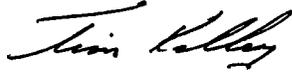


For: County Offices

Procedure for Ordering Advertising

Approved by: State Executive Director



1 Overview

A Background

This notice provides guidance for ordering advertising for Farm Loan Programs. The instructions contained in this Notice do not pertain to news releases. A Blanket Purchase Agreement (BPA) has been established with the following vendor to order advertising services:

Missouri Press Service, Inc.
802 Locust Street
Columbia, MO 65201
Telephone: 573-449-4167
FAX 573-874-5894
BPA-648S-6-017

B Purpose

This notice replaces MO Notice FLP-294, dated 01-05-2006, which expires October 1, 2006.

C Contact

Any questions concerning this Notice should be directed to the Farm Loan Programs Section in the State Office.

D Filing Instructions

A copy of this Notice should be filed preceding 1-FLP Handbook.

Disposal Date September 30, 2008	Distribution Farm Loan Teams, County Offices, AFLSs, DDs, CORs
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2 Implementation

A Types of Advertising

Program loan cost advertising that may be ordered under this BPA.

1. Notice of Trustee's Sale
Program Authority Code = F4D4
Recoverable cost to borrower's case number
Will be completed by State Office, except for *the FSA USE ONLY* section, County Offices will complete this section
2. Advertise Foreclosure Sale
Program Authority Code = F4D4
Recoverable cost to borrower's case number
Will be completed by State Office, except for *the FSA USE ONLY* section, County Offices will complete this section
3. Advertise Inventory Property for Sale
Program Authority Code = F5D4
Recoverable cost to inventory account

B Ordering Procedures

1. Completion of Exhibit A
 - a. Order No: State and County Code -- Borrower or Inventory Name (Example: 29001-Smith)
 - b. Complete name and address of newspaper, the **FSA USE ONLY** section including ordering office address, telephone number and FAX number.
 - c. Blanks under NOTICE OF TRUSTEE'S SALE will be completed by the State Office in conjunction with file review for foreclosure.
 - d. Complete blanks under DISPLAY ADVERTISING, as applicable for any advertising other than a Notice of Trustee's sale. Be sure to attach sample text, graphics, and/or pictures, if applicable.
2. FAX signed Exhibit A with attachment simultaneously to Missouri Press at 573-874-5894, and State Office, Attention: Farm Loan Programs. At that time request that State Office forward the Notice of Trustee's Sale electronically to the Vendor. State Office will then email vendor the Notice of Trustee's Sale.
3. When the advertisement appears in the local newspaper, the Farm Loan Manager is required to review the advertisement for discrepancies and notify the State Office, if any problems are noted.

MO Notice FLP-337

4. If the advertisement is to be canceled for any reason, notify State Office, Farm Loan Program section, and STO will notify the vendor to cancel.
5. The vendor will notify the FSA Farm Loan staff of the cost of the publication of the "Notice of Trustee's Sale" after the notice has run in the local newspaper for one week. State Office will notify the Farm Loan team of the cost for calculation of the foreclosure bid.
6. The vendor will provide the "Affidavit of Publication" to the State Office. The Farm Loan Manager should indicate their review and acceptance of the advertising by completing the block in the bottom left-hand corner of Exhibit A. This should then be mailed to STO, Attn: Administrative Section. State Office will process the payment of the vendor invoice.

BPA NO: BP-648S-6-017

Order No: _____

ADVERTISING ORDER / DELIVERY TICKET

Name and address of Newspaper: _____

Advertising is Ordered for: _____

Notice of Trustee's Sale

Edition of paper: Daily Weekly

Number of times Notice is to Appear: _____

Publication Dates: _____

Specification for Advertisement: Type is to be set solid, without paragraphing, and without any display in the heading, in regular legal notice format. Ad is to appear with legal notices preceding classified section. The Notice shall not extend beyond the date(s) and edition(s) stated above unless advised by the local FSA office.

Display Advertising (Inventory for Sale, Outreach, Office Closing, etc.)

Sample text is attached

Photograph is attached

Ad is is not to be placed in the Classified Section

Edition of paper: Daily Weekly

Number of times ad is to appear:

Publication Dates: _____

FSA USE ONLY: PAC Code: _____

Borrower: Case No. _____ Loan No. _____ Loan Obligation Date _____

OR Inventory Property Advice No. _____

Order Date: _____

By: _____

Ordering Official Signature
Farm Service Agency, USDA

Date Work Received: _____

Date Work Accepted: _____

Address, phone and fax