

For: FFAS Offices

Purchase Requests to the Acquisition Management Division (AMD) for Micro-Purchases

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

The Purchase Card Program supercedes the formal procurement process for the purchasing of services or supplies within the micro-purchase threshold which is presently \$3,000 for most purchases. Every FFAS office should have a purchase card holder or have plans to have a purchase card holder. While there may be rare situations in which AMD needs to be involved in a micro-purchase, as a general rule that should **not** be the case.

B Purpose

This notice:

- establishes policy that micro-purchases will be completed by the requesting office when the purchase card is accepted
- advises all Kansas City employees that the Procurement Tracking System (PTS) will no longer be available for use after **COB December 15, 2008**.

Disposal Date April 1, 2009	Distribution All FAS, FSA, and RMA Offices; State Offices relay to County Offices
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1 Overview (Continued)

C Contact

Direct questions about this notice to the following.

IF there are questions about...	THEN...
purchase cards	contact the Local Agency Program Coordinator (L/APC) or the Purchase Card Team at purchasecard@kcc.usda.gov .
purchasing requirements	<ul style="list-style-type: none">• for FSA County Offices, contact the State Office Administration Staff• for Kansas City, St. Louis, and FSA State Offices, contact:<ul style="list-style-type: none">• Pamela Wellons, Chief, Kansas City Acquisition Branch (KCAB) by either of the following:<ul style="list-style-type: none">• e-mail at pamela.wellons@kcc.usda.gov• telephone at 816-926-6084• for the Washington D.C. FSA, FAS, and RMA offices, as well as RMA Regional Offices, contact:<ul style="list-style-type: none">• Renea Morton, Chief, Simplified Acquisition Branch<ul style="list-style-type: none">• e-mail at renea.morton@wdc.usda.gov• telephone at 202-205-9434.
IAS	see Exhibit 1.

2 Policy

A Purchase Card

The requesting office will be responsible for completing purchases using the purchase card for micro-purchases according to USDA policy. Under USDA policy, the micro-purchase threshold for:

- telecommunications equipment is \$350
- construction is \$2,000
- services (a contract that engages the time and effort of a contractor to perform a task rather than furnish an end item of supply) is \$2,500
- anything else is \$3,000.

If the vendor will not accept the purchase card as payment, then a purchase request to AMD or the State Office Contracting Officer will be required unless a convenience check is authorized. Requests for specific micro-purchases to be completed by AMD must be approved by the appropriate AMD Branch Chief for the office completing the purchase.

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2 Policy (Continued)

A Purchase Card (Continued)

All purchase requests issued to AMD shall be entered into IAS by the requesting office. When it is known in advance that the purchase card will be used to issue payment to the vendor, the purchase request's transaction code (under "Billing") will be coded as "IQ-No Commit". Requests for purchases not entered into IAS will **not** be accepted by ADM.

B PTS for Kansas City Only

PTS, otherwise known as the AD-700 system, which is currently still used in Kansas City, will no longer be available as of **COB December 15, 2008**.

3 Action

A FFAS Offices Action

FFAS offices shall:

- submit all purchase requests **to AMD** through IAS
- retrieve any desired copies of AD 700's from PTS before COB December 15, 2008.

FFAS IAS Contacts

The following are FFAS IAS contacts.

Role	Office	Name	E-Mail	Phone Number
Agency Lead		Pamela Wellons	pamela.wellons@kcc.usda.gov	816-926-6084
IAS Tier 0 Support (Contractor)		Nathan Thompson	nathan.thompson@wdc.usda.gov	703-398-5665
FSA Office Leads - Data Managers	Kansas City	Roberta (Ann) Martel	roberta.martel@kcc.usda.gov	816-926-6981
	Washington D.C.	Loretta D'Amico	loretta.d'amico@wdc.usda.gov	202-720-5513
	APFO	Cindy Sessions	cindy.sessions@apfo.usda.gov	801-844-2909
	State Office	Pamela Wellons	pamela.wellons@kcc.usda.gov	816-926-6084
FAS Office Leads - Data Managers	National Office	Miosotis Ocasio	miosotis.ocio@usda.gov	847-947-8102
		Ed Weatherly	edwin.weatherly@fas.usda.gov	202-720-9050
RMA Office Leads - Data Managers	National Office	Wanda Vaughn	wanda.vaughn@usda.gov	202-720-9215
	Kansas City	Mark Harms	mark.harms@rma.usda.gov	816-926-1840
		Amy Gibbs	amy.gibbs@rma.usda.gov	816-926-6387