

APD ALERT



Legacy System Shutdown Purchase (PRCH) Actions

Purpose

The purpose of this alert is to remind acquisition personnel that they should make every effort to close out open PRCH actions by December 1, 2006. 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. This information was first brought to your attention under APD Alert No. 2006-09, dated May 2006.

How does this affect me?

Contracting Officers (CO) should identify open purchase orders (PO's) from unliquidated obligation reports. CO's are to review all unliquidated obligations report(s) to ensure that all PO's are identified and encourage vendors to submit Invoices for payment. Contact your Area Budget and Fiscal Officer (ABFO) for information on obtaining this report.

If vendors are not paid by December 1, the CO will have to identify and manually amend all PO's to require submittal of invoices to the contracting office instead of NFC. Then all invoices will need to be paid by direct entry into FFIS by the ABFO. Your immediate attention to this is critical to avoid payment delays and Prompt Payment Act interest penalties.

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