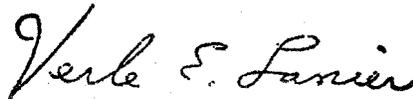


**For:** State and County Offices

**Information Technology (IT) and LAN/WAN/Voice (LWV)  
Related Acquisitions and Repairs**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A Background**

The USDA Reorganization Act of 1994 resulted in the creation of the Common Computing Environment (CCE) to fulfill certain responsibilities in meeting IT legislative mandates.

With the establishment of CCE, FSA and Service Center partner agencies are required to coordinate IT and telecommunications infrastructures to facilitate a common:

- IT investment strategy
- telecommunications capability
- office automation tools
- administrative applications
- IT support organization.

To assist in the managing and facilitating CCE, Information Technology Services Division (ITSD), Budget and Acquisitions Office (BAO), Washington, DC and ITSD, Telecommunications Operations Office (TOO), Kansas City, MO will:

- work to provide a common IT and telecommunications support organization
- ensure that equipment, hardware, software, and services purchased are in compliance with the CCE infrastructure
- maintain accountability for the FSA funds used for FSA acquired IT and LWV acquisitions and repairs. National funds, not State Office funds, are used to procure equipment, hardware, software, services, and repairs.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2004	State Offices; State Offices relay to County Offices

## Notice IRM-343

### 1 Overview (Continued)

#### B Purpose

This notice provides guidance on the procurement of IT and LWV-related repairs and acquisitions.

### 2 Requests for Approval

#### A Requests for IT Acquisitions and Repairs

Contact the National Help Desk at 800-255-2434 about all IT hardware and software problems. The Help Desk will:

- troubleshoot the problem and provide technical assistance
- either resolve the problem or refer it to the appropriate office.

BAO will accept referrals received from the Help Desk and requests from the State Office for CCE-related acquisitions. Upon approval of a request from BAO, Field Offices will be instructed to proceed by using either of the following options:

- purchase the required item with the State Office Government Purchase Card
- process AD-838.

Approved requests will be processed as follows.

<b>IF a purchase or repair estimate costs are...</b>	<b>THEN requestor must provide BAO with...</b>	<b>AND BAO will...</b>
<b>less than \$2,500</b>	<b>any</b> written request, that is, e-mail, memorandum, or AD-700	provide the requestor with the following: <ul style="list-style-type: none"><li>• Procurement Request Number</li><li>• Accounting Classification Code</li><li>• Budget Object Code.</li></ul>
<b>over \$2,500</b>	AD-700 with all applicable requisition information provided, <b>except</b> for the following: <ul style="list-style-type: none"><li>• Procurement Request Number</li><li>• Accounting Classification Code</li><li>• Title and Signature Blocks.</li></ul>	return the approved, completed AD-700 to the requestor.

**Important:** **Prior** approval to obtain a repair estimate in which costs will be incurred **must** be requested.

## Notice IRM-343

### 2 Requests for Approval (Continued)

#### B Requests for LWV Acquisitions and Repairs

Contact the National Help Desk at 800-255-2434 about all LWV equipment needing repair. The Help Desk will:

- troubleshoot the problem and provide technical assistance
- either resolve the problem or refer it to the appropriate office.

TOO will accept requests from the State Office for LWV-related acquisitions, such as LWV wiring, routers, switches, telephone systems, telephone equipment and cards, etc. Upon approval of a request from TOO, Field Offices will be instructed to proceed by using either of the following options:

- purchase the required item with the State Office Government Purchase Card
- process AD-838.

When a request is referred to TOO, requestor shall send AD-700 to TOO for technical and procurement approval regardless of the estimated cost. All applicable requisition information is to be provided on AD-700, except for the following:

- procurement request number
- accounting classification code
- title and signature blocks.

**Prior** approval to obtain a **repair estimate** in which costs will be incurred must be requested. TOO will provide the accounting classification code, the budget object code, and procurement request number as the approval to procure the estimate.

The cost of the repair estimate must be included on AD-700 to request the repair service, as applicable. If it is determined that the estimated repair cost is not beneficial to the Government, and the repair service is disapproved, AD-700 is to consequently be processed and forwarded to TOO for the cost of the repair estimate.

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### 3 Approval of Acquisitions and Repairs

#### A Provisions

State and County Office staff **must** obtain prior approval from BAO for IT requests and from TOO for LWV requests. The approval of a request shall not preclude simplified acquisition procedures, laws, and regulations as provided in:

- Agriculture Acquisition Regulation, Part 13
- Departmental Regulation 5013-6, Use of the Purchase Card and Convenience Check
- the APC/LAPC Purchase Card Program Guide and the PCMS/Micro-Purchase Guide.

An accounting classification code provided for a request is not a blanket approval and will be used for the approved request only. Additionally, the approved purchase may be acquired only during the fiscal year in which the funds are approved.

#### B Follow-up Documentation Required From the Requestor

<b>IF the method of purchase is...</b>	<b>THEN provide BAO and TOO, if a LWV acquisition, with...</b>
purchase order	a copy of the final purchase order.
purchase card	<ul style="list-style-type: none"><li>• documented information on the approved document as follows:<ul style="list-style-type: none"><li>• order processed by credit card</li><li>• vendor</li><li>• delivery date</li><li>• total cost</li><li>• buyer's initials and date</li></ul></li><li>• a copy of the reconciled Purchase Card Management (PCMS) Report, or a print screen, within 1 month of the purchase.</li></ul> <p><b>Note:</b> When reconciling the purchase in PCMS, identify the AD-700 Procurement Request Number in the "Agency Ref. Number" block.</p>

**Notice IRM-343**

**4 Contact Information**

**A Contacts**

For questions about this notice, contact 1 of the following.

<b>Location/Purpose</b>	<b>Contact Information</b>
National Help Desk	800-255-2434
ITSD, BAO, Washington, D.C. for hardware, software, and repairs/repair estimates	<b>FAX:</b> 202- 720-7134  <b>Ag West:</b> Earl.Bice@wdc.usda.gov (“Buddy” Bice) at 202-720-0893  <b>Ag East:</b> Sandi.Davenport@wdc.usda.gov at 202-720-1700  <b>Ag Central:</b> DeLayne.Gravelle@wdc.usda.gov at 202-720-9340
ITSD, TOO, Kansas City, MO., for LWV wiring, routers, switches, telephone systems, telephone equipment and cards, etc	<b>FAX:</b> 816-926-6496  DAPruett@kcc.usda.gov (Deborah Pruet) at 816-926-2696  PSEaton@kcc.usda.gov (Pam Eaton) at 816-926-6949 <b>FAX:</b> 816-926-1804  KABaumgartner@kcc.usda.gov (Kathy Baumgartner) at 816-926-6899  DEJones@kcc.usda.gov (Debbie Jones) at 816-926-6224