



**USAID**  
FROM THE AMERICAN PEOPLE

**Functional Series 300  
Acquisition & Assistance**

**INTERIM UPDATE 07-09**

**SUBJECT:** ADS 331 - Simplified Acquisitions, Micro-Purchases, and Use of the USAID Worldwide Purchase Card

**NEW MATERIAL:** This notice announces the issuance of 1. the revised ADS Chapter 331, which supersedes the version dated 09/25/2003 and 2. its revised Mandatory Reference, the USAID Worldwide Purchase Card Program Manual.

**EFFECTIVE DATE:** 03/30/2007

**ATTACHMENTS:** [ADS Chapter 331](#) and [USAID Worldwide Purchase Card Program Manual March 2007](#).

POLICY

USAID/General Notice  
M/OAA/P  
03/30/2007

Subject: ADS 331 - Simplified Acquisitions, Micro-Purchases, and Use of the USAID Worldwide Purchase Card

This notice announces the issuance of 1. the revised ADS Chapter 331, which supersedes the version dated 09/25/2003 and 2. its revised Mandatory Reference, the USAID Worldwide Purchase Card Program Manual. The micro-purchase threshold and the simplified acquisition threshold in these directives have been revised in accordance with changes to the Federal Acquisition Regulation. Additionally, these directives instruct approving officials to enter the administrative approval of purchase card payments in the Phoenix accounting system.

Access the revised chapter at: <http://www.usaid.gov/policy/ads/300/331.pdf>

Point of Contact: Any questions concerning the contents of ADS 331 and the issuance of this Notice may be directed to Kenneth Monsess, M/OAA/P, [kmonsess@usaid.gov](mailto:kmonsess@usaid.gov), (202) 712-4913.

Notice 0383

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU3_0709_033007_nocd	03/30/2007	03/30/2007			This IU will be cancelled when CD 47 is issued.

IU3\_0709\_033007\_w041007\_nocd