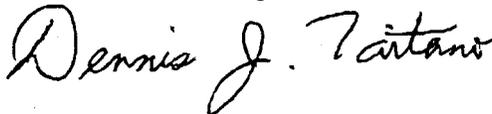


For: FSA Offices

Purchase Requests for End-of-FY 2007 and Renewals for FY 2008

Approved by: Acting 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 8 p.m. c.t. on Friday, September 28, 2007, 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 Acquisition Management Division (AMD) to complete the procurement action.

B Purpose

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

- cutoff dates for submission of FY 2007 purchase requests that:
 - exceed State Office contracting officer's warrant authority
 - are within the dollar values provided in subparagraph 2 A
- procedure and dates for submitting FY 2008 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 23, 2007.

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, 2007	All FSA Offices; State Office relay to County Offices

Notice AS-2133

2 Action

A Submitting End-of-FY 2007 Purchase Requests

Submit **all** end-of-FY 2007 Salaries and Expense and CCC funded purchase requests to AMD using IAS by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
Small Purchase	\$10 through \$10,000	August 15, 2007
Intermediate Purchases	Exceeding \$10,000 but not over \$100,000	July 24, 2007
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/obligated before the end of FY.

B Submitting FY 2008 Requests

The IAS system has an "IQ-NOCOMMIT" transaction code that **must** be used to process requisitions in FY 2007 for awards for performance starting in FY 2008. Awards for the new FY are processed as "Subject to Availability" for the new FY. Submit all FY 2008 purchase requests for renewal of annual orders to AMD as indicated in subparagraph A. For FY 2008 requisitions entered before October 1, 2007:

- change the transaction code to read "IQ-NOCOMMIT"
- enter the appropriate FY 2008 line of accounting on all FY 2008 requirements.

Note: While FY 2008 funds will be identified on the requisition, funds are **not** available and will **not** be committed when the requisition is transmitted to procurement.

On or as soon after October 1, 2007, as possible, amend the original "IQ-NOCOMMIT" requisition transaction code to "IQ-COMMIT". Verify the FY 2008 line of accounting and reprocess the requisition. Funds **must** be added to the contract in order for the contractor to be paid.

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.

Notes: Only "requisitioners" can change an "IQ-NOCOMMIT" to an "IQ-COMMIT."

Requisitioners entering CCC funded requisitions should continue to use the IQ Program Loan Cost Funds transaction code when submitting FY 2008 requisitions in FY 2007. CCC funded requisitions should **never** be processed with either an "IQ-COMMIT" or "IQ-NOCOMMIT" transaction code.

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.