

For: FAS, FSA, and RMA Offices

Purchase Requests for End-of-FY 2006 and Renewals for FY 2007

Approved by: Deputy Administrator, Management



1 Overview

A Departmental Cut-Off for the Integrated Acquisition System (IAS)

The Office of Procurement and Property Management (OPPM) has proposed taking IAS and the Foundation Financial Information System (FFIS) off-line at 6 p.m. Central Daylight Time on Friday, September 29, 2006, when an automated reversal process would eliminate all requisition activity that has not been completed through actual award from IAS and FFIS. This proposed action by OPPM increases the importance for **all** offices to issue requisitions for remaining requirements promptly so there will be sufficient time for FSA's Acquisitions Management Division (AMD) to complete the procurement action.

B Purpose

This notice applies to both the National FFAS Offices and all State Offices supported by FSA procurement, and provides:

- cutoff dates for the submission of FY 2006 purchase requests:
 - exceed State Office contracting officer's warranted authority
 - are within the dollar values provided in subparagraph 2 A
- procedure and dates for submitting FY 2007 requests for renewals that require continuation as of October 1, such as subscriptions, equipment leases, maintenance agreements, and option agreements
- procedure for submitting purchase requests after July 24, 2006.

C Contact

If there are any questions, contact Scott Cook, AMD, at scott.cook@wdc.usda.gov or 202-720-7349.

Disposal Date	Distribution
November 1, 2006	All FAS, FSA, and RMA Offices; State Office relay to County Offices

Notice AS-2112

2 Action

A Submitting End-of-FY 2006 Purchase Requests

Submit **all** end-of-FY 2006 purchase requests to AMD using IAS by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
Small Purchases	\$0 through \$10,000	August 15, 2006
Intermediate Purchases	Exceeding \$10,000 but not over \$100,000	July 24, 2006
Larger Purchases	Exceeding \$100,000	Processed on a case-by-case basis.

Note: Purchase requests submitted to AMD after the above dates cannot be assured of being awarded.

B Submitting FY 2007 Requests

At the start of a new FY, the IAS system has an “IQ-NOCOMMIT” transaction code that **must** be used to process requisitions as we transition from FY 2006 to FY 2007. Requisitions for the new FY are processed as “Subject to Availability of Funds” if the requisition is created in the current FY for goods and services procured next FY. Submit all FY 2007 purchase requests for renewal of annual orders to AMD as indicated in subparagraph A. For FY 2007 requisitions entered before October 1, 2006:

- change the transaction code to read “IQ-NOCOMMIT”
- enter the appropriate FY 2007 line of accounting on all FY 2007 requirements.

Note: While FY 2007 funds have been identified, funds are **not** available and the line of accounting will **not** transmit to procurement.

On or after October 1, 2006, amend the original “IQ-NOCOMMIT” requisition transaction code to “IQ-COMMIT”.

Note: Verify the FY 2007 line of accounting and reprocess the requisition.

The requisition will again move through the approval process and funds will be committed in the financial system after the Budget “approver” approves the requisition.

Note: Only “requisitioners” can change an “IQ-NOCOMMIT” to an “IQ-COMMIT.”

C Submitting Subscription Renewals

Submit all purchase requests for renewal of subscriptions, such as newspapers and magazines that require AMD procurement action, to AMD 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.