



APR 01 2015

TO: See addressees below

FROM: Acting Director, Office of Management Services  
Acting Director, Office of Finance and Accounting  
Acting Director, Office of Human Resources

SUBJECT: FY 2015 Year End Cut Off Dates for Acquisitions and Finance Activity

Planning for patient care support and other important requirements starts with the IHS program managers and is a joint responsibility with IHS administrative managers. The quality, timeliness, and the effective collaborative planning effort of program and administration have a direct impact on the successful accomplishment of our mission. Program offices must anticipate requirements and engage acquisition staff early on to allow sufficient time to complete all acquisition or grant activities and the necessary UFMS transactions, including closeout accounting and Federal reporting. See

<http://www.ihs.gov/DAP/index.cfm?module=orocess> for a description of the acquisition process and typical procurement lead times.

The following national administrative/operational cut off dates for processing grants, acquisition, and finance transactions have been established to provide for a successful closing of the IHS fiscal year. You may consider accelerating these dates within your Area or Office in order to comply with the national dates. All dollar amounts include proposed option periods.

Note: An approved iProcurement requisition is not necessarily required by the date shown below, if the acquisition milestone schedule agreed to by the IHS contracting office provides for entry at a later point in the process. However, all requirements forwarded to the Program Support Center (PSC) for acquisition must be supported by an approved iProcurement requisition. The PSC requisition deadlines are listed at <http://www.psc.gov/dam/acquisitions-deadlines.html>.

1. April 1, 2015 - Deadline for submission of ALL new FY 2015 first draft funding announcements to be presented to the Headquarters Division of Grants Management for processing.
2. May 1, 2015 - New requirements over \$150,000 - Complete acquisition planning documents must be submitted to the IHS acquisition office for any new requirement and the basis for award is "other than lowest price."

3. May 29, 2015 (or 120 days before conference) - Last day to submit IHS-hosted Conference Approval forms using FY 2015 funds. This essentially applies to IHS-hosted conferences scheduled in September or later and funded with FY 2015 funds because earlier conferences would have required an earlier submission date.
4. July 10, 2015 - Open Market requirements between \$25,000 and \$150,000 - Complete acquisition planning documents must be submitted to the IHS acquisition office.
5. July 24, 2015 - Government Purchase Card - All purchases using a Government purchase card must be completed, i.e., all charges must be posted to the JP Morgan PaymentNet site by close of business on this date. To ensure this deadline is met, cardholders must place orders only for items that will ship immediately to allow the charge to post to the JP Morgan PaymentNet site immediately. Keep in mind that some smaller merchants may hold transactions and submit them in batches once or twice a month; therefore, merchants should be encouraged to run charges immediately (but not before shipment of supplies or delivery of services). Cardholder limits will be lowered at COB on July 24 and any transactions that are posted after that date will be declined by the bank. Please see # 12 below for the reconciliation deadline.
6. July 31, 2015 - Last date for requisitions for logistical support of "Approved" IHS-hosted Conferences using FY 2015 funds.
7. July 31, 2015 - Complete all fund transfers of direct appropriated funds, whether from Headquarters to Area Offices or between Areas, and including single year and "X"- year funds.
8. August 14, 2015 - Open Market requirements \$15,000 and \$25,000 - Complete acquisition planning documents must be submitted to the IHS acquisition office.
9. August 19, 2015 - Cash awards using FY 2015 funds must be approved and submitted to Human Resources for processing in pay period 18.
10. August 21, 2015 - Modifications (to include a funded iProcurement requisition for exercising of options, administrative and/or funding).
11. August 21, 2015 - Orders placed using multiple award contracts (e.g. GSA contracts, Government-wide Acquisition Contracts (GWACs)) when basis for award is lowest price – complete acquisition planning documents must be submitted.
12. August 21, 2015 - All purchase card charges must be reconciled and approved in PaymentNet.
13. August 28, 2015 - Requirements \$3,000 and \$15,000 (services over \$2,500) - Complete acquisition planning documents must be submitted to the IHS acquisition office.

14. August 31, 2015 - Last day to create and approve requisitions in iProcurement. All iProcurement responsibilities will be end-dated when UFMS closes for August month-end. Designated receivers and emergency year-end users will be activated when UFMS opens for September.
15. August 31, 2015- Last date to accept requisitions under the micro-purchase threshold.
16. August 31, 2015 – All intra or inter-agency agreements involving FY2015 funds must be fully approved by this date.
17. September 11, 2015 – Last day to submit plans to finance offices for using/distributing incoming funds from intra or inter-agency agreements
18. September 18, 2015 - All iProcurement receiving reports, manual paper receiving reports, and hard copy invoices must be completed and in Finance payment offices to ensure payment of vendors in FY 2015.
19. September 21, 2015 - All travel vouchers (including local vouchers) for completed trips must be fully approved in the e-Gov Travel Service (e.g. GovTrip) to ensure payment in September. Vouchers submitted after this date will be paid when UFMS is open in mid-October.
20. September 21, 2015 - Last day for emergency year-end requisitions. All emergency year-end iProcurement responsibilities (except for receiving) will be end dated at 11:59pm EST.
21. September 24, 2015 - Last day for entering iProcurement receiving reports. All year end iProcurement receiving responsibilities will be end dated at 11:59pm EST.

Further guidance with more specific technical/systems cut off dates will be forthcoming. For questions regarding the following subject areas, please contact the designated the person:

- Acquisitions - please contact Stephen J. Yuter at (301) 443-5774.
- Finance - please contact Ann Church at (301) 443-1270.
- Grants - please contact Tammy Bagley at (301) 443-7172.
- Human Resources - please contact Janelle Langland at (301) 443-6520.

While exceptions may be made where feasible and when approved at the appropriate levels, there are practical limits. Please help us serve you better by planning ahead and keeping the need for exceptions to a minimum by adhering to the above cut off dates.



Terri Schmidt



Kenneth D. Cannon



Lisa Gyorda

Addressees:

Area Directors

Headquarters Office Directors

IHS Executive Officers

IHS Chiefs of the Contracting Offices

IHS Financial Management Officers