



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

April 7, 2010

IOWA INSTRUCTION 120-389 – PURCHASE CARD HOLDER REQUEST

Part 389.0 PURPOSE

This Iowa Instruction explains the procedures and training employees must complete in order to obtain a purchase card.

Part 389.1 SCOPE

These instructions will be followed by all NRCS employees who are designated as purchase card holders.

Part 389.2 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

Designated Employees

(IA Instruction 120-389 First Edition – April 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 120-389 – PURCHASE CARD HOLDER REQUEST

1. PURPOSE:

This Iowa Instruction explains the procedures and training employees must complete in order to request a purchase card.

2. ROLES AND RESPONSIBILITIES:

NRCS employees who are designated as purchase card holders must take all of the required training before their purchase card request can be granted.

3. PROCESS:

The following must be completed and submitted to the Local Agency Program Coordinator (LAPC), who is the State Office (SO) Contracting Officer.

- **Fill out and submit** the attached Cardholder Request for Purchase Card.
- **Read** Departmental Regulation DR 5013-6:
<http://www.dm.usda.gov/procurement/policy/drdn.html>.
- **Read** Cardholders Purchase Card Program Guide 7-17-09 FINAL:
http://www.dm.usda.gov/procurement/ccsc/pc_guides_ref.htm.
- **Read, complete and submit test** for PCMS the Micropurchase guide and:
<http://www.dm.usda.gov/procurement/card/pcms/training.htm>.
- **Complete and submit training certificate** for Management Concepts Inc. training. Access to the website to take this online must be requested from the LAPC.
- **Complete and submit certification** for Ethics – Government Purchase Card in AgLearn:
<http://www.aglearn.usda.gov/>.
- **Complete and submit signed copy** of Green Purchasing:
<http://www.dm.usda.gov/procurement/ccsc/GSABuyGreenV2.pdf>.
- **Complete and submit copy of certificate** for AbilityOne training in AgLearn:
<http://www.aglearn.usda.gov/>.
- **Complete and submit copy of certificate** for Micro-purchases and Section 508:
<https://www.section508.gov/training/index.cfm>.
- **Complete and submit copy of certificate** for Access Online Web-Based Training:
<https://wbt.access.usbank.com>. This includes Online Registration, Navigation Basics, Account Profile, Transaction Management, Transaction Approval Process, My Personal Information, and Purchase Card Policy. US Bank Access Online (AXOL) training passwords expire every 60 days, please contact the LAPC for current passwords.

After an employee receives his/her purchase card, he/she must register online in AXOL following the steps below.

1. Navigate to <https://access.usbank.com> and click the "Register Online" link.
2. Specify your Organization Short Name (USDA), account number, expiration date, and office zip code. (Check with your LAPC to verify the zip code if there is any uncertainty.)
3. Click "Register This Account."
4. Review the license agreement and then click "I Accept."
5. Create your user ID, password, authentication question/response, and contact information. You're user ID should be your name; i.e. johnsmith, and you will make up your own password.
6. Click the "Continue" button to complete the process. You are logged into and registered with AXOL.

NOTE: Approving Officials (AOs) who are also cardholders must register their individual purchase card account separate from their AO account. To do this you must have your purchase card account number available and follow the "Cardholder Registration" instructions above. Your first user id is your name, and to add another account as approving official can be as simple as using johnsmithao. Your password can be the same as your purchase card password.

Approved By:

Date: April 9, 2010

/s/ Richard Sims
State Conservationist
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