

General Manual  
Title 120 - Administrative Services

Part 406 - Acquisition  
Subpart A - Purpose and Scope

**KS406.2 Delegation of Authority**

A. Selected individuals have been designated as purchase card holders, have received training, and are authorized to make “micro-purchases” as indicated in the “delegation of authority” letter issued as part of the purchase card holder training packet. Guidance on the use of the purchase card is located in Departmental Regulation (DR) 5013-6.

B. All purchases over the limits described in Section KS406.21 E. (3), or not paid using the government purchase card, must be made by a warranted contracting officer. Contact the Management Services Staff in the state office (SO) for guidance.

C. The purchase of computer, audio-visual, and telephone equipment (including all peripherals used in the operation of these systems) must be made by the Management Services Staff in the SO.

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Subpart B - Sources of Supply

KS406.10 Mandatory sources of supply.

(a) Mandatory sources of supply . . .

(9) All offices will use the mandatory Blanket Purchase Agreement (BPA) with Office Max Government Solutions (OMGS) (formerly Boise Cascade Office Products) to order day-to-day items. All orders are to be placed by telephone or via the Internet and charged to the government purchase card (purchase card). Items not available from OMGS will be ordered from the General Services Administration (GSA) Customer Supply Center. Orders to GSA should be placed by telephone or via the Internet using the instructions found in the Customer Supply Center Catalog and charged to the purchase card. Purchase card holders can establish their own login identification and password at [www.gsaadvantage.gov](http://www.gsaadvantage.gov) by clicking on "Register."

Check the items received against the packing slip. If all items are received, the packing slip should be so noted, dated, initialed or signed, and held for reconciliation of the purchase card. Shipping discrepancies should be reported in accordance with the instructions in the catalog.

See Subpart G, Section 406.61 D. for additional guidance on BPAs.

(10) All offices must now order Natural Resources Conservation Service paper forms and/or publications from LANDCARE in Des Moines, Iowa. State, area, and field offices may place their own orders for forms and/or publications. Orders may be placed by phone or view selected downloadable forms online at <http://landcare.sc.egov.usda.gov/>.

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**KS406.21 Purchase Card**

B. Special Instructions

(2) When reconciling the accounting classification information in the Purchase Card Management System for purchases using the government purchase card, refer to the object class code list provided in the purchase card holder training packet.

(5) District conservationists (DCs) involved with federal procurement for the installation of vegetative or construction measures in watersheds or the Wetlands Reserve Program **should not use the purchase card**, but should contact the Management Services Staff in the SO for instructions on required actions.

E. All “micro- purchases” (as indicated in the “delegation of authority” letter issued as part of the purchase card holder training packet) will:

(1) Be paid using the government purchase card.

(2) Be requested using Form KS-AD-700, Procurement Request, with the exception of routine office supplies.

(3) Not exceed \$2,000 (for construction), \$2,500 (for services), and \$3,000 (for supplies for selected card holders).

(4) Be approved by the head of each Natural Resources Conservation Service (NRCS) office or his/her acting (must be an NRCS employee) or Management Team (MT) members within the state office (SO.)

F. All purchases related to maintenance, replacement equipment, or repairs will:

(1) Be paid using the government purchase card.

(2) Be requested using Form KS-AD-700, Procurement Request.

(3) Not exceed \$500 (for similar brand and model for items that wear out or break during use).

(4) Not exceed \$100 for new equipment.

(5) Be approved by the head of each NRCS office or his/her acting (must be an NRCS employee) or MT members within the SO.

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**KS406.21 Purchase Card (continued)**

G. Those items not available from Office Max Government Solutions or General Services Administration may be purchased locally using the purchase card.

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**KS406.22 Cash Purchases**

Cash purchases with personal funds when on official business are authorized when advantageous and practicable, but should be kept to a minimum. Reimbursement can be obtained by using Standard Form (SF)-1164, Claim for Reimbursement for Expenditures, and submitting it for processing to the Financial Management Staff in the state office through proper channels. Reimbursement using this form is to be kept under \$600 per year, as it becomes taxable to the purchaser when exceeding that amount.

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Subpart D - Blanket Purchase Agreements

KS406.31 Review of BPA.

Annual review of Blanket Purchase Agreements (BPAs) will be completed by May 1 each year. Form NRCS-AS-40, Record of Solicitation for BPA or Service Contract, should be submitted to the Management Services Staff at the state office (SO) through the area office (AO) for each BPA being requested or reviewed. If no change is required in an existing BPA, a new Form NRCS-ADS-162, Blanket Purchase Arrangement, will not be issued. Orders should not be placed against a BPA until it is issued by the SO.

Only those employees named on the BPA are authorized to place orders and sign tickets against a BPA. All Natural Resources Conservation Service employees at a location can be listed on each BPA for that location. As personnel changes occur, a request should be submitted to the Management Services Staff at the SO through the AO requesting names be added and/or deleted.

The government purchase card and the government vehicle fleet card (fleet card) are the preferred procurement methods. A BPA may be developed and maintained for the purchase of gasoline if there is no local source that will accept the fleet card.

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Subpart E - Requisition Procedures and Forms

KS406.42 Form KS-AD-700, Requisition for Supplies, Equipment, or Services.

(a) Form KS-AD-700, Procurement Request, will be used for all procurement requests, except those of routine office supplies, when acquired with the government purchase card. This form is available on the Kansas Natural Resources Conservation Service Intranet Web site.

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KS406.43 GSA Stores - FEDSTRIP requisitions.

The FEDSTRIP system is not used in Kansas.

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Subpart F - Service Station Deliveries of Gasoline, Oil, Etc.

KS406.51 U.S. Government Credit Card.

(a) The U.S. Government National Credit Card (SF-149) is no longer used. All service station deliveries are to be obtained by using the government vehicle fleet card (fleet card). The fleet card user must make all reasonable efforts to find the nearest location accepting the fleet card when purchasing fuel, vehicle maintenance, and repairs including tires, tubes, batteries, tire chains, and other items. To acquire repairs and maintenance in an emergency situation, or when the fleet card is not accepted, a delegated purchase card holder may make the purchase.

(d) Vehicle maintenance or repairs over \$500 must be approved by a Management Team member.

(e) Use of the government vehicle fleet card (fleet card) for food, beverages, or other miscellaneous personal items is strictly prohibited and could result in disciplinary action.

If a Natural Resources Conservation Service (NRCS) employee receives a fine for traffic or parking violations while driving a government-owned or leased vehicle, payment is the employee's responsibility. Use of any NRCS fleet cards to pay for any fines or violations is strictly prohibited and could result in disciplinary action.

(f) Pool credit cards are not assigned to any particular vehicle. They are kept in reserve for use as necessary by the local fleet program coordinator (LFPC). To request a pool credit card, contact the Management Services Staff in the state office.

Pool credit cards are to be used to fuel motor vehicles only in emergency situations and are to be used in case a fleet card is lost or stolen pending receipt of a replacement card. New fleet cards will be issued in emergency situations within seven to ten days. NRCS can use pool cards for fuel purchases of multiple pieces of equipment at the same location such as all terrain vehicles and chainsaws.

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KS406.52 Lost, damaged, or stolen credit cards.

When a government vehicle fleet card (fleet card) is lost or stolen while in the card user's possession, the Natural Resources Conservation Service (NRCS) is responsible for all charges until the vendor is notified that the card has been lost or stolen.

When a fleet card is lost, stolen or damaged, the card user will immediately notify the Management Services Staff in the state office to cancel the card. The local fleet program coordinator (LFPC) will immediately: (1) call the vendor to initiate replacement of a damaged card or report the card lost or stolen to stop any further use, (2) notify the vendor to establish a new account number and reissue a card, and (3) monitor transactions for one month on the account of a replacement card that has been lost or stolen to ensure that all charges are valid.

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**KS406.61 Specific Purchase Items**

The following restrictions apply:

A. The following restrictions apply:

Business Cards

(iii) Business cards will be generated using the template developed by the Kansas Natural Resources Conservation Service (NRCS) Public Affairs Staff. Employees needing business cards for official use should contact their state or area office clerical support.

L. Photographic Equipment and Supplies

(2) Film and processing may be purchased, as needed, using the government purchase card (purchase card).

M. Postage Stamps

If a postage meter is not in use, postage stamps may be purchased using the purchase card.

N. Postal Service Box Rental

Mail should be delivered by the postal service to the street address, when possible. State office (SO) approval must be obtained prior to establishing a new post office box rental. At service center locations, post office boxes are to be shared with other U.S. Department of Agriculture agencies.

O. Printing

(1) The word "copying" may be substituted for "duplicating." "Copying" is defined as the reproduction of material using small office-type copiers.

V. Tires

Purchase tires locally using the government vehicle fleet card. Many tire companies offer special federal open market prices or General Services Administration contract prices that local dealers are authorized to use in

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**KS406.61 Specific Purchase Items (continued)**

selling tires to the government. Ask the local dealer if government prices are available. Applicable federal excise tax on tires should be paid.

Y. Utilities

Arrange for utility service at the local level. Advise the Financial Management Staff at the SO of the account information (vendor's name and address, account number, start date, service location address, etc.) so an account can be established at the National Finance Center for payments.

Requests for additional telephone lines or equipment are to be submitted to the Management Services Staff in the SO.

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Subpart J - Acquisition Workforce Training,  
Delegation, and Tracking Systems

**KS406.90 Acquisition Training**

(b) Kansas will have a minimum of two certified contracting officer representatives (CORs) in each area and in the state office (SO). The assistant state conservationist for field operations will provide recommendations on COR appointments to the contract specialist at the SO. The contract specialist will forward approved requests to the U.S. Department of Agriculture, Natural Resources Conservation Service, Acquisitions Operations Management Team, Management Services Division, Washington, D.C., for input into the Acquisition Workforce Tracking System.

(c) Employees nominated as CORs and their supervisors will ensure that they meet the necessary training requirements.

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**KS406.91 Procedures**

(b) The program manager will contact the contracting officer's representative (CORs) supervisor and recommend they include the CORs and inspector's names in the quality assurance plan that will be submitted to initiate contracting actions.

(d) Each COR and his/her supervisor will develop and maintain a COR Training Plan (Departmental Regulation [DR] 5001-1, Appendix K-2). This plan should be reviewed at least annually with the employee and will be used to request formal and "on-the-job" training.

(e) When an employee is selected to be certified as a COR, the COR will prepare a Qualification Statement (Appendix L-2) and submit to his/her supervisor. The supervisor will, in turn, submit it to the Management Services Staff at the state office. A contract specialist will forward the qualification statement to the U.S. Department of Agriculture, Natural Resources Conservation Service, Acquisitions Operations Management Team, Management Services Division, Washington, D.C. The Management Services Staff will maintain a list of requested COR certifications.

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**KS406.92 Training**

(b) Employees should work with their supervisors in completing online training and ensure all training is documented in their contracting officer's representative (COR) training plan. The employee shall also notify the contracting officer when training is completed so that necessary reports can be sent to National Headquarters.

(c) CORs are required to obtain 16 hours of maintenance training every two years. The first line of maintenance training will be the online training offered from the Federal Acquisition Institute (<http://www.fai.gov>).