

For: State and County Offices

Lease and Reimbursable Agreement Tracking (LRAT) System FY 2015 Expense Agreements
Associate Administrator, Operations and Management



1 FY 2015 Expense Agreements

A Background

Most space agreements for rent no longer exist because of the new Direct Cite process. Expense agreements are not part of the Direct Cite process and continue to be used to reimburse the lead agency for office expenses. These reimbursable agreements continue to be entered into the LRAT.

B Purpose

This notice informs State and County Offices:

- that there will be no rollover for LRAT agreements this year (from FY 2014 to FY 2015)
- of the need to update any **active** FY 2014 expense agreements with new FY 2015 data
- with instructions for upcoming required actions pertaining to expense agreements.

C Action

To ensure that the Financial Reporting Support Group (FRSG) has all LRAT information pertaining to FY 2015 expense agreements, all State and County Offices need to ensure that all:

- active FY 2014 expense agreements are updated with new FY 2015 data, including the Budget Fiscal Year (BFY) field. The deadline for these updates is January 1, 2015.

Note: If the BFY is not updated to FY 2015, the record will be considered an update to FY 2014 agreement. This also includes updating any dates that do not directly coincide with FY 2015.

Disposal Date	Distribution
January 1, 2015	All FSA Offices; State Offices relay to County Offices

Notice FI-3218

1 FY 2015 Expense Agreements (Continued)

C Action (Continued)

- FY 2014 expense agreements are deactivated once the new FY 2015 agreements are in **active** status

Note: The FY 2014 expense agreement will automatically turn **inactive** after the FY 2015 agreement is approved **if** the original agreement was updated. State and County Offices only need to manually deactivate a FY 2014 agreement if a new agreement for FY 2015 is entered (as opposed to updating the FY 2014 agreement). Any FY 2014 agreements that are no longer needed for FY 2015 can be deactivated.

- FY 2014 expense agreements that are in pending status are approved to active status before updating for FY 2015.

Note: If this is not done, a new FY 2015 agreement will need to be created and the FY 2014 agreement deactivated once the FY 2015 agreement is approved.

D Contact

Some LRAT contacts have changed because of the new Direct Cite process. The following contacts will be responsible for all lead and non-lead space and expense records in LRAT for the States in the:

- **Midwest region** contact Lisa McGinnis, FRSG, by either of the following:
 - e-mail to lisa.mcgininis@kcc.usda.gov
 - telephone at 816-926-6134
- **Northwest and Southwest** regions contact Traci Hayes, FRSG, by either of the following:
 - e-mail to traci.hayes@kcc.usda.gov
 - telephone at 816-823-3192
- **Northeast and Southeast** regions contact Laura Quirk, FRSG, by either of the following:
 - e-mail to laura.quirk@kcc.usda.gov
 - telephone at 816-926-6973

Notice FI-3218

1 FY 2015 Expense Agreements (Continued)

D Contact (Continued)

If a State has general LRAT questions, contact Samantha Faught, FRSG, by either of the following:

- e-mail to samantha.faught@kcc.usda.gov
- telephone at 816-926-1446.