



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

March 15, 2007

INDIANA BULLETIN NO. IN 440-7-6

SUBJECT: PGM- Conservation Programs Contracting (CPC) for Programs Administered Through ProTracts

Purpose: To provide a revised *Conservation Program Contract Payment Checklist*. This checklist replaces the one delivered with Indiana Bulletin IN440-7-3.

Expiration Date: September 30, 2007

Background: With the issuance of this bulletin discontinue use of the form dated 12/6/2006 and begin using the attached form for all payments submitted to Financial Management for Conservation Program payments. This form will remain in use until superseded by a future change in state policy. The attached form is in word format and is fillable for your convenience.

All payment checklist forms must be manually signed by the field staff completing the payment instructions in ProTracts then must be scanned and forwarded as a part of the payment package submitted to the Area Office for review by the Area Programs Specialist. The Area Program Specialist should then fill out their portion (Page 2) of the form, sign the form where indicated, and include a scanned copy of this form with the payment documents forwarded on the state office for payment. Note that these must be signed by the responsible party at each level before payment can be made by the Certifying Officer.

Filing Instructions: The attached *Conservation Program Contract Payment Checklist* will be filed as Conservation Programs Manual, Part 512, Indiana Amendment 1, (440-V-CPM, Part 512, Amend. IN1, March 2007). The amendment will be filed electronically on the Indiana NRCS homepage. As an amendment to the Programs manual this form will remain the only acceptable checklist for program payments until amended through the Programs Manual, Indiana Amendments.

/s/

JANE E. HARDISTY
State Conservationist

Attachment