



DEFENSE FINANCE AND ACCOUNTING SERVICE  
1851 SOUTH BELL STREET  
ARLINGTON, VA 22240-5291

MAY 14 2007

MEMORANDUM FOR OPERATIONS DIRECTORS  
STRATEGIC BUSINESS MANAGEMENT DIRECTORS  
CORPORATE DIRECTORS  
SITE DIRECTORS


SUBJECT: Fiscal Year (FY) 2007 End-of-Year Procurement Cut-off Dates

As we approach the 4th quarter FY 2007, we need to plan for our end-of-year requirements. The early submission of a complete Procurement Requirements package to the Contract Services Directorate (CSD) is essential to receiving necessary supplies or services. Requirements put forward too late in the fiscal year may jeopardize timely contract awards and the smooth continuation of DFAS programs.

Accordingly, all actions with a start date of October 1, 2007, must be received by CSD by **July 2, 2007**. The Government Purchase Card may be used for purchases less than \$3,000 until **September 28, 2007**. Cardholders are cautioned to allow sufficient time to receive supplies and services and post accruals before making last-minute purchases.

Request that you identify actions that require October 1, 2007 start dates and to involve CSD in the requirements definition process as early as possible. The requirement for an approved Acquisition Strategy document for service contracts in excess of \$100,000 is new this year, in accordance with the "Management and Oversight of the Acquisition of Services" policy memorandum, dated November 28, 2006. The preparation of this documentation is the responsibility of the requiring activity with assistance from the supporting contracting officer.

Please give this information the widest dissemination throughout your organization. Questions regarding this memorandum may be directed to Mr. Steve Minnich at (614) 693-0107 or Mr. Dave Kane at (614) 693-9075.

  
Teresa A. McKay  
Principal Deputy Director