

APD ALERT

Discontinue Use of the USDA Supply Card



Purpose

USDA's "Paperclips, Etc." is one of USDA's mandatory sources for office supplies. (See APD Alert 2011-06, <http://www.afm.ars.usda.gov/acquisitions/pdffiles/APDAlert2011-06.pdf>, dated May 2011). In addition to the web version of Paperclips, USDA has an on-site store located in the South Building. USDA will soon open another on-site store in GWCC. **The on-site stores now accept the Government Purchase Card.**

Policy

Effective October 1, 2011, the REE agencies will no longer use the USDA supply card issued by the Beltsville Service Center. The Beltsville Service Center will terminate all REE supply cards on October 1. Employees will use the Government Purchase Card when obtaining office supplies. This helps ensure compliance with USDA mandatory sources and increase the rebates offered through the purchase card.

Contact

Direct questions regarding supply cards to the Cheryl Brumback, Property and Support Services Branch, 301-504-1096, Cheryl.Brumback@ars.usda.gov. Direct questions regarding mandatory sources for office supplies to the Acquisition Programs and Oversight Branch, 301-504-1725, APOB@ars.usda.gov.

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