

# APD ALERT



## Closing Out Purchase (PRCH) Actions

### Purpose

The purpose of this alert is to notify acquisition personnel that they should make every effort to close out open PRCH actions. PRCH will be turned off for entry of new actions on June 5, 2006, but de-obligations and payments can still occur within the system up until December 1, 2006. After that date, PRCH will no longer be available for any purposes other than viewing historical data.

### How does this affect me?

Contracting Officers should identify open purchase orders where the vendor has not shipped the product or where the vendor has not submitted the invoice to the National Finance Center (NFC) for payment and encourage them to complete their award/submit a payment request. Open purchase orders can be found on an un-liquidated obligations report. Please contact your Area Budget and Fiscal Officer (ABFO) for information on obtaining this report.

If vendors are not paid by December 1, the Contracting Officer will have to identify and manually amend all purchase orders to require submittal of invoices to the contracting office instead of the NFC. Then all invoices will be paid by direct entry into FFIS. This is critical to avoid payment delays and Prompt Payment Act interest.

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