United States Department of Agriculture

NRCS

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KANSAS BULLETIN NO. KS120-14-2

SUBJECT: ADS—Procurement Activity Update

Purpose. To provide new fund codes and cancel Bulletin KS120-13-2

Expiration Date. September 30, 2015

I. Requisitions (Including Form KS-AD-700, Procurement Request)

Departmental Regulation (DR) 5013-6, §7 cc states that a requisition is required for all purchases at or below the simplified acquisition threshold ($150,000), including purchases at or below the micro-purchase threshold ($2,500). A requisition from an authorized official may be in the form of a written request, an email, and/or a document that identifies an official government need and funds for the specific supply or service, including blanket authorizations for routine purchases.

Historically, Kansas has used Form KS-AD-700 as a requisition document. Per General Manual (GM) Title 120, Section KS406.42, the use of Form KS-AD-700 will still be required for all requisitions:

- NOT payable through the use of a purchase or fleet government credit card (GCC), including meeting registrations.
- ABOVE the micro-purchase threshold regardless of how the payment is made.

This bulletin will serve as the requisition (blanket authorization) for routine GCC purchases (including office supplies) at or below the micro-purchase threshold set forth for each cardholder. Cardholders will use the fund codes identified below:

- State and Area Offices/Management Units—1415COTAT20000CA0000
- Soils—1415SOILT20000SI0000
- Plant Materials Center—1415PMCST20000SI0000

II. Acceptance of a GCC

To expedite the processing of small purchases, all requests for non-routine supplies or services at or below the micro-purchase threshold and PAYABLE by GCC, may be requisitioned via email using the attached template. The template contains the information needed to properly document the requisition. Forward the email to the appropriate Management Team member for concurrence, and then forward the email to the purchaser/cardholder.

Cardholders must maintain thorough documentation for purchases requisitioned by a blanket authorization or email to include: (1) a copy of the requisition (this bulletin or the email) to include unit prices and extensions, supplier's name and address, and date of actual delivery; and (2) an invoice, packing slip, or sales instrument to include the supplier's name and address, kind and quantity of items, unit prices and extensions, and cash discounts, if any. Cardholders typically already retain these documents.

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III. Non-Acceptance of a GCC

Background

Natural Resources Conservation Service (NRCS) employees (other than contracting personnel) only have procurement authority to make purchases with a purchase or fleet GCC, as applicable. When a vendor will not accept a GCC, the NRCS employee has no authority to make the purchase without the intervention of contracting personnel. It is imperative that employees not enter into any transactions where a GCC is not accepted until proper procurement procedures are followed. Employees making an unauthorized purchase (outside of the procurement procedures outlined below) may be responsible for the cost of the purchase.

Proper Procurement Procedures

GM Title 120, Part 406 states that the Integrated Acquisition System (IAS) will be used for all acquisitions when a GCC is not accepted. **Employees should make every attempt to locate and utilize vendors that accept a GCC, as the alternative use of IAS is a timely procedure and will result in a delay in making the purchase.**

*The following process steps 1-4 must be followed **prior** to a purchase being made. This process can take **more than** two weeks depending on the vendor's status, system functionality, and contracting workload.

Step 1: The employee requesting to enter into a transaction with a vendor who does not accept a GCC or any vendor for purchases over $2,500 must provide the state vendor coordinator (Diane D. Edwards, 785-823-4575) with the following information:

- Vendor's Data Universal Numbering System (DUNS) number
- System for Award Management (SAM) database verification

There is no cost to the vendor to obtain a DUNS number or to enroll in SAM. It is the responsibility of the vendor to complete these steps. It is the responsibility of the employee requesting to enter into a transaction with a vendor who does not accept a GCC or for purchases over $2,500 to **inform the vendor of these requirements** and work with the state vendor coordinator to provide assistance to the vendor in obtaining the needed forms and Web site information.

Once the vendor requirements are complete:

Step 2: A requisition is submitted per the above guidelines to the vendor coordinator.
Step 3: Vendor coordinator enters transaction into IAS.
Step 4: Management Services Staff issues a purchase order or contract.
Step 5: Purchase is made.
Step 6: Original invoice with date of receipt is forwarded to the vendor coordinator.
Step 7: Vendor coordinator records receipt in IAS.
Step 8: Contracting officer signs Form IAS-001, Invoice Cover Sheet for IAS Payments.
Step 9: Invoice is faxed to the National Finance Center for payment which is normally made within 30 days.

IV. Reimbursable Incurred Expenses and Purchases (if the GCC cannot be used)

Employees are encouraged to consider small out-of-pocket purchases (under $100) when a hardship in doing so is not incurred. This action will alleviate the cost of processing small transactions through IAS.

Local mileage, an incurred expense commonly associated with travel, will continue to be reimbursable to the employee by use of Form SF-1164, Claim for Reimbursement for Expenditures on Official Business.

Employees may also be reimbursed using Form SF-1164 for purchases such as the following:

- A meeting registration fee (attendance/purchase approval required using Form KS-FNM-10, Request to Attend Meeting/Unscheduled Training).
- Costs for other "one-time" purchases (use Form KS-AD-700 or email procurement request to obtain approval).
- An "urgent need" situation such as when a vendor does not have sufficient time (at least 30 days) to complete the process outlined in the attached "Vendor Requirements" (use Form KS-AD-700 or email procurement request to obtain approval).

In all of the above cases, prior approval of the purchase is required.

When possible, submitting one Form SF-1164 for several small purchases will also increase efficiency. Financial Management Staff will expedite the processing of Form SF-1164 and, in most cases, reimbursement will occur within two business days of receipt of Form SF-1164.

V. Requests Exceeding $2,500

Per GM Title 120, Section 406.100, NRCS must use IAS for all procurements, other than micro-purchase procured and paid for on purchases cards. However, all requests that exceed the $2,500 threshold must be entered in IAS whether the vendor will be paid by GCC or direct deposit. All purchases over $2,500 and modifications to those transactions regardless of dollar value must be reported in the Federal Procurement Data System—Next Generation (FPDS-NG) per FAR 4.602 (c)(1). IAS is the portal for reporting purchases over $2,500 in FPDS-NG. Follow the guidance shown in Section III, Non-Acceptance of a GCC, Proper Procurement Procedures, and work with the vendor coordinator to set the vendor up for IAS purchases orders.

Purchases may only be made by the above methods and processes. Direct entry payments can no longer be made for purchases.

Contact: Loren L. Graff, 785-823-4521 or loren.graff@ks.usda.gov; Erin M. Riffey, 785-823-4505 or erin.riffey@ks.usda.gov; Diane D. Edwards, 785-823-4575 or diane.edwards@ks.usda.gov

(*Signed*)

ERIC B. BANKS
State Conservationist

Attachments