

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
HARRISBURG, PENNSYLVANIA

TO:		ISSUE NO. 311
State Office	STATE PROCEDURE	
Area Office	NOTICE	DATE: June 18, 2009

RURAL DEVELOPMENT MANUAL CHANGE

RD Instruction 2024-A, para. 2024.29 (b) (2,3)

**GENERAL:** The purpose of this PN is to provide guidance to Rural Development Pennsylvania employees for completing Form AD-700, Procurement Request. This PN applies to any purchase that involves use of an outside vendor/contractor.

INSERT:

PA PN 311, 2024.29 (b) (2,3), "Process for Requesting Supplies/Services for Purchases from Outside Sources"

PA PN 311, Exhibit A, "Sample AD-700 for Supplies"

PA PN 311, Exhibit B, "Sample AD-700 for Conference"

RD Instruction 2024-A

§ 2024.29 Administrative Expense Payments.

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(b) Responsibilities.

(2) Area Offices. Designated individuals in the Area Offices are responsible for expenses incurred by their offices. Responsibilities include submitting appropriate documentation, e.g., billings, invoices, receipts, or other evidence of Government liability or expenses to the State Office for payment action, unless otherwise instructed through State Office issued procedures.

(3) State Offices. State Directors, through their designated Administrative Officers, are responsible for processing and approving all administrative expenses incurred within their State's jurisdiction.

**Process for Requesting Supplies/Services for Purchases from Outside Sources**

- i. **Identify the supply/service you need:** e.g., Meeting room, home show booth rental, business cards, lock replacements, etc.
- ii. **Prepare AD-700, Procurement Request** (see Exhibits A & B of this PN)  
The request should be prepared by whoever is requesting the supply/service

Form AD-700

Block 1 – Fill in the name of your office and have your supervisor sign

Block 1a – Leave blank

Block 1b – Fill in the date you are submitting the request

Blocks 2 – 9 -Leave blank

Block 10 – Fill in preferred vendor, including tax identification number

Block 11 – Fill in the address the item/service should be shipped to/or service performed at

Block 12 – Fill in the line item number. Put multiple items on separate lines

Block 13 – Leave blank

Block 14 –Write a description of the supply/service requested, including information such as names of staff attending a conference, names of staff ordering business cards, etc. **You must also provide a justification for the purchase, and Technical Contact's name and phone number**

Blocks 15 – 16 - Leave blank

Blocks 17 – 20 - Fill in the quantity, unit of issue (such as EA for each, DZ for dozen, etc), price per unit (in block 19), and total price (in block 20)

Blocks 21-24 – Leave blank

Block 25 – Fill in the total cost of all line items on the request

**Leave the remainder of the form blank.**

- iii. **Forward AD-700 to the State Office, Attention: Budget Technician.**  
The Budget Technician will notify you once your request has been approved. Please note that requests are processed once a week on Tuesdays. If your request is urgent, please make sure to visibly note that on the request. Also, note if the request must meet a deadline.
  
- iv. **Notify State Office when the supply/service has been received/completed.** If you received a packing slip/invoice for the supply/service, forward it to the State Office, ATTN: Contract Specialist. If you do not receive a packing slip/invoice, email the Contract Specialist to show that the supply/service was delivered.

If you have any questions, please do not hesitate to contact the Contract Specialist in the State Office.

<b>PROCUREMENT REQUEST</b>		TO: (Procurement Office) Deb Dozier, Contracting Officer						1 REQUESTING OFFICE PA State office <i>Supervisor's Signature</i>			
INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.											
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER (If Applicable)	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.			
								1B. DATE 5/20/09			
CHECK ONE		10. TO: (Seller)				11. SHIP TO: (Consignee and Destination)					
<input checked="" type="checkbox"/> Purchase Order		XYZ Company 123 XYZ Way Harrisburg, PA				USDA RD PA State Office 1 Credit Union Place, Suite 330 Harrisburg, PA 17110-2996					
<input type="checkbox"/> Delivery Order		Tax ID #: 123456789				<input type="checkbox"/> INSIDE DELIVERY REQUESTED					
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION				15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
1		4-position file folders						50	EA	0.51	25.50
2		8-position file folder						50	EA	1.21	60.50
Justification: position folders are used for official government files. Our office has exhausted our supply											
For additional information, please contact: Jean Sellers (717) 237-2267											
TECHNICAL CONTACT						TELEPHONE NO					
21 FOB POINT				22 DISCOUNT TERMS				Sub-Total ▶		25	86.00
23 REQUIRED DELIVERY (Do not use ASAP)		23A NEGOTIATED DELIVERY		24 SHIP VIA		26 ESTIMATED FREIGHT		TOTAL ▶			27
28 ACC. LINE	29 ACCOUNTING CLASSIFICATION						30 DISTRIBUTION		31 AMOUNT		
2	A 5	B 10	C 5	3	D 4	E 1	4	1	2		
RECOMMENDED SOURCE(S) (If necessary, use attachment)						I certify that the above items are necessary for use in the public service.					
						TITLE Administrative Program Director					
						SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Admin Program Director Signature</i>					

