

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT

Rural Business Cooperative Service  
Rural Housing Service  
Rural Utilities Service

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For Administrative Use Only

Missouri RD AN No. 1420 (2024-A)

December 30, 2003

TO: All Government Purchase Cardholders and Supervisors  
USDA, Rural Development, Missouri

/s/  
FROM: GREGORY C. BRANUM  
State Director, Rural Development

SUBJECT: Purchase Card File Organizer (Micro-Purchase Threshold)

PURPOSE/INTENDED OUTCOME: The purpose of this Administrative Notice (AN) is to provide purchase card users with a file organizer for purchase card transactions to ensure that sufficient documentation is filed to support the purchase. This instruction is provided in accordance with the National Office Procurement Management Division (PMD) recommendation and based upon previous management control and administrative reviews that revealed purchase card files did not contain sufficient documentation to support the purchases.

COMPARISON WITH PREVIOUS AN: There is no existing AN on this subject.

IMPLEMENTATION RESPONSIBILITIES: The attached file organizer must be included in the documentation with EACH purchase made using the Government purchase card for purchases at or below the Micro-purchase threshold (\$2500). Cardholders shall take the following actions:

1. Attach a Purchase Card File Organizer with each transaction;
2. File the supporting documentation in the order specified on the Organizer; and
3. Complete the following information on the Organizer at each phase of the purchase, as applicable:
  - i. Procurement Request
  - ii. Funds Availability
  - iii. Receipt and Acceptance
  - iv. Audit/Closeout Procedure

If you have any questions, please contact Lue Lockridge-Lane, our Contract Program Manager.

Attachment - Purchase Card File Organizer

EXPIRATION DATE:  
December 31, 2004

FILING INSTRUCTIONS: Preceding  
Rural Development Inst. 2024-A