

ARS CSREES ERS NASS

Bulletin

Title: Payment for Central Supply Store Purchases

Number: 05-213

Date: August 4, 2005 **Expiration:** August 4, 2006

Originating Office: Acquisition and Property Division and
Financial Management Division

Distribution: All ARS Headquarters, National Agricultural Library,
and Beltsville Area Employees

This Bulletin establishes guidelines for
Payment for Central Supply Store Purchases.

BACKGROUND: The Department of Agriculture (USDA) operates the Central Supply Store (CSS) that allows authorized cardholders to obtain basic office supplies. Previously the cost of supplies from CSS has been covered under an agreement between Agricultural Research Service (ARS) and USDA. USDA recently started a program that allows CSS cardholders to obtain supplies on-line thru Office Max (formerly Boise Cascade). Through Office Max, the variety of items available has increased. Cardholders have been purchasing equipment, software, and furniture. These purchases are outside the scope of basic office supplies. Consequently, the cost of CSS charges has significantly increased. ARS Headquarters can no longer cover these charges and will have to revise its policy regarding the use of the CSS.

POLICY: Fundholders will be responsible for funding all on-line purchases made by their respective cardholders during fiscal year 2005. The Financial Management Division (FMD) will provide fundholders with a list of charges made by their cardholders.

Fundholders should develop internal procedures to ensure all CSS purchases are appropriate. Cardholders can continue to use the CSS to obtain basic office supplies. For ARS, FMD will apply charges to the appropriate fundholder. Other than basic office supplies should be obtained using the Government Purchase Card and by following appropriate purchasing procedures. As a reminder, the USDA Blanket Purchase Agreement with Boise/OfficeMax permits the use of the Government-wide commercial purchase card to obtain Javits-Wagner-O'Day (JWOD) office supplies and a wide range of products included in the Boise Cascade Office Products catalog.

Supervisors are reminded to collect supply cards when employees leave and return them to the Property and Support Services Branch, Acquisition and Property Division to ensure cards are cancelled.

CONTACTS: Please direct questions to:

Central Supply Store: Renee Utt, 301-504-1745
Purchase Card: Linda Wilson, 301-504-1733
Fiscal/Accounting: Sun Hopper, 301-504-1283

/s/

Larry R. Cullumber
Director, Acquisition and Property Division

/s/

S. M. Helmrich
Director, Financial Management Division