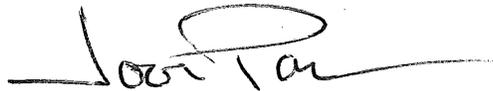


For: FFAS Offices

**Procurement Requisitions for End-of-FY 2012 and Renewals for FY 2013**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

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

The 4th quarter of FY 2012 begins July 1. The national and international FFAS Offices and all State Offices supported by AMD should be planning for their end-of-FY procurement requirements to ensure that there will be sufficient time for FSA, AMD to complete the procurement action.

**B Purpose**

This notice provides:

- cutoff dates for submitting FY 2012 requisitions and FY 2013 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 13, 2012**.

**C Contacts**

If there are any questions about this notice, contact any of the following AMD points of contact by e-mail:

- |  |  |
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<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2012	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

## Notice AS-2236

### 2 Action

#### A Submitting End-of-FY 2012 Requisitions

Submit all end-of-FY 2012 purchase requests to AMD by the following cutoff dates.

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

Type of Request	Dollar Value	Cutoff Date
Small Purchases	\$0 through \$10,000	August 17, 2012
Intermediate Purchases	Exceeding \$10,000, but not over \$100,000	July 20, 2012
Large Purchases	Exceeding \$100,000	June 29, 2012
Information Technology Supplies and Services	\$0 through \$25,000	July 20, 2012
Options, Rentals, Leases, and Maintenance Agreements	Exceeding \$10,000, but not over \$100,000	July 27, 2012
Modifications to Contracts, Task Orders, Delivery Orders, and Subscriptions	All dollar amounts	July 20, 2012
Subscriptions	All dollar amounts	July 13, 2012, or 90 calendar days before renewal dates

#### B Submitting FY 2013 Renewal Requests

Awards for FY 2013 are processed as, "Subject to Availability of Funds". Submit all FY 2012 purchase requests for renewing annual orders to AMD as indicated in subparagraph A. To process requisitions during FY 2012 for awards with performance starting in FY 2013, transaction code, **"IQ-NOCOMMIT"** **must** be used.

For FY 2013, requisitions entered before October 1, 2012:

- change the transaction code to, **"IQ-NOCOMMIT"**
- enter the appropriate FY 2012 line of accounting on all FY 2013 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.

On or as soon as possible after October 1, 2012, amend the original, "IQ-NOCOMMIT" requisition transaction code to, **"IQ-COMMIT"**. Verify the FY 2013 line of accounting and reprocess the requisition. Funds **must** be added to the contract for the contractor to be paid.

**2 Action (Continued)**

**B Submitting FY 2013 Renewal Requests (Continued)**

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.” Requisitioners entering CCC funded requisitions should continue to use the “IQ-PROGRAM LOAN COST FUNDS” transaction code when submitting FY 2013 requisitions in FY 2012. 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 that 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.