

For: FAS, FSA, and RMA Offices

Purchase Requests for End of FY 2004 and Renewals for FY 2005

Approved by: Deputy Administrator, Management



1 Overview

A Purpose

This notice provides:

- cutoff dates for submitting FY 2004 purchase requests and FY 2005 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 renewal of annual orders.

B Contact

If there are any questions, contact Scott Cook, MSD, on 202-720-7349.

Disposal Date	Distribution
December 1, 2004	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

Notice AS-2075

2 Action

A Submitting End of FY 2004 Purchase Requests

Because of the tight budget, lack of overtime, and low staffing, all end of FY 2004 purchase requests must be submitted to MSD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
All Requests	\$0 through \$10,000	September 3, 2004
Competitive Requests	Exceeding \$10,000 but not over \$25,000	July 30, 2004
Competitive Requests	Exceeding \$25,000 but not over \$100,000	July 16, 2004
Noncompetitive Requests	Exceeding \$25,000 but not over \$100,000	July 2, 2004
All Other Requests	Exceeding \$100,000	June 1, 2004

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

B Submitting FY 2005 Renewal Requests

Submit all FY 2005 purchase requests for renewal of annual orders exceeding the Contracting Officer's warranted authority to MSD as indicated in subparagraph A.

Orders approved before the availability of FY 2005 funding shall be based upon the availability of funding for FY 2005. Modifications concerning the availability of funds will be issued as appropriate.

C Submitting Subscription Renewals

Submit all purchase requests for renewal of subscriptions, such as newspapers and magazines, which require 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.