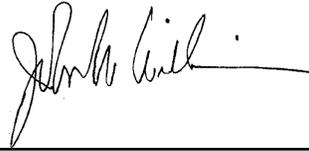


**For:** State and County Offices

**FY 2004 Year-End Procedures for Type 60 Purchase Order System**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

The National Finance Center (NFC) establishes cut-off dates for all feeder systems, including the Type 60 Purchase Order (PRCH) system. The cutoff for FY 2004 is Thursday, September 23, 2004. This allows for the annual closing of FSA accounting activity in preparation for annual financial statements.

**B Purpose**

This notice provides:

- fiscal year-end processing instructions to State and County Offices to ensure that all FY 2004 Program Loan Cost Expense (PLCE) transactions are properly recorded in a timely manner
- interim obligation process for FY 2004 PLCE obligations occurring after the PRCH system is no longer available
- information on the effect of FY 2004 close on “A” account funds from FY 1999.

**C Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Lisa Randolph by:
  - e-mail at [llrandolph@kcc.usda.gov](mailto:llrandolph@kcc.usda.gov)
  - telephone at 314-539-6945.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2005	State Offices; State Offices relay to County Offices

## Notice FI-2656

### 2 State Office Action

#### A SED Action

SED's shall ensure that all:

- hardcopy AD-838's and RD 838-B's are received in NFC by COB September 22, 2004, to be included in FY 2004 processing
- PC-PRCH purchase order transmissions are received and accepted by 12:00 p.m. c.t. on September 23, 2004, to be included in FY 2004 processing.

RD 838-B payments will not be made after September 23, 2004. Follow established emergency check procedures to request PLCE payments between September 24, 2004, and October 1, 2004. Because of implementing PLCE into the Foundation Financial Information System (FFIS), any NFC system rejections will be returned to the originator. These rejected transactions should be processed in FFIS. After the system is made available in early October, additional information on FFIS will be issued in a separate notice.

#### B FY 2004 Obligations

The following procedure should be followed for valid FY 2004 obligations that are not processed in the PRCH system before the NFC cutoff date:

Step	Action
1	Ensure that all documents are valid and signed.
2	FAX AD-838 to Lisa Randolph at 314-539-6910.
3	Once the approval of funds is received, hold the original documentation for FFIS processing.
4	Once FFIS is implemented, process the FY 2004 PLCE obligation in FFIS.

#### C FY 1999 "A" Account

Funding for FY 1999 purchase orders obligated from the "A" account will expire on September 30, 2004. Any remaining undisbursed balance on these purchase orders will be systematically cancelled.