UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice AS-2216

For: FFAS Offices

Procurement Requisitions for FY 2011 Yearend and Renewals for FY 2012

Approved by: Deputy Administrator, Management

1 Overview

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

As we commence the start of the fourth (4th) quarter of FY 2011, it is important for each program office to plan and initiate its yearend procurement requirements to ensure that there will be sufficient time for FSA/AMD to complete the procurement action.

B Purpose

This notice applies to both the National and International FFAS Offices and all State Offices supported by AMD and provides the following:

- cutoff dates for submitting FY 2011 requisitions and FY 2012 equipment lease and maintenance agreements that:
  - exceed State Office Contracting Officer's warranted authority
  - are within the dollar values provided in subparagraph 2 A
- procedure for submitting requisitions after July 15, 2011.

C Contact

If there are any questions, contact Yvonne Howerton, AMD, by either of the following:

- e-mail at **yvonne.howerton@wdc.usda.gov**
- telephone at 202-690-5401.

Disposal Date	Distribution
December 1, 2011	All FAS, FSA, and RMA Offices; State Office relay to County Offices

2 Action

A Submitting FY 2011 Yearend Requisitions

Submit all FY 2011 yearend purchase requests to AMD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
Larger Purchases	Exceeding $100,000	June 17, 2011
IT, Supplies and Services	$0 through $25,000	July 15, 2011
Modification to Contracts/Task Orders/Delivery Orders, Subscriptions	All dollar amounts	July 15, 2011
Subscriptions	All dollar amounts	July 15, 2011, or 90 calendar days before renewal dates
Intermediate Purchases	Exceeding $10,000 but not over $100,000	July 22, 2011
Options, Rentals, Leases and Maintenance Agreements	Exceeding $10,000 but not over $100,000	July 22, 2011
Small Purchases	$0 through $10,000	August 19, 2011

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

B Submitting FY 2012 Renewal Requests

Awards for the new FY are processed as "Subject to Availability of Funds" for the new FY. Submit all FY 2012 purchase requests for renewal of annual orders to AMD as indicated in subparagraph A. To process requisitions during FY 2011 for awards with performance starting in FY 2012, the transaction code "IQ-NOCOMMIT" **must** be used.

For FY 2012 requisitions entered **before** October 1, 2011:

- change the transaction code to read "IQ-NOCOMMIT"
- enter the appropriate FY 2012 line of accounting on all FY 2012 requirements.

Note: While FY 2012 funds will be identified on the requisition, funds are not available and will **not** be committed when the requisition is transmitted to procurement.

2 Action (Continued)

B Submitting FY 2012 Renewal Requests (Continued)

On or as soon as possible after **October 1, 2011**, amend the original "IQ-NOCOMMIT" requisition transaction code to "IQ-COMMIT". Verify the FY 2012 line of accounting and reprocess the requisition. Funds **must** be added to the contract 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 requisitions.

Note: Only "requisitioners" may 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 2012 requisitions in FY 2011. 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 renewing subscriptions, such as newspapers and magazines which require AMD procurement action, to AMD **no later than 90 calendar days before** the required renewal date. Purchase requests received with less than 90 calendar days notice will be handled on a best effort basis.