

**“SUBJECT TO AVAILABILITY OF FUNDS” REQUISITION
FOR SUBSEQUENT FISCAL YEAR ACQUISITION**

Purpose:

To provide guidance to Line Offices and Corporate Offices in preparing a “subject to availability of funds” requisition for a subsequent Fiscal Year acquisition during the current Fiscal Year. Submission of subsequent FY requisitions in the current FY will allow for timely receipt of supplies and services in compliance with the Procurement Action Lead Times (PALT).

In order to illustrate this document will refer to the current FY09 and subsequent FY10.

Objective:

To provide instructions on how to initiate, in FY09, requisitions subject to availability of FY10 funds.

Procedure:

This procedure is limited to initiating future Fiscal Year actions during a current Fiscal Year to accommodate starting work on actions where funding is not yet available and funding codes may or may not be set up. Requisition funding sources are limited to a single Fiscal Year due to current system constraints; therefore, FY09 and FY10 Accounting Classification Code Structures (ACCS) can not be mixed on a Requisition. Follow the steps below to prepare a Requisition subject to availability of FY10 funds.

- 1) Requisitioner contacts Contracting Officer (CO)/Contract Specialist (CS) to verify Procurement Action Lead Time and to determine required submission date to the Acquisition and Grants Office (AGO).
- 2) Requisitioner creates a new Requisition in C.Request using the prescribed system instructions in Attachment 1. Requisitioner completes the following steps for each individual Line Item:
 - a) Insert the quantity(ies) and Unit of Issue (UI) of supplies and services required in C.Request Line Item Detail Menu.
 - b) Insert \$0.00 dollar value in the “Cost” field.
 - c) In the “Description” field, enter:
 - i) the description of the Line Item,
 - ii) the “ESTIMATED COST <\$value>”, and
 - iii) the words “THIS LINE ITEM IS SUBJECT TO AVAILABILITY OF FUNDS.”
- 3) CO/CS processes the action and makes the award “subject to availability of funds.”
- 4) Contracting Officer Representative (COR) is notified of the award by AGO as part of the standard award distribution package.
- 5) When funds become available, COR/Requisitioner creates a requisition to modify the original award to:
 - a) add funding amount,
 - b) adjust funding for individual Line Items, and
 - c) update the Accounting Classification Code Structures (ACCS).

PROCEDURE AGO-10 P22

Effective: Immediately

Definitions:

Accounting Classification Code Structures (ACCS) – accounting codes which supplies and services are paid. ACCS are also referred to as Multiple Distribution Lines (MDLs) in the Core Financial System (CFS).

Procurement Action Lead Time – The maximum number of calendar days AGO requires to process an acquisition based on statutory, regulatory and policy mandates and a reasonable workload. The processing time begins upon receipt of a complete Acquisition Package with all necessary approvals and documentation. The number of days varies depending on type of acquisition and total value.

Subject to Availability of Funds – funds are not available at the time of submitting the requisition through C-Request, but may be available in the future

References: Attachment 1: “Subject to Availability of Funds” Requisition for FY10 Acquisitions – System use instructions.