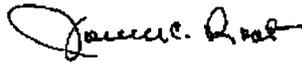


For: State and County Offices

**FY-End Processing of Obligations for Type 60 Purchase Order System**

Approved by: Acting Deputy Administrator, Farm Loan Programs



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**1 Overview**

**A  
Background**

This notice provides guidelines to ensure that all FY-end Type 60 Purchase Orders are processed timely and properly recorded in FSA Finance Office records.

**B  
Purpose**

This notice:

- informs the State Offices about FY-end processing of Type 60 Purchase Orders
- describes the procedures that must be followed when processing all Type 60 Purchase Orders.

**C  
Contact**

Direct inquiries concerning FY-end processing of Type 60 Purchase Orders to Greg Thebeau, Loan Accounting Division, at 314-539-6944.

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<b>Disposal Date</b>	<b>Distribution</b>
December 1, 1997	State Offices; State Offices relay to County Offices

## 2 FY-End Processing Procedures

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### A

#### Field Office Action

#### Field Offices:

- shall submit all AD-838's to NFC by **COB September 30, 1997**, to be included in FY 1997 processing

**Note:** All documents must be mailed as soon as possible to allow sufficient mailing time.

- shall complete all PC-PRCH transmissions and have them accepted by 5:00 p.m. central standard time on October 2, 1997, to be included in FY 1997 processing

**Note:** NFC will **not** process any obligation documents or PC-PRCH transmissions received after October 2, 1997, until all FY 1997 rejections have been cleared.

- should submit valid FY 1997 obligations that **do not** process before the NFC cutoff date to NFC under normal procedures; however, FY will be confirmed by NFC with the authorized official signing AD-838 before update
  - may submit FY 1998 purchase orders before October 7, 1997; however, these will not be processed by NFC until all FY 1997 business has been cleared.
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