



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

July 12, 2013

IOWA BULLETIN NO. IA120-13-3

SUBJECT: ADS – END OF YEAR REQUIREMENTS FOR PURCHASE REQUESTS

**ACTION REQUIRED BY: AUGUST 1, 2013  
AUGUST 30, 2013**

**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:** September 30, 2014

In preparation for the end of Fiscal Year 2013, 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 purchasing requests no later than August 30, 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 can be found here:

[S:\Service\\_Center\NRCS\\_statewide\\_shared\120\\_ADS\Equipment\\_Requests\FY13\\_End\\_of\\_Year\\_Purchase\\_Requests.xlsx](S:\Service_Center\NRCS_statewide_shared\120_ADS\Equipment_Requests\FY13_End_of_Year_Purchase_Requests.xlsx)

The columns under the green-colored header (columns B through I) are to be completed by Leadership Team Members. Here are some things to remember when entering data in the spreadsheet:

- Enter information for one requisition (AD-700) per row. Do not list each line item on individual rows.
- Do not list line items from different vendors on the same row, unless all sources are from the GSA Advantage website.
- Do not list line items from different vendors on the same AD-700, unless all sources are from the GSA Advantage website.

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- If a request is later withdrawn, **DO NOT DELETE A ROW**.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

- **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. An AD-700 shall be sent to MSD for every spreadsheet row entry. 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, send these documents to Justin Niceswanger and Carolyn Christian:

Email: [justin.niceswanger@ia.usda.gov](mailto:justin.niceswanger@ia.usda.gov)  
[carolyn.christian@ia.usda.gov](mailto:carolyn.christian@ia.usda.gov)

4. Type 1 IT Purchases. (Cell phones, software, specialized IT equipment). Please note that there are earlier deadlines for Type 1 IT equipment requests. In accordance with IA Instruction 120-394, please work with your local ITS representative to create an AD-700 and forward it to MSD by August 1, 2013.

Once documents are received, MSD staff shall 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 Team Members shall 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 30, 2013. Areas should continue to use the delegations of authority to purchase supplies, equipment, and vehicle maintenance up to the limits they have been granted.

If you have any questions please contact the MSD staff at (515) 284-4506.

*JSI*

Jay T. Mar  
State Conservationist