

For: FFAS Offices

Submitting End of FY 2002 Purchase Requests and FY 2003 Renewal Requests

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides:

- cutoff dates for submitting FY 2002 purchase requests and FY 2003 equipment lease and maintenance agreements that:
 - exceed the State Office Contracting Officer's warranted authority
 - are within the dollar values of subparagraph 2 A
 - are for offices directly supported by MSD, Acquisition Management Branch
- procedures for submitting purchase requests for renewing annual orders.

B

Contact

If there are any questions, contact either of the following:

- Donna Dougherty, MSD, at 202-720-9356 for orders \$100,000 and under
- Sandra Garland, MSD, at 202-720-7335 for orders over \$100,000.

<p>Disposal Date</p> <p>November 1, 2002</p>	<p>Distribution</p> <p>All FAS, FSA, and RMA Offices; State Offices relay to County Offices</p>
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Notice AS-2046

2 Action

**A
Submitting End
of FY 2002
Purchase
Requests**

Submit all end of FY 2002 purchase requests to MSD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
All Requests	\$0 through \$10,000	September 5, 2002
Competitive Requests	Exceeding \$10,000, but not over \$25,000	August 20, 2002
Competitive Requests	Exceeding \$25,000, but not over \$100,000	August 5, 2002
Noncompetitive Requests	Exceeding \$25,000, but not over \$100,000	July 29, 2002
All Other Requests	Exceeding \$100,000	Processed on a case-by-case basis

Note: Purchase requests submitted after the applicable cutoff date will be processed on a first-in, first-out, best effort basis.

**B
Submitting
FY 2003 Renewal
Requests**

Submit all FY 2003 purchase requests for renewing annual orders, exceeding the State Office Contracting Officer's warranted authority, to MSD as indicated in subparagraph A.

Orders approved before the availability of FY 2003 funding shall be based upon the availability of funding for FY 2003. Modifications concerning the availability of funds will be issued as appropriate.

**C
Submitting
Subscription
Renewals**

Submit all purchase requests for renewing subscriptions, such as newspapers and magazines, which requires MSD procurement action, to MSD no later than 30 calendar days before the required renewal date. Purchase requests received with less than 30 calendar days notice will be handled on a best effort basis.
