

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AS-2268

For: All FFAS Offices

Procurement Requisitions for End-of-FY 2014 and Renewals for FY 2015

Approved by: Deputy Administrator for Management



1 Overview

A Departmental Cutoff for the Integrated Acquisition System

As we approach the fourth quarter of FY 2014, it is important for each program office to plan and initiate its end-of-year procurement requirements to ensure that there will be sufficient time for FSA/AMD to complete the procurement actions.

B Purpose

This notice applies to the national and international FFAS offices and all state offices supported by AMD and provides the following:

- cutoff dates for submitting FY 2014 requisitions and FY 2015 equipment lease and maintenance agreements that:
 - exceed state office contracting officer's warrant authority, and
 - are within the dollar values provided in subparagraph 2 A
- procedure for submitting requisitions after July 15, 2014.

C Contact

For questions regarding this notice, contact Yvonne Howerton, AMD Director, by either of the following:

- e-mail to yvonne.howerton@wdc.usda.gov or
- telephone at 202-690-5401.

Disposal Date	Distribution
December 1, 2014	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

2 Action

A Submitting End-of-FY 2014 Requisitions

Submit all end-of-FY 2014 purchase requests to AMD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
Small Purchases	\$0 through \$10,000	August 19, 2014
Intermediate Purchases	Exceeding \$10,000 but not over \$100,000	July 22, 2014
Larger Purchases	Exceeding \$100,000	July 17, 2014
IT, Supplies, and Services	\$0 through \$25,000	July 15, 2014
Options, Rentals, Leases, and Maintenance Agreements	Exceeding \$10,000 but not over \$100,000	July 22, 2014
Modification to Contracts/ Task Orders/Delivery Orders, Subscriptions	All dollar amounts	July 15, 2014
Subscriptions	All dollar amounts	July 15, 2014, or 90 days before renewal dates

Note: There is no assurance that purchase requests submitted after the cutoff dates will be awarded.

B Submitting FY 2015 Renewal Requests

Submit all FY 2015 purchase requests for renewal of annual orders to AMD as indicated in subparagraph 2 A. For awards with performance starting in FY 2015, transaction code “IQ-NOCOMMIT” **must** be used to initiate the acquisition process for requisitions during FY 2014.

For FY 2015 requisitions entered before October 1, 2014:

- change the transaction code to read “IQ-NOCOMMIT”
- enter the appropriate FY 2015 line of accounting on all FY 2015 requirements.

Note: While FY 2015 funds will be identified on the requisition, funds are **not** available and will **not** be committed when the requisition is transmitted to procurement.

2 Action (Continued)

B Submitting FY 2015 Renewal Requests (Continued)

On or as soon as possible after October 1, 2014, amend the original “IQ-NOCOMMIT” requisition transaction code to “IQ-COMMIT”. Verify the FY 2015 line of accounting and reprocess the requisition. Funds **must** be added to the requisition for the order to be awarded.

The requisition will again move through the approval process and funds will be committed in the financial system after the budget “approver” approves the requisition.

Note: Only requisitioners can change “IQ-NOCOMMIT” to “IQ-COMMIT”. Requisitioners entering CCC-funded requisitions should continue to use the “IQ-PROGRAM LOAN COST FUNDS” transaction code when submitting FY 2015 requisitions in FY 2014. CCC-funded requisitions should never be processed with either an “IQ-COMMIT” or “IQ-NOCOMMIT” transaction code.

C Submitting Subscription Renewals

For the renewal of subscriptions, such as newspapers and magazines, submit the purchase requests to AMD no later than 90 days prior to the required renewal date. If purchase requests are received with less than 90 days remaining prior to the renewal date, they will be handled on a best effort basis.

D Purchase Card Year-End Activities

A separate notice will be forthcoming to address FY 2014 year-end purchase card activities and cutoff dates. For questions regarding the purchase card, contact either of the following:

- Sheryl Welch by either of the following:
 - e-mail to sheryl.welch@kcc.usda.gov or
 - telephone at 816-926-6108
- LaVerne Walker by either of the following:
 - e-mail to laverne.walker@wdc.usda.gov or
 - telephone at 202-720-4044.