

**For:** State and County Offices

**FY-End FLP Loan and Grant Obligation Processing Procedures**

**Approved by:** Associate Administrator for Operations and Management



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**1 Loan and Grant Obligation Processing Procedures and Information**

**A Background**

This notice establishes a FY-end processing schedule to ensure that all FY 2013 FLP loan and grant obligations are properly recorded in FSA’s financial records.

**B Purpose**

This notice provides:

- the deadline for FY-end obligation processing
- guidance on FY-end obligation processing.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Karen Rhoads by either of the following:
  - e-mail to **karen.rhoads@stl.usda.gov**
  - telephone at 314-679-6729.

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<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2014	State Offices; State Offices relay to County Offices

## Notice FI-3165

### 1 Loan and Grant Obligation Processing Procedures and Information (Continued)

#### D Obligation Processing Deadline

All loan and grant obligation requests **must** be processed through the Field Office terminal system **no later than 7 p.m. c.t., September 30, 2013.**

Transactions that reject as of COB September 30, 2013, **cannot** be resubmitted for processing until the National Office has made FY 2014 funding available.

The Program Funds Control System will not be available on October 1, 2013, or October 2, 2013; therefore, the following will reject:

- obligation transactions in GLS and PLAS, including de-obligations
- disbursement transactions in GLS, including cancellations of disbursements.

#### E PLCE Processing

A separate notice will be issued providing deadlines for processing PLCE items through NFC.