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Bulletin

Title: Use TUMS for Utility Payments

Number: 11-303

Date: March 11, 2011

Expiration: Remains in effect until further notification

Originating Office: Financial Management Division

This Replaces: New Bulletin

Distribution: ARS Deputy Area Directors
Area Asset Managers
Area Engineers
Location Administrative Officers

This bulletin provides guidance on paying utility bills using TUMS. This bulletin does not address telephone payments using TUMS.

Use TUMS for Utility Payments

EPACT 2005, EISA and Executive Orders 13423 and 13514 require Federal agencies to track, report, and reduce energy and water consumption, and green house gas emissions among other things. Annual reports are sent to Congress and the President through the Department of Energy (DOE). It is important that this data be complete and accurate.

Unless they cannot be separated from a Research Support Agreement, all utilities shall be entered into the Telephone and Utilities Maintenance System (TUMS) or its successor system. The TUMS Procedure Manual can be found at <http://cod.nfc.usda.gov/publications/TUMS/tums.pdf>. Utility Vendors system (UTVN) processes utility account data transmitted via TUMS, which is used to process invoices received from vendors and submit payment on behalf of Agencies. The Reporting Center provides ad hoc reports to users of TUMS. These reports are the basis of the Agency's annual green house gas and sustainability reports that are sent through the USDA Office of Procurement and Property Management (OPPM) to DOE.

Electricity, natural gas, and water must be paid for using TUMS. To the greatest extent possible, fuel oil and liquid petroleum gas (LPG)/propane should be paid through TUMS. All energy and water consumption must be tracked and reported by locations through the Areas. Facilities Division will provide reporting guidance. The following is a listing by Budget Object Class Codes (BOCC) of the types of services that may be encountered:

- 2311 - Electricity
- 2312 - Natural Gas
- 2313 - Water, Trash, and other services
- 2317 – Steam Heating*
- 2318 – Chilled Water (for building cooling)*
- 2616 – Diesel fuel for emergency generators – use 2612 for gasoline generators*
- 2617 – Coal (ARS does not use coal)
- 2618 – Heating Oil
- 2619 – Liquid Propane (LPG) and related fuel

* Purchased steam, purchased chilled water, and fuel for emergency generators must be paid for, tracked, and reported by the location without using TUMS.

/s/
Robert H. Magill, Acting Director
Financial Management Division

USDA:ARS:FMD:ODD:301-504-1257:3/11/2011:w:odd\dyesudian\Linnette\Bulletin 11-303 – Use TUMS for Utility Payments