

**UNITED STATES DEPARTMENT OF AGRICULTURE**

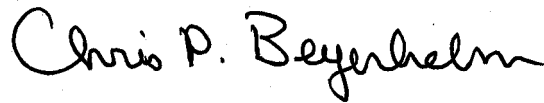
Farm Service Agency  
Washington, DC 20250

**Notice FI-3255**

**For:** State Offices

**FY-End 2015 Procedures for PLCE Activity**

**Approved by:** Associate Administrator for Operations and Management



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**1 Overview**

**A Background**

NFC has established FY-end 2015 cutoff dates for Financial Management Modernization Initiative (FMMI) transactions.

**B Purpose**

This notice provides the following:

- FY-end processing instructions for State Offices to ensure that all FY 2015 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2015 close on “A” account funds from FY 2010.

**C Contact**

If there are questions about this notice, State Offices shall contact Karen Rhoads by either of the following:

- e-mail to **karen.rhoads@stl.usda.gov**
- telephone at 314-679-6729.

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**Disposal Date**

January 1, 2016

9-8-15

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**Distribution**

State Offices

**2 State Office Action**

**A SED Action**

SED's shall ensure that all PLCE obligations have been entered in FMMI and approved by 7 p.m. c.t., **September 27, 2015**, to be included in FY 2015 processing.

FY 2015 PLCE disbursements **must** be approved in FMMI by 7 p.m., c.t., September 27, 2015, to ensure a check is issued before the close of FY2015.

By 7 p.m. c.t., September 27, 2015, PLCE Field Office staff should review all obligation and disbursement documents to ensure that there are no parked documents in FMMI. Obligations and disbursements that have an error and cannot be approved in FMMI should be sent by e-mail to Karen Rhoads, Administrative Funds Control Branch, St. Louis, Missouri, at **karen.rhoads@stl.usda.gov**, no later than 7 p.m. c.t., September 27, 2015.

Obligation processes for FY 2016 funds will resume October 5, 2015, subject to budget approval. Disbursements for FY 2016 will resume in FMMI beginning October 5, 2015.

**B FY 2010 "A" Account**

Funding for FY 2010 obligations for the "A" account will expire at 3 p.m. c.t., **September 30, 2015**. Any remaining undisbursed balance on these obligations will be systematically canceled.