

APD ALERT



Prohibition on Using the Purchase Card To Pay for Telecommunications

Purpose

This APD ALERT is issued as a reminder that the purchase card/convenience checks are **not** to be used to purchase telecommunications.

Policy

Agriculture Acquisition Regulations (AGAR) Advisory Number 58a prohibits the use of purchase cards and convenience checks for purchasing all recurring telecommunications services, all non-recurring telecommunications services over \$350.00, and all telecommunications supplies and equipment whose total amount ordered is over \$350.00. Further clarification of the definitions that cover telecommunications services, supplies, and equipment is provided in the advisory.

The purchase card or convenience check may be used to purchase telecommunications in the case of emergencies. An emergency is an unplanned event that (1) could cause death or significant injury to employees or the public; (2) could shut down or disrupt operations; or (3) could cause physical or environmental damage.

What Should I do?

Follow the procedures in REE Bulletin 03-001, Prohibition on Using PCMS Purchase Cards or Convenience Checks to Acquire Telecommunications, to pay for telecommunications services, supplies, and equipment. Cardholders that use the purchase card or convenience check for emergency telecommunications purchases are to justify that an emergency existed and the purchase was necessitated by the emergency. The justification shall be attached to the transaction and filed as documentation to support the purchase. Detailed guidelines and procedures are provided in the REE Bulletin 03-001.

Local Agency Program Coordinators are to forward this APD ALERT to cardholders.

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