



August 26, 2013

United States  
Department of  
Agriculture

Office of the  
Assistant Secretary  
for Administration

Office of Operations

Beltsville Service  
Center

6351 Ammendale Road  
Beltsville, MD 20705

TO: On-Line Retail Supply Purchasers

FROM: Carlos Casaus   
Director, Beltsville Service Center

SUBJECT: On-Line Supply Purchase Deadline

In an effort to meet our budgetary guidelines and suspense dates for processing FY2013 purchases for supplies, the Beltsville Service Center (BSC) will temporarily suspend On-Line Supply purchases, through the BSC website, effective COB **Friday, September 13, 2013**. This will allow the staff to ensure sufficient funds are available to support purchases.

Customers with emergency requirements may contact the Beltsville Service Center at (301) 394-0400. If you have any questions, please call Nicole Jones at (301) 394-0426.

Thank you in advance for your cooperation.