



Natural Resources Conservation Service
100 USDA, Suite 206
Stillwater, OK 74074-2655
405.742.1203

January 9, 2003

OKLAHOMA BULLETIN NO. OK120-3-2

SUBJECT: ADS – Purchase Card Limitation of \$500

Purpose: To establish guidance on purchase card limitations for cardholders.

Expiration Date: September 30, 2003

ACTION EFFECTIVE JANUARY 9, 2003

Effective immediately, due to budget constraints all purchase cardholders are limited to \$500 for expenditures on Visa Purchase Cards each month.

Charges over that limit must be submitted in advance for approval to Ed Kephart, State Administrative Officer, or John Glover, Deputy State Conservationist, at the State Office.

If you have questions or need clarification, contact Ed Kephart at 405.742.1203.

/s/ (John L. Glover - Acting)

M. DARREL DOMINICK
State Conservationist

DIST: AE