

Miscellaneous

Use: Miscellaneous obligations and payments are made for all authorized items which do not fall under USDA's commonly made payments. These payments must be under the micro-purchase threshold, and typically only utilized when a vendor does not accept the purchase card. The micro purchase thresholds for payments without an agreement or purchase order are set at \$10,000 for goods and services, \$2,500 for services covered under the Service Contract Act, and \$2,000 for construction. Services over \$2,500.00 and Construction over \$2,000 – Require approval from the Acquisition Branch Chief.

Please note the following instructions:

1. These instructions were developed for specific agencies of the USDA, currently APHIS, AMS, and FAS. If you work for an agency other than APHIS, AMS, or FAS, please check with your agency for their requirements.
2. The following items are required for Financial Operations Service Team (FOST) to process a Miscellaneous Obligation or Payment:
 - Invoice, or Equivalent, including:
 - Date of Receipt by APHIS
 - Vendor Name
 - Vendor Address
 - Vendor Phone
 - Amount
 - Signature of Approving Official
 - Services over \$2,500.00 and Construction over \$2,000 - Require additional approval from the Acquisition Branch Chief
 - FMMI Vendor Code (if known), or one of the following:
 - Tax Identification Number (TIN)
 - Dunn and Bradstreet Number (DUNS) or Unique Entity Identifier (UEI)
 - The last four digits of the vendor's Social Security Number (SSN)
 - FMMI Master Data, for each accounting element breakdown, if applicable, including:
 - Fund
 - Fund Center
 - Functional Area
 - WBS Element, if applicable
 - Budget Period
 - Budget Object Code(s) (BOCs)
 - [Electric Funds Transfer \(EFT\) Information](#), if new vendor or vendor banking has changed
3. Please be mindful not to submit a request twice, or your accounting code may be charged twice.
4. USDA APHIS, AMS, and FAS staff only: Miscellaneous requests may be submitted via mail, fax, or email.

The mailing address, fax number, and employee phone and email information can be found at [Contact Us](#).