



Natural Resources Conservation Service
State Office
100 USDA, Suite 206
Stillwater, OK 74074-2655
Telephone (405) 742-1219

July 10, 2003

OKLAHOMA BULLETIN NO. OK250-3-23

SUBJECT: FNM – Payment of Miscellaneous Purchases

Purpose. To inform employees of guidelines for payment of miscellaneous purchases.

Expiration Date. September 30, 2003

Recently, NHQ has eliminated the use of convenience checks by all employees except Purchase Card Program Coordinators. Offices are mandated to utilize purchase cards whenever possible for miscellaneous purchases. If a vendor does not accept the purchase card, offices should look for an alternative vendor.

If a vendor does not accept the purchase card and no alternative vendor is available, the NRCS employee should stamp the invoice with a receipt stamp, sign and date, then forward the invoice along with any supporting documentation to their Zone Office Assistant. Zone Office Assistants will check the invoices and supporting documentation for accuracy and proper certifications, then forward to Financial Management. To ensure prompt payment to vendors, offices should send in invoices as soon as they are received due to the Prompt Payment Act. A tax ID number or social security number will be required for new vendors and will be included when submitting the invoice for payment. Invoices should be checked to make sure they have a complete and current address where the payment should be mailed.

If a vendor who does not accept the purchase card sends monthly statements, offices should hold invoices until the monthly statement is received. The statement should be stamped with the receipt stamp, signed and dated by a NRCS employee, then forwarded along with the invoices and any other supporting documentation to the Zone Office Assistants. After checking the statements for completeness, the Zone Office Assistants will forward the statements to Financial Management.

Vendors should be encouraged to enroll in Vendor Express (VXP) to enable them to receive electronic payments. Information about VXP is located at the following web site:

<http://www.nfc.usda.gov/dcia/>

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Vendors may also contact NFC Miscellaneous Payment Section at its toll free number 1-800-421-0323 to obtain an enrollment package.

For guidance on payment for publication of newspaper articles, please refer to Oklahoma Bulletin No. 260-3-6, dated June 3, 2003.

Conference and registration fees to vendors who do not accept the Purchase Card, can still be paid by Management Services. Requests should be sent in writing along with a copy of the approved meeting approval form, registration form, and tax ID # to Birdie Neal. If you have questions about payment of registration fees, please call her at 405-742-1225.

Employees may still claim reimbursement for cash transactions by submitting an OF-1129 Cashier Reimbursement Voucher, a SF-1164 Claim for Reimbursement for Expenditures on Official Business, or AD-616 Travel Voucher with supporting documentation to the Zone Office Assistants for review. Zone Office Assistants will forward to Financial Management for payment.

If you have any questions, please contact Financial Management.

A handwritten signature in black ink, appearing to read "M. Darrel Dominick". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

M. DARREL DOMINICK
State Conservationist