

## Chapter 13 Procurement

This chapter covers ARS purchase card and procurement guidelines.

**Acronyms:** 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 Reviews  
 NPA PM-07-001 - Meals, Food or Refreshments at Agency or Non-Agency Events, Northern Plains Area  
 Manual 213.3 - REE Purchase Card Program  
 Agency Program Coordinator (APC)/Location Agency Program Coordinator (LAPC) Purchase Card Program Guide  
 Purchase Card Management System (PCMS)/Micro Purchase Guide

**Web Sites:** USDA/Procurement - [www.usda.gov/procurement](http://www.usda.gov/procurement)  
 ARS Procurement & Property - [www.afm.ars.usda.gov/ppd](http://www.afm.ars.usda.gov/ppd)  
 USDA REE IAS - [www.afm.ars.usda.gov/initiatives/IAS](http://www.afm.ars.usda.gov/initiatives/IAS)  
 USDA/ARS Administrative & Financial Management – <http://www.afm.ars.usda.gov/ppweb/index.htm>

**Points of Contact:**

<b>Procurement and Contracting</b>	<b>Credit Cards</b>
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**From:** Dick Jansen  
**To:** ALL\_EMPLOYEES; ALL\_NPAAO; NPA\_PURCHASE\_AGENTS  
**Date:** 8/27/03 3:52PM  
**Subject:** Purchase of Non-Monetary Items/Token Awards

A question came up recently regarding the use of appropriated funds to purchase non-monetary items for use as employee recognition/awards. We in the procurement field have been ingrained over the years to answer “no, Comp General decisions say we can’t do that.” However, this is no longer the case, we can now do that.

A three page fact sheet on the ARS HR website states in part “token awards may be purchased using operating budgets. The authority for this is 5 USC 4501-06, which is to be entered on the purchase paperwork.” The fact sheet gives examples of token items, which include medals, mugs, pen/pencil sets, hats, shirts, jackets, and other things. If you would like to take a look at it or print a copy of the fact sheet for your records, here is how you access it.

Go to website [www.afm.ars.usda.gov](http://www.afm.ars.usda.gov)

1. Go to the grey bar for AFM Divisions and select “Human Resources”
2. Using the HRD quick links on the left side of the screen, select “Awards”
3. Awards/Employee Recognition page will appear
4. Select Non-monetary Awards
5. When the non-monetary awards page comes up, select “Token Awards” and there you are.

If you have questions about this, give me a call and I will try to help you.

Thanks.