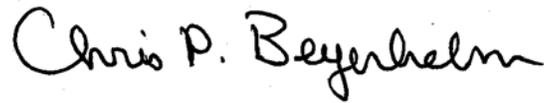


For: State and County Offices

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

Approved by: Associate Administrator for Operations and Management



1 Loan and Grant Obligation and Disbursement Processing Procedures and Information

A Background

This notice establishes an FY-end processing schedule to ensure that all FY 2015 FLP loan and grant obligations and disbursements 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
- the deadline for FY-end disbursement processing
- guidance on FY-end disbursement processing.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Pat Jarvis by either of the following:
 - e-mail to **patricia.jarvis@stl.usda.gov**
 - telephone at 314-457-4112.

Disposal Date	Distribution
January 1, 2016	State Offices; State Offices relay to County Offices

Notice FI-3256

1 **Loan and Grant Obligation and Disbursement 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, 2015.**

Transactions that reject as of COB September 30, 2015, **cannot** be resubmitted for processing until the National Office has made FY 2016 funding available.

The Program Funds Control System will not be available on October 1, 2015, or October 2, 2015; therefore, obligation transactions in GLS, DLS, and PLAS, including de-obligations will reject.

E Disbursement Processing Deadline

Disbursement requests for loan and grant programs can be ordered through GLS, DLS, and PLAS by **7 p.m. c.t., September 25, 2015.**

Disbursement requests for manual programs must be received by the Cash Management Disbursements Branch (CMDB) **no later than 12 p.m. c.t., September 29, 2015.**

If necessary, CMDB will process an emergency ACH disbursement request on September 29, 2015. The emergency ACH request form must be faxed to CMDB at 314-457-4371, **no later than 12 p.m. c.t., September 29, 2015.** Offices must include written justification of the emergency with the ACH request.

F PLCE Processing

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