

USING THE CENTRAL SUPPLY STORE

REQUESTING A SUPPLY CARD:

Supervisors must forward a memo or e-mail to:

Cheryl.Brumback@ars.usda.gov

Please include the following information:

Cardholder name

Telephone number

E-mail address

Agency/Division

Building location

Room number

You should receive your card in 10 days.

TO ORDER SUPPLIES: ON-LINE

Shop on line at:

WWW.BSC.USDA.GOV

MAY ALSO SUBMIT REQUISITIONS TO WAREHOUSE: (See Sample)

Form must include:

Delivery address

Supply Card Number

Telephone Number

Cardholder Signature

Do not photocopy form. Each form has a unique requisition number.

Once completed, mail form to:

USDA/BSC/OO

6351 Ammendale Road

Beltsville MD 20705

37% SURCHARGE!

BSC charges an additional 37% per item.

Surcharge is not included in the published cost per item. The surcharge is added after purchase and appears on Monthly Summary Reports.

MONTHLY SUMMARY REPORTS:

BSC forwards detailed summary of all purchases by card holder. Agency officials review report for reconciliation, analysis and appropriate purchase.

SUPPLY CARD CHARGES TO ARS:

Cost for supplies are charged back to the specific divisions appropriation number.

For more information on ordering supplies, please visit the Beltsville Service website at: www.bsc.usda.gov.

FOR GENERAL INFORMATION, PLEASE CONTACT THE FOLLOWING:

USDA/ARS/APD/PSSB
1400 Independence Ave. SW
Washington DC 20250
Phone: 202-720-7681 or 301-504-1745
Fax: 202-401-6105 or 301-504-1751

BELTSVILLE SERVICE CENTER
6351 Ammendale Road,
Beltsville MD. 20705
Phone 301-394-0400
Fax 301-394-0300

CFPDC-1 SAMPLE FORM

REQUEST FOR FORMS AND PUBLICATIONS

Consolidated Forms & Publications Distribution Center	SHIP TO: Customer ID# or Address USDA/APD/PSSB 1280 Maryland Ave. SW Washington DC 20250 Signature  Authorizing Official
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Shipment Priority (check one). <input type="checkbox"/> Routine <input type="checkbox"/> Rush	Order Number B - 03677
Special Handling Method (if any). <input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> RPS <input type="checkbox"/> Motor Freight <input type="checkbox"/> Other Specify _____	Date January 25, 2008 Agency & Code ARS/APD 03 Appropriation Symbol Enter Supply Card # Telephone Number FTS- 202-720-0000 Com'l-

Line No.	Item No.	Item Description	Number of Units	Unit of Issue
1	AD-732	Request for Service	100	
2	5959	Moving Boxes	100	
3	4785	Paper Clips	100	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

(For CFPDC USE ONLY) Date Received _____
 Data Entry Operator Code _____