



Natural Resources Conservation Service
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Date: August 14, 2007

WASHINGTON BULLETIN WA250-7-7

SUBJECT: FNM - YEAR-END REPORTING REQUIREMENTS

Purpose. To provide year-end reporting guidance

Expiration Date. November 30, 2007

ACTION REQUIRED ON VARIOUS DATES LISTED BELOW

You may consolidate the following requested information at the field office level. Please identify the office submitting the information or negative report. In order to merge files, submit the spreadsheet via e-mail only to Sandy.Degner@wa.usda.gov by September 17, 2007. This deadline is firm and out of our control. No other submission date can be accepted.

PCMS CHARGES

Do not make any PCMS procurements after August 24, 2007.

All employees with PCMS cards must access their account and reconcile by September 14, 2007 in order for all transaction changes to process through the system. (Please check your passwords to make sure they function). If you have any charges that have not shown up in PCMS by the 14th you will need to report them on the attached spreadsheet. Please enter merchant name, product purchased, date of purchase, amount, and fund code/object code to be charged on the attached spreadsheet.

Please remember, after October 1, 2007, any unreconciled purchases made during fiscal year 2007 must be coded to 07 funding year instead of the default funding year of 08. It is the date you make the order for the goods or services which determines the correct funding year not when the charge comes through PCMS.

OTHER EXPENSES

In addition, include other expenses as listed below on the spreadsheet:

- Employees who have personally made purchases during FY2007 that require reimbursement on SF-1164.
- Non PCMS ordered services or items not submitted for payment.

TRAVEL COSTS

The last day to enter travel vouchers will be September 17, 2007. Vouchers not entered or unvouchered travel/planned travel through September 30, 2007 must be recorded in the travel section of the attached spreadsheet. Please give dates of travel, estimated total amount, and program code to be charged.

This section contains instructions for separate reporting of reimbursable activity.

FSA VEHICLE USE

Submit previously unreported, actual mileage use through September 7, 2007 by September 14, 2007, to Gloria.Castellaw@wa.usda.gov. Recorded mileage after this cutoff date will be billed to FSA in fiscal year 2008.

REIMBURSABLE WORK HOURS

E-mail your planned work hours for pay period 19 to Gloria.Castellaw@wa.usda.gov by September 14, 2007, for ECP, Spokane Soil Survey, and the National Park Service agreements. **Please do not vary your hours once they have been submitted.** This will allow for accurate billing to the affected agencies.

A. STEFAN FECHTER
State Administrative Officer

Attachment

DIST: E (Distributed Electronically Only)