

## PART 2024 - PROPERTY AND SUPPLY

## Subpart G - Services, Supplies, and Equipment for the National Office

§ 2024.301 Scope.

This subpart prescribes procedures to obtain general office services, supplies, furniture, and equipment obtained through the Support Services Division (SSD).

- (a) SSD is responsible for receiving property and equipment coming into Rural Development and maintaining inventory records of property to assure accountability.
- (b) SSD serves as the point of contact for invoice processing.

§ 2024.302 General office supplies and equipment.

- (a) General supplies and equipment. For general office supplies and equipment, a Form AD-700, "Procurement Request," shall be submitted to SSD. The AD-700 needs to be signed by the Division or Staff Director and must contain the accounting code for that division or staff who is requesting the supplies or equipment. Form AD-700 shall also be submitted for simplified acquisitions, formal contracts, supplies and equipment, such as nameplates, typewriters, calculators, furniture, and agency specific items. Instructions for preparing and processing Form AD-700's are contained in the Forms Manual Insert (FMI).
- (b) Use of USDA Store/General Services Administration (GSA). Requests for supplies and equipment stocked in the USDA Self-Service Store or via GSA telephone centers will be obtained by SSD for the requesting activity unless written exceptions have been made in advance.
- (c) Restricted items. Restrictions are placed on acquiring certain items. Requests for attaché cases or briefcases, business cards, day/time planners and furniture and furnishings should be coordinated with SSD prior to the submission of any requests.

§ 2024.303 Services.

- (a) Office of Operations. Problems with lighting, janitorial services, heating, and air conditioning in the South Building shall be referred to the Office of Operations Hotline Center on 202-720-6858. SSD should be contacted if the problem continues and is not resolved by the Hotline Center. SSD may be called directly for building problems in the other satellite locations of Rural Development.

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(b) Service requests. All other requests for services (e.g., moving furniture, room alterations, carpet shampooing) should be submitted on Form AD-700. Requests for emergency services may be made orally and followed by Form AD-700.

(c) Form AD-873, "Property Pass". Form AD-873 shall be issued by authorized SSD employees for the removal of any personal and government property from the premises. Any employee needing to remove personal or government property must present a note or memo, to SSD, signed by their immediate supervisor that contains the serial number, make, model, and the return date of the item to be removed. Employees must present their USDA Identification Badge before the property pass will be issued. SSD will annotate the ID number on the Property Pass.

(d) Permanent Property Passes. In some locations, such as the South Building, arrangements have been made to allow personnel to remove laptop computers (both Government-owned and personally-owned) from the building daily (without the need for a new property pass each time). Not all building locations allow this procedure. If there is a frequent need for personnel to remove specific equipment frequently, contact SSD to arrange a "permanent property pass" (if the location permits such arrangements). A letter will be issued by SSD to building security and the employee to serve as a permanent property pass and the letter must be presented every time the property is removed from the building.

(e) Removal by vendors. Vendors who are removing property for repair or replacement must present a note or memo from the office from which the property is being removed authorizing the removal of the property to SSD.

(f) Parking. SSD is the primary contact for the Rural Development mission area for parking issues.

§ 2024.304 Receiving property and inventory maintenance.

(a) Property procedures. When items are delivered to the South Building loading dock, the SSD Supply Unit (SU) is notified and SU signs for the items and takes custody of the property. The SU is provided with purchasing documentation from SSD to use to verify against packing slips to accurately record receipt of property and to identify the recipient. Items are delivered to the requestor as soon as possible. The recipient will be asked to sign a receipt acknowledgement for the property. Bulk items that the recipient needs to have stored are placed in locked storage areas by SSD. A general inventory of items contained in the storage areas is maintained at all times by the SU.

(b) Inventory procedures. The SSD Property Officer (PO) is responsible for entering all sensitive items and capitalized items (valued at \$5,000 or above), in the USDA Property Management Information System (PMIS). This is accomplished through data entry into the National Finance Center (NFC) Personal Property System (PROP). All procured items with budget object class codes 3112 through 3151 (with the exception of 3140) that meet the dollar threshold will be entered via the PROP screens into PMIS. The NFC provides monthly "PMIS Suspense Reports" to the PO to use to verify any entries that indicate an obligation document was issued and payment was made to the vendor.

(c) Computer equipment. The Division or Staff System Administrator (SA) is responsible for data entry of computer equipment into the Order, Tracking, Inventory System (OTIS). Each SA is responsible for data entry into the OTIS system for their staff or division computer equipment. A bi-annual physical inventory of computer equipment is conducted by request of the Chief Information Officer (CIO). Information is verified and a certification is sent to the CIO verifying that the inventory has been conducted and OTIS was updated accordingly.

§§ 2024.305 - 2024.350 (Reserved)

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