

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:		ISSUE NO. 312
State Office	STATE PROCEDURE	
Area Office	NOTICE	DATE: 10/19/2009

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.

REMOVE:

PA PN 311, 2024.29 (b) (2,3), "Process for Requesting Supplies/Services for Purchases from Outside Sources", dated June 18, 2009

PA PN 311, Exhibit A, "Sample AD-700 for Supplies", dated June 18, 2009

PA PN 311, Exhibit B, "Sample AD-700 for Conference", dated June 18, 2009

INSERT:

PA PN 312, 2024.29 (b) (2,3), "Process for Requesting Supplies/Services for Purchases from Outside Sources"

PA PN 312, Exhibit A, "Sample AD-700 for Supplies"

PA PN 312, Exhibit B, "Sample AD-700 for Conferences/Meetings"

PA PN 312, Exhibit C, "Sample Conference/Meeting Checklist for AD-700 Approval"

RD Instruction 2024-A

§ 2024.29 Administrative Expense Payments.

The purpose of this PA PN is to provide guidance to Rural Development Pennsylvania employees for completing Form AD-700, Procurement Request, along with Exhibit C, Conference/Meeting Checklist, to be used when requesting conference/meeting attendance. This PN applies to any purchase that involves use of an outside vendor/contractor.

(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 PA PN).**
The request should be prepared by whomever 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

Block 2 – 9 -Leave blank

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

Block 11 – Fill in the address that 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**

Block 15 – 16 - Leave blank

Block 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)

Block 21-24 – Leave blank

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

Leave the remainder of the form blank

- iii. **Complete, when applicable, a “Conference/Meeting Checklist for AD-700 Approval” (Exhibit C).** The “Conference/Meeting Checklist for AD-700 Approval” must be completed and attached to the AD-700 when requesting conference/meeting attendance. (A copy of a “fillable” checklist may be obtained at the PA RD “SharePoint” site.)
- iv. **Forward AD-700 to the State Office; and, when applicable, a completed “Conference/Meeting Checklist for AD-700 Approval”, Attention: Budget Staff.** The Budget Staff will notify you once your request has been approved. If your request is urgent (must meet a deadline), please make sure to visibly note that on the request.
- v. **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 did not receive a packing slip/invoice, email the Contract Specialist indicating that the supply/service was delivered/received.

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

PROCUREMENT REQUEST		TO: (Procurement Office) Deb Dozier, Contracting Officer						1 REQUESTING OFFICE PA State office <i>Supervisor's Signature</i>			
INSTRUCTIONS: Agencies must provide entire 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 <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10. TO: (Seller) XYZ Company 123 XYZ Way Harrisburg, PA Tax ID #: 123456789				11. SHIP TO: (Consignee and Destination) USDA RD PA State Office 1 Credit Union Place, Suite 330 Harrisburg, PA 17110-2996 <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
<p>Justification: position folders are used for official government files. Our office has exhausted our supply</p> <p>For additional information, please contact: <u>Jean Sellers</u> (717) 237-2267 TECHNICAL CONTACT TELEPHONE NO</p>											
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	1	E 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>					

PROCUREMENT REQUEST <i>INSTRUCTIONS: Agencies must provide entire in unshaded areas. See reverse.</i>		TO: (Procurement Office) Deb Dozier, Contracting Officer				1. REQUESTING OFFICE PA State Office <i>Supervisor's Signature</i>	
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(if Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.
						1A. PROCUREMENT REQUEST NO.	
						1B. DATE 9/29/09	

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 RURAL DEVELOPMENT 1 Credit Union Place, Suite 330 Harrisburg, PA 17110
<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		Attendance at XYZ Conference for the following employees: John Doe Jane Doe			2	EA	40.00	80.00
2		Booth rental fee for XYZ Conference Justification : The XYZ conference provides an opportunity for RD to make information on home loans available to the public. Registration and booth contract are attached. The employees listed above need to be registered once approved. <i>For additional information, please contact: Carrie Bowerman (717) 237-2297</i>			1	EA	200.00	200.00
		TECHNICAL CONTACT						
		TELEPHONE NO.						

21 FOB POINT	22 DISCOUNT TERMS		25
		Sub-Total ▶	280.00

23 REQUIRED DELIVERY <i>(Do not use ASAP)</i>	23A NEGOTIATED DELIVERY	23B SHIP VIA	26 ESTIMATED FREIGHT				27
						TOTAL ▶	

28 ACC. LINE	29 ACCOUNTING CLASSIFICATION										30 DISTRIBUTION	31 AMOUNT	
	A	B	C	D	E	1	2	3	4	5			6
2	5	10											

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's Signature</i>

CONFERENCE/MEETING CHECKLIST FOR AD-700 APPROVAL

Employee Name: Carrie Bowerman

Office: State Office

Event - Name/Date: XYZ Conference on 11/2/09

Has AD-700 been completed properly (See PA PN 312, Ex B)?

yes

Has proper documentation been attached:

(Must be provided enough in advance to obtain Ethics approval, if necessary)

Copies of Conference/Meeting Announcement/Registration Forms?

yes

(Include background information on Conference/Meeting Sponsor; e.g., pamphlets, brochures, website, etc.)

Ethics/Travel/Payment Test been addressed:

Does the Registration Fee include price of a meal?

yes

Is the cost of the meal severable from the Registration Fee? (Meal Cost?) (\$20.00)

yes

Has the Conference/Meeting Sponsor offered to pay for any of the fees - including Registration Fees and/or Meals?

yes

If so, is the Conference/Meeting Sponsor making the same offer of payment for any other attendees - same rate?

yes

Is the Attendee a Speaker/Presenter?

no

Is this a "widely attended gathering" - Approximate number of total event attendees? (200)

yes

Are RD Attendees in a Travel Status:

yes

(For travel within 1 calendar day - Per diem shall not be authorized when travel is conducted within a 25-mile radius of EITHER the employee's duty station or residence.)

(For travel of more than 1 calendar day - Per diem shall not be authorized when travel is conducted within a 35-mile radius of the employee's official duty station.)