



June 3, 2003

OKLAHOMA BULLETIN NO. OK260-3-6

SUBJECT: Publication of Newspaper Advertisements and News Articles

Purpose: To provide guidance on establishing accounts with newspapers

Expiration Date: September 30, 2003

Field offices and RC&D offices are responsible for providing timely information to customers and clients of the agency at the local level. Recently, the agency discontinued the use of convenience checks at most levels of the NRCS. As a result of this action, many offices do not have a means of purchasing ads or news articles for publication in local newspapers. The purpose of this bulletin is to provide some guidance on establishing accounts with local newspapers.

Offices should pay for publications with a government purchase card if possible. If the local newspaper will not accept a purchased card, an account should be established with the newspaper to be billed monthly. Once the account is established, send the following information to Financial Management Section at the state office: newspaper name, address, phone number, tax ID number, and the name of the local contact person at the newspaper.

The newspaper should request an enrollment packet from the NFC Miscellaneous Payment Section by calling 1-800-421-0323. The completed enrollment packet should be returned to NFC to set up payment by Electronic Funds Transfer. This process takes approximately six to eight weeks. The newspaper will receive payment by treasury check until this process is completed.

The local office should hold invoices until the monthly statement is received. Upon receipt of the monthly statement, the DC or Coordinator should certify all charges by signing and dating prior to forwarding the monthly billing statement, invoices, copies of advertisements or news articles, and other supporting documentation to their Zone Office Assistant. The Zone Office Assistant will review submitted documents to ensure all necessary supporting documentation is included before sending to Financial Management for payment.

The DC or Coordinator must ensure the newspaper understands that the account will only be paid once a month. To avoid delays in payment, offices should forward monthly statements and supporting documentation immediately upon receipt.

A handwritten signature in cursive script, appearing to read "M. Darrel Dominick".

M. Darrel Dominick
State Conservationist

DIST: AE