

UNITED STATES DEPARTMENT OF AGRICULTURE

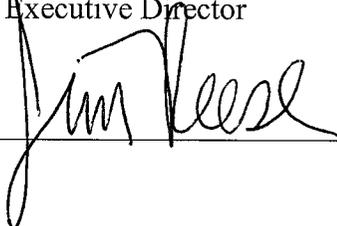
Farm Service Agency
100 USDA, Suite 102
Stillwater, Oklahoma 74074-2653

OK Notice AS-400

For: County Offices

Document Reference Number (DRN) for Ordering GSA Supplies

Approved by: State Executive Director



1 Overview

A Purpose

Counties are now required to supply a document reference number when placing orders through GSA using their activity address code. The document reference number is for tracking budgets in the federal accounting system FFIS. Since FSA non-federal county funding is not part of the federal accounting system FFIS, counties have been instructed to use the word **LOCAL** for their DRN. This special DRN applies only to FSA non-federal county offices paying for their goods outside of the federal accounting system FFIS.

2 County Office

A Action

When placing supply orders through GSA Global Supply, GSA Advantage, or the Customer Supply Center (CSC), county offices should respond to all requests for a DRN with the word **LOCAL**.

Disposal Date: October 3, 2005

Distribution: County Offices