

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:
State Office

STATE PROCEDURE
NOTICE

ISSUE NO. 310

DATE: 04/08/09

RURAL DEVELOPMENT MANUAL CHANGE

RD Instruction 2024-A

GENERAL: The purpose of this PN is to incorporate and implement the Acquisition File Organizer for actions using the Simplified Acquisition Procedures, formal contract methods and the Government-wide Commercial Purchase Card (referred to as the “Purchase Card”) for the Rural Development offices. The Acquisition File Organizer will be used to assist with preparing and documenting the files with sufficient justifications, approvals, appropriate documentation, etc., to support the award.

Regulations covering this procedure are found in various Subparts in the Federal Acquisition Regulation (FAR) and the Agriculture Acquisition Regulation (AGAR). Reference FAR Subpart 4.8, “Government Contract Files” for the general contents of a contract file.

INSERT: PA PN 310, Exhibit A, “Purchase Card File Organizer”

Rural Development

Purchase Card File Organizer

(At or below the Micro-Purchase Threshold)

(Note: This Purchase Card File Organizer sheet must be included with the documentation for each purchase made with the Purchase Card or Convenience Check at or below the Micro-Purchase Threshold (\$3,000). The Purchase Card file must include documents which support the purchase, e.g. approvals, AccessOnline reconciliation screen print.)

PROCUREMENT REQUEST (PR):

- AD-700
- Electronic Request
- Verbal Request given by _____ on _____

Briefly describe the requested supplies/services _____

- Other, Explanation _____

APPROVALS:

- Administrative Program Director
- State Director
- Public Information Coordinator/Public Affairs Specialist (for conferences/marketing requests)
- Advisory and Assistance
- Checklist Using Private Sector Temporaries from Human Resources
- Information Technology Clearance
- Telecommunication Clearance
- Annual Waiver Request Item (AGAR Advisory No. 52)
- Other, Explanation _____

FUNDS AVAILABILITY:

- Budget/Funds Officer certified the PR
- Funds verbally certified by _____ on _____
- Other, Explanation _____

ORDER PLACED:

Order placed by _____ on _____

Ordered from _____

RECEIPT AND ACCEPTANCE:

- Receipt/Acceptance was received by the person that requested the supplies/services
- Verbal Receipt/Acceptance provided by _____ on _____
- Receipt/Acceptance from cardholder. Packing slips attached, if available
- Other, Explanation _____

AUDIT/CLOSEOUT PURPOSE:

- Reconciled in AccessOnline on _____, Amount \$ _____ or attach AccessOnline screen print
- Other, Explanation _____