

CHAPTER 110 - AGRICULTURE PROPERTY MANAGEMENT REGULATIONS
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PART 110-53 - CENTRAL SUPPLY SERVICES

Subpart 110-53.1 Authority and Responsibilities

110-53.100 Scope of Subpart.

This subpart prescribes authorities, policies and procedures for acquiring supply services provided by the Central Supply Stores, Beltsville Service Center, Office of Operations.

110-53.101 Authority.

7 U.S.C. 2235 provides "for the establishment of a Working Capital Fund of a reasonable amount without fiscal year limitations for the payment of salaries and other expenses necessary for the maintenance and operation of ...(3) a Central Supply Service for the purchase, storage, handling, issuances or packing of stationery, supplies, equipment, and miscellaneous materials, for which stock thereof not to exceed \$200,000 in value at the cost of any fiscal year, may be maintained sufficiently to meet, in whole or in part, requirements of the agencies and offices of the funds to be reimbursed from applicable funds of the agencies and offices for which services are performed on the basis of rates which will include estimated or actual charges for personal services, materials, equipment (including maintenance, repairs, and central services will, to the fullest extent practicable, be used to make unnecessary the maintenance of separate like services in the agencies and offices of the Department.

110-53.102 Responsibility of the Office of Operations.

The Director, Office of Operations, is responsible for operation of central supply services. Central Supply Stores is responsible for the central storage of stock in bulk and for the retail distribution to the agencies and offices of the Department in the Washington, DC Metropolitan Area and the George Washington Carver Center in Beltsville, Maryland. Consolidated Forms and Publications Distribution Center is responsible for the central storage of forms and publications stock in bulk and for the retail distribution to the agencies and offices of the Department nationwide. Maintaining these central services makes it unnecessary for agencies and offices to maintain bulk stock other than cupboard or small shelf stock customarily maintained in offices.

Subpart 110-53.2 - Ordering Supplies

110-53.201 Ordering Supplies from the Central Supply Stores.

- (a) Office supplies and related items are stocked in the Central Supply Stores. These items may be purchased on a walk-in basis from the Central Supply Self-Service Store, Room 0456A, South Building. All stores customers (browsers included) must be authorized holders of Supply Authorization Cards and must present a valid USDA identification card. The authorization cards will be issued to designated employees by authority of the Chief, Beltsville Service Center, Office of Operations, upon written request from responsible agency managers.
EXCEPTIONS: Supply Purchases by the Office of the Secretary, Under and Assistant Secretaries and those purchases of bulk quantities for agencies and offices located outside of the downtown Washington, DC, USDA complex, may be made by forwarding requisitions to the Central Supply Stores Bulk Warehouse, 6351 Ammendale Road, Beltsville, MD 20705.
- (b) Self-Service Store customers will properly complete the Customer Supply Information form, provided by the store operator (until such time as bar coding equipment is operational), and accurately record the stock number, item description, and quantities of all line items selected. At the completion of item selection, the customer will present the completed Customer Supply Information form to the store operator for entry in the automated inventory system, ensuring all selected items are in plain view of the operator. The customer will sign and receipt for their selections on a computer print-out sales sheet, and be given a copy for their records. **NOTE:** Operation of the bar coding system will eliminate customers having to record their selections.
- (c) Bulk Warehouse customers will complete Form CFPDC-1 - Request for Supplies and forward it via departmental or U.S. Postal Service mail to the Beltsville, MD facility. They can now also use the Beltsville Service Center website for on-line ordering (www.bsc.usda.gov). The order must include a physical delivery address, authorization card number, telephone number of a contact person, and a signature in the authorized representative space (See [DR 5300-1](#), 7d). During periods when supplies are needed in less than seven working days, the customer should note the desired delivery time on the order, or hand carry the order to 6351 Ammendale Road, Beltsville, MD for walk-through processing.
- (d) Storekeepers and delivery personnel will require all customers to comply with these procedures. A report of each supply transaction will be furnished to designated agency managers at the end of each month for their review and action as appropriate (See [DR 5300-1](#) for complete CSS operating procedures).

110-53.202 Ordering from the Consolidated Forms and Publications Distribution Center.

- (a) Department and Agency forms are stocked in bulk at the Consolidated Forms and Publications Distribution Center (CFPDC), 6351 Ammendale Road, Beltsville, MD 20705. Department Forms consist of administrative forms and certain publications used by all USDA agencies and offices and those other governmental agencies and offices served by the USDA National Finance Center. Agency forms consist of those forms and certain publications designed specifically for individual agency programs. Single and cut sheet forms should be maintained by the agencies and offices and may be reproduced locally.
- (b) Forms shall be ordered electronically or on form CFPDC-1 - Request for Forms and Publications. Customers can use the Beltsville Service Center's website for placing on-line orders at www.bsc.usda.gov. The order shall be prepared to show the Customer Identification Number, agency, physical delivery address, and a complete description and quantity of the forms(s) requested. The form(s) requested will be dispatched via the most economical means available, unless the ordering office specifies otherwise. Turn-around time (the time the order is received until it is dispatched) is four working days for normal or routine orders, and two working days for expedited or rush orders. Instructions on obtaining electronic ordering procedures and customer identification numbers are contained in [DM-3020-1](#).
- (c) [DM-3020-1](#), Departmental Forms Manual, contains policies, responsibilities, standards, procedures, and instructions for ordering and stocking forms used Department-wide including a catalog of Departmental Forms. This manual also contains operating instructions for the Consolidated Forms and Publications Distribution Center.