



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

March 15, 2010

IOWA INSTRUCTION 120-387 – EQUIPMENT NEEDS SPREADSHEET PROCESS

Part 386.0 PURPOSE

This Iowa Instruction explains the procedures to follow when filling out the equipment needs spreadsheet located on the statewide shared drive.

Part 386.1 SCOPE

These instructions will be followed by the Leadership Team, Area Administrative Management Assistants, State Office Secretaries, and State Office MSD and FNM staff.

Part 386.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

E

(IA Instruction 120-387 First Edition – March 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 120-387 – EQUIPMENT NEEDS SPREADSHEET PROCESS

1. PURPOSE:

This Iowa Instruction explains the procedures to follow when filling out the equipment needs spreadsheet located on the statewide shared drive.

2. ROLES AND RESPONSIBILITIES:

NRCS employees who are responsible for approving and ordering equipment need to be aware of the process that is to be used.

3. PROCESS:

The spreadsheet is located on the statewide shared drive at:
NRCS_statewide_shared\120_ADS_Administrative_Services\Equipment
RequestsAD700s\Equipment Requests.xlsx.

It is password protected so not everyone will be able to make entries on it. It will be filled out with purchase requests as the year goes along. This process will be followed instead of waiting until the end of the year to submit all purchase requests. AMAs, State Office Secretaries, or Leadership Team members will fill out the columns under the green headings. The STC will review the list periodically and approve some items. The ASTC(M) will then fill in the column with the blue heading. An AD-700 will be requested and sent to the State Office and the process to purchase the items will be followed. MSD staff will fill out the columns with yellow headings.

Please note the heading on the spreadsheet. "Equipment" = long life, durable (not office supplies that are used up) or highly pilferable (like cameras).

Approved By:

Date: March 15, 2010

/s/ Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180