

April 25, 2006

ACQUISITION ALERT 06-04

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Don Kraus by email (Don.Kraus@noaa.gov) or by telephone on (301) 713-0833 x140. Please share this message with your acquisition staff.

Process for Apartment Leases

Background: NOAA Program Offices have in the past submitted Purchase Requests to lease apartments versus hotel rooms for invitational travelers, or employees on extended temporary duty. These leases are procured by the Acquisition & Grant Office through the use of a Purchase Order. This been found to be an effective tool in reducing costs to the government; however, there have been instances where duplicate payment has been made, to the traveler for lodging expenses, and against the Purchase Order. Further, there have been instances where a memo has been forwarded to the NOAA Travel Office to concur on an apartment lease based on cost effectiveness.

Action: In order to streamline the processing these requests, and to avoid duplicate payments, the following process should be utilized.

1. Purchase Requests are reviewed for cost reasonableness by the Acquisition Office; therefore, there is no need to request a review from the NOAA Travel Office. Doing so will only slow down the receipt of the Procurement Request in the Acquisition Office.
2. Purchase Requests for apartment leases are to be forwarded to the Acquisition Division supporting your organization.
3. For short-term leases for one specific traveler, the Purchase Request will need to reference the travel authorization number of the traveler. This travel authorization number shall be referenced on the subsequent Purchase Order when issued by the Acquisition staff.
4. For all travelers utilizing a leased apartment, a statement must be placed on the travel order, in block #14, which provides the Purchase Order number and indicates the lodging expenses will be paid via the purchase order; therefore, lodging expenses are not to be claimed by the traveler on the travel voucher.

Effective Date: Effective Immediately upon publication. This Alert shall remain in effect until this direction is included in the NOAA Acquisition Handbook.