

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

61-23

11/6/23

## CUT-OFF DATES FOR FISCAL YEAR 2024 PURCHASES

### I. PURPOSE

This notice establishes Fiscal Year 2024 cut-off dates for processing procurement requests, interagency agreements (IAAs), and cooperative agreements (CAs). These cut-off dates ensure that the Agency can obligate its funds in a timely manner through acquisitions by September 30, 2024. These dates will aid Program Areas in planning purchases throughout the year.

### II. PROGRAM OFFICE RESPONSIBILITY

A. Program Areas are to send completed purchase request packages entered into the Integrated Acquisition System (IAS) to the Office of Management (OM) Administrative Services Division (ASD), Procurement Management Branch by the cut-off dates listed in below for the referenced dollar amounts. The dollar amounts identified below include option years, if any. Contents of a complete requisition package can be found in [FSIS Directive 2100.1](#), *Procurement of Supplies, Equipment, and Services*.

B. To avoid processing delays, program areas are to ensure requisitions submitted into the Integrated Acquisition System include the following:

1. In the Description box:
  - a. Detailed description of product or service;
  - b. State "Option Year Renewal" if you are exercising an option year or "Additional Funding" if adding funds to an existing order and provide award number to be modified;
  - c. If services are being procured, provide the name of the Contracting Officer Representative (COR) to be appointed; and
2. Excepted or Non-Excepted: State in description if the requirement is excepted or non-excepted in the event of a government shutdown. (Excepted means essential and needs to continue in the event of a government shutdown; Non-Excepted means non-essential and work will stop if there is a government shutdown). The Chief Operating Officer can provide clarification as to whether a procurement is excepted or not).
3. Supporting documentation: Ensure all quotes, attachments, Statement of Work/Performance Work Statements and Acquisition Plans are attached prior to submitting the requisition.

B. Program Areas are to ensure that requisitions are moving through all processes to allow sufficient time to coordinate approvals.

**DISTRIBUTION:** Electronic

**NOTICE EXPIRES:** 11/1/24

**OPI:** OPPD

C. Program Areas are to obtain pre-procurement approvals as early as possible in the procurement process.

D. The requisitioner is to obtain approvals for information technology requirements, including receipt of Acquisition Approval Requests, in accordance with USDA Office of the Chief Information Officer policy.

E. Program Areas shall review the [USDA Contracting Desk Book](#), Part 407 regarding Acquisition Planning to determine if applicable.

F. Contract award before the end of the fiscal year is not guaranteed for requisitions submitted after these established cut-off dates or if an incomplete package is submitted.

G. Program purchase card holders should make sure USBank transactions are reconciled by the date below. If the transaction cannot be reconciled due to goods/services not being received, program office are to account for the charges on the Period End Estimate form provided by the Budget Office.

### III. LATE REQUISITIONS

Requisitions received after the cut-off date are considered late and may not be processed. Program offices are to follow these instructions if there is a late requisition:

1. Enter requisition in IAS;
2. Prepare a late requisition approval request memo, which is to be signed by the Assistant Administrator (AA) of the respective Program Area and submitted to the OM AA;
3. Send late requisition procurement request emails to: [FSISProcurement@usda.gov](mailto:FSISProcurement@usda.gov);
4. The ASD Procurement Management Branch will review the requisition package to ensure that it is complete;
5. If the package is complete, ASD will validate and forward it to the OM AA for approval; and
6. If it is not complete, the ASD Contracting Officer is to notify the requisitioner that no action can be taken until the procurement package is complete. Late requisitions will be returned unprocessed.

### IV. QUESTIONS

Refer questions about this notice or for assistance with acquisition planning, to:  
[FSISProcurement@usda.gov](mailto:FSISProcurement@usda.gov).



Assistant Administrator  
Office of Policy and Program Development

## ATTACHMENT - FISCAL YEAR 2024 CUT-OFF DATES

PROCUREMENT CUT-OFF DATES		
REQUIREMENT	DOLLAR AMOUNT	CUT-OFF DATE
All Supplies, Equipment, and Services  <i>(Dollar values should be inclusive of base year and all option year totals.)</i>	\$4 million and above	February 8
	\$600,000, but less than \$4 Million	March 7
	\$250,000, but less than \$600,000	April 4
	\$25,000, but less than \$250,000	May 2
	Less than \$25,000	July 25
	<b>Up to the Micro Purchase Threshold</b> Supplies/equipment up to \$10,000 and Services up to \$2,500	September 5 (Use Program Area's Purchase Card)
	<b>Reconciliation of Purchase Card Transactions</b>	September 12
Final Mission-Critical Investments (MCIs) <i>(Approved by Management Council)</i>		June 27

INTERAGENCY AGREEMENTS CUT-OFF DATES	
Action Type	Date
IAAs to FedSim/FedSource or other franchise funds	June 6
IAAs under the Economy Act when the performing agency will use Government employees to accomplish the work	June 6
All other IAAs (i.e., Economy Act orders when the performing agency will contract out the work)	July 11

COOPERATIVE AGREEMENTS CUT-OFF DATES	
Action Type	Date
All new CAs	June 27
Non-competing continuations	August 1