on Block 1A of the AD-700.

Once you have a completed AD-700 (with any necessary documentation) and a corresponding entry in the Purchase Requests spreadsheet, you may send documents to Justin Niceswanger or Carolyn Christian:

Email: justin.niceswanger@ia.usda.gov
Carolyn.christian@ia.usda.gov

Fax: 515-284-4767

Mail: NRCS State Office
210 Walnut St – Rm 693
Des Moines IA 50309

Once documents are received, MSD staff will review them to determine whether the requests, if approved, could be used to place an order ("Ready" status) or if any issues need addressing first ("Not Ready"). Leadership will not be able to consider rows on the Equipment Requests spreadsheet for approval to purchase until requisitions are placed in "Ready" status by MSD.

This bulletin is not intended to supersede the delegations of authority for supply and vehicle budgets that have been given up to August 31, 2012. Areas should continue to use the delegations of authority to purchase supplies, equipment, and vehicle maintenance up to the limits they have been granted.

Please contact MSD with any questions you may have about this bulletin at 515-284-4506.

A handwritten signature in black ink, appearing to read 'Jon Hubbert', with a long, sweeping horizontal stroke extending to the right.

Jon Hubbert
Acting State Conservationist