



Natural Resources Conservation Service
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Date: November 3, 2009

WASHINGTON BULLETIN WA250-10-3

Subject: FNM - Funds availability for credit card purchases

Purpose. To provide guidance on credit card purchases.

Expiration Date. September 30, 2010

During FY 2010, funds appropriations are hereby certified available to each Government Purchase Card (GPC) holder in an amount **not to exceed \$2,500** per quarter to procure items that may **appropriately** be charged to 101164T53 (Benefits All Programs). Examples include general office supplies, services, etc. Purchase only items necessary to carry out official government business. Adhere to the single purchase transaction limit of \$500 and comply with all appropriate procurement guidelines, policies, and regulations.

Credit card holders shall track their expenditures to ensure the funds certified available (i.e., \$2,500, for each **individual** quarter) is not exceeded. If you encounter an anticipated need that may cause you to exceed the limit you must promptly submit a justification of need requesting an increase funds allowance for that quarter to Sandy Crusch. You need to provide her your current expenditure balance and an estimate on how much more you will need to take you through the end of the quarter. Funds availability allowance increase requests are reviewed on a case-by-case basis and any approved increases will only be effective for the quarter requested. There will be no carryover approvals.

An AD-700, Procurement Request, must be completed for any single purchase request expected to exceed \$500. The form is available in fillable pdf form at <http://www.ocio.usda.gov/forms/doc/AD0700-F-04-82.PDF>. The AD700 must be signed by the procurement requester and routed to the appropriate supervisor/program manager for approval. It will then be submitted to FNM for funds certification and forwarded to Management Services (MSD) to determine the appropriate procurement process for completing the acquisition. Also, any item that will be charged to a specific program (e.g., **equipment and information technology items**), regardless of the purchase amount, must follow the process in this paragraph.

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ROYLENE RIDES AT THE DOOR
State Conservationist

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