

For: State and County Offices

PC-PRCH and Digital Signature Requirements

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

State Office employees should be processing all miscellaneous Type 60 purchase orders and payments electronically using PC-PRCH and Digital Signature Software.

B Purpose

This notice:

- updates PC-PRCH and Digital Signature information
- requires SED's to ensure that employees with Digital Signature Certificates (digital signer):
 - have the necessary computer hardware required to perform PC-PRCH and Digital Signature functions
 - have been delegated authority to perform the functions required in PC-PRCH and digitally signed transmissions
 - use PC-PRCH with Digital Signature for all Type 60 purchase order requests and payments.

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<p>Disposal Date</p> <p>October 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

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Contacts

If there are questions about:

- procedural requirements, contact Cathy Quayle, LMD at 202-690-4018
 - software installation and system software or processing requirements, contact Greg Thebeau, Loan Accounting Division, St. Louis at 314-539-6944.
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2 State Office Action

A

SED Action

SED's shall do the following.

- Direct computer specialist to ensure that the digital signer has:
 - the necessary hardware to load NFC's Entrust Entelligence/Secure Remote Software.

Note: This updated version replaces the Entrust/Sagus Defensor Software.
 - access to a laser printer.
 - Review the PC-PRCH Access Levels in the NFC Procedure, "PC-PRCH for Rural Development and FSA," Title VI, Systems Access Manual, Chapter 7, to determine who will be delegated which level of authority.
 - Access Levels 4 and 5 allow the user to add, edit, browse, print, and perform general system maintenance and create the transmit file. Any delegated employee may perform these duties.
 - Access Levels 6 and 7 allow the user to assign ID's, view, print, approve, disapprove, transmit, and delete AD-838 and RD-838-B originals and modifications for Type 60 transmissions. These duties must be delegated to a digital signer, generally the contracting officer, program loan cost liaison, and/or program technician.
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2 State Office Action (Continued)

A

SED Action (Continued)

- Split these responsibilities whenever possible. The ideal situation is for 1 employee to input the PC-PRCH transactions while a different employee approves and transmits to NFC using Digital Signature.

Note: Transmission of documents to NFC does not require a contracting officer or warrant. Contractual source documents will be signed by the contracting officer but may be transmitted electronically by anyone with a Digital Signature Certificate.

B

Digital Signer's Action

Digital Signature is a technological process of electronically transmitting invoices to NFC over the Internet. This does not affect any previously existing procedural requirement for proper completion and signing authority of Type 60 purchase orders or invoices. See existing procedures for questions concerning:

- signing authority of contracts
- Type 60 purchase orders
- RD-838-B.

The PC-PRCH transmitter with Digital Signature may be relieved from liability for an improper payment if it is determined that the payment was not the result of bad faith or lack of reasonable care on the part of the digital signer. The digital signer shall ensure reasonable care by verifying:

- that the required administrative authorizations and approvals for the payment are obtained
 - the payment is supported by basic payment documents or other acceptable forms of support
 - the payment amount and the name of the payee are correct
 - the goods received or the services performed comply with the agreement
 - the quantities, prices, and calculations are accurate
 - prompt payment requirements are followed.
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3 State Office Action (Continued)

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Electronic Transmission Requirements

Many State Offices are currently processing all miscellaneous Type 60 documents at the State Office level. Electronic transmission of these documents to NFC, using Digital Signature, is required. This can be accomplished by using Notice FLP-72 PC-PRCH and Digital Signature Systems in State Offices as a guide.
