

General Manual
Title 250 - Financial Management

Part 400 - General
Subpart A - Collections

KS400.1 - Employee Responsibility

The Natural Resources Conservation Service (NRCS) does not do analysis of data for a fee. Readily available data can be made available. Special requests for data analysis will be made through the state conservationist. Fees charged the private sector and other government agencies for reproducing NRCS data are as follows:

| <u>Description of Service</u> | <u>Fee</u> |
|-------------------------------|---------------------|
| Labor | |
| Clerical | \$24.00/hour |
| Technical | \$40.00/hour |
| Media | |
| Compact Disc | \$1.00/each |
| Large Format Plotting: | |
| Standard Inkjet Paper | \$10.00/linear foot |
| Photographic Paper | \$40.00/linear foot |
| Printing | |
| Color 8 ½" by 11" Maps | \$1.50/page |
| Color 11" by 17" Maps | \$3.00/page |
| Copy (including labor) | |
| Black and White | \$0.25/page/side |
| Shipping | Varies by Order |

Once the cost has been determined, the requesting party will make their money order or personal check payable to the U.S. Department of Agriculture, NRCS. The money will be forwarded to the state office to the attention of the state administrative officer.

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KS400.3 - Transmittal of Collections

If proceeds are received from the sale of property in Kansas

Transmit collections using Form AD-107 to report the sale of property to the appropriate accountable property officer.

If proceeds are received for other than the sale of property in Kansas

Transmit collections to the state collections officer. The use of Form AD-311 is not required.

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Subpart C - Witness Fess and Travel Expenses

KS400.23 Disposition of fees and expenses.

(a) Witness subpoenaed to appear on behalf of the United States.

(2) Submit a statement from an official of the court showing days and hours in attendance and amount of money received by purpose (regular fee, travel expense, etc.) for appearing as a witness.

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Subpart D - Treasury Checks and Bonds

KS400.34 Nonreceipt of United States Savings Bond.

(g) If a bond previously reported as not received, lost, or stolen is subsequently received or recovered, immediately contact the Financial Management Staff in the state office for instructions regarding the disposition of the bond.