



August 26, 2013

United States
Department of
Agriculture

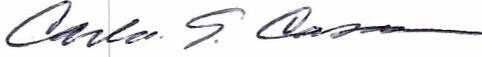
Office of the
Assistant Secretary
for Administration

Office of Operations

Beltsville Service
Center

6351 Ammendale Road
Beltsville, MD 20705

TO: Agency Supply Card Customers

FROM: Carlos Casaus 
Director, Beltsville Service Center

SUBJECT: Authorized Supply Card Holders 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 usage of the Supply Authorization Cards effective **COB Friday, September 13, 2013**. This will allow the staff to ensure sufficient funds are available to support purchases. The Retail Supply Store Paperclips Etc., located at the George Washington Carver Center (GWCC) and the South Building (SB) will continue to accept the Government Purchase Cards for supply 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.