

For: All FAS, FSA, and RMA Offices

Procurement Requisitions for FY 2013 Year-End and Renewals for FY 2014

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 quarter of FY 2013, it is important for each program office to plan and initiate its year-end procurement requirements to ensure that there will be sufficient time for FSA/AMD to complete the procurement action.

B Purpose

This notice applies to the national and international FFAS Offices, Regional, State, and County Offices supported by AMD and provides the following:

- cutoff dates for submitting FY 2013 requisitions and FY 2014 equipment lease and maintenance agreements that:
 - exceed State Office Contracting Officer’s warrant authority
 - are within the dollar values provided in subparagraph 2 A
- procedure for submitting requisitions after July 31, 2013.

C Contact

For questions about this notice, contact Yvonne Howerton, AMD Director, by either of the following:

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

Disposal Date	Distribution
December 1, 2013	All FAS, FSA, and RMA Offices; State Office relay to County Offices

Notice AS-2253

2 Action

A Submitting End-of-FY 2013 Requisitions

Submit all end-of-FY 2013 purchase requests to AMD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
Small Purchases	\$0 through \$10,000	August 19, 2013
Intermediate Purchases	Exceeding \$10,000 but not over \$100,000	July 31, 2013
Larger Purchases	Exceeding \$100,000	July 31, 2013
IT, Supplies and Services	\$0 through \$25,000	July 31, 2013
Options, Rentals, Leases and Maintenance Agreements	Exceeding \$10,000 but not over \$100,000	July 31, 2013
Modification to Contracts/Task Orders/Delivery Orders, Subscriptions	All dollar amounts	July 31, 2013
Subscriptions	All dollar amounts	July 31, 2013, or 90 days prior to renewal dates

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

B Submitting FY 2014 Renewal Requests

Submit all FY 2014 purchase requests for renewal of annual orders to AMD as indicated in subparagraph A. To initiate awards during FY 2013 with performance starting in FY 2014, the transaction code "IQ-NOCOMMIT" **must** be used.

For FY 2014 requisitions entered before October 1, 2013:

- change the transaction code to read "IQ-NOCOMMIT"
- enter the appropriate FY 2014 line of accounting on all FY 2014 requirements.

Note: While FY 2014 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, 2013, amend the original "IQ-NOCOMMIT" requisition transaction code to "IQ-COMMIT". The requisitioner will verify the FY 2014 line of accounting is valid and funded before reprocessing the requisition. Funds **must** be added to the requisition before the contracting officer can amend the award to show funding.

2 **Action (Continued)**

B Submitting FY 2014 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” to fund the award. Requisitioners entering CCC funded requisitions should continue to use the “IQ-PROGRAM LOAN COST FUNDS” transaction code when submitting FY 2014 requisitions in FY 2013. 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.

D Purchase Card Year-End Activities

A separate notice will be forthcoming to address FY2013 year-end purchase card activities and cutoff dates. For questions about the purchase card contact either of the following:

- Sheryl Welch by:
 - e-mail at sheryl.welch@kcc.usda.gov
 - telephone at 816-926-6108

- LaVerne Walker by:
 - e-mail at laverne.walker@wdc.usda.gov
 - telephone at 202-720-4044.