Chapter 13

Procurement

This chapter covers ARS purchase card and procurement guidelines.

Abbreviations: See Chapter 22 for commonly used acronyms and abbreviations.

References:
DR 5013.6 - Use of the Purchase Card and Convenience Check
P&P 210.1 - Procurement and Property Management Review
Manual 213.3 - REE Purchase Card Manual
USDA/Procurement Homepage - http://www.usda.gov/procurement/
ARS Procurement & Property Division Homepage - www.afm.ars.usda.gov/divisions/ppd
Agency Program Coordinator (APC)/Location Agency Program Coordinator (LAPC) Purchase Card Program Guide
Purchase Card Management System (PCMS)/Micro Purchase Guide

Points of Contact:

Procurement and Contracting...	**Credit Cards...**
Mr. Dick Jansen Procurement Officer USDA-ARS-NPA 1201 Oakridge Drive, Suite 150 Fort Collins, CO 80525-5562 Telephone: (970) 229-5513 Fax: (970) 229-5531 E-Mail: jansend@npa.ars.usda.gov	Ms. Pat Craig NPA Agency Program Coordinator USDA-ARS-NPA 1201 Oakridge Drive, Suite 150 Fort Collins, CO 80525-5562 Telephone: (970) 229-5516 Fax: (970) 229-5536 E-Mail: craigp@npa.ars.usda.gov
Mr. Richard Irwin Division Director USDA, ARS, AFM, Procurement and Property Division 5601 Sunnyside Avenue Beltsville, MD 20705-5115 Telephone: (301) 504-1695 Fax: (301) 504-1768 E-Mail: rirwin@ars.usda.gov	Ms. Linda Wilson REE Agency Program Coordinator USDA, ARS, AFM, Procurement and Property Division 5601 Sunnyside Avenue Beltsville, MD 20705-5115 Telephone: (301) 504-1733 Fax: (301) 504-1739 E-mail: lwilson.hq-md2.ars-hq