



EXTRA

MAY 5, 1969

EXTRA

SPECIAL YEAR END EDITION

END-OF-YEAR SUBMISSION OF PURCHASE DOCUMENTS FOR ACTION BY GSA.

As the end of the current fiscal year approaches, we think it important to remind you of the requirements of Federal Property Management Regulations (FPMR) 101-26.104, relative to requisitions submitted to GSA at or near the close of the fiscal year. This regulation was revised in January 1969, and is quoted below in its entirety for your information:

"(a) Purchase documents for supplies or services submitted to GSA at or near the close of a fiscal year shall reflect actual agency requirements and shall not be used as a means of exhausting appropriation balances.

"(b) Under the FEDSTRIP/MILSTRIP systems, requisitions made on GSA are not required to reflect the applicable appropriation or fiscal year funds to be charged. The Fund Code entry on the requisition simply indicates to the supply source (GSA) that funds are available to pay the charge, thereby providing authority for the release of material and subsequent billing. Requisitions received by GSA in purchase authority format are normally likewise converted to FEDSTRIP/MILSTRIP documentation so that processing can be accomplished expeditiously through a uniform system based on the use of automated equipment. Accordingly, primary responsibility rests with the ordering activity for ensuring that requisitions which are intended to be chargeable to appropriations expiring on June 30 of the fiscal year are submitted in sufficient time for GSA to consummate the necessary action before June 30. Requisitions submitted on or before June 30 may be chargeable to appropriations expiring on that date provided the ordering agency is required by law or GSA regulation to use GSA supply sources. Where the ordering agency is not required to use GSA sources, requisitions for GSA stock items may be recorded as obligations provided the items are intended to meet a bona fide need of the fiscal year in which the need arises or to replace stock used in that fiscal year; requests for other than GSA stock items are to be recorded as obligations at the time GSA awards a contract for the required items. In the latter case, GSA procurement leadtimes illustrated in 101-26.4801 should be used

as a guide for timely submission of such requisitions. The "leadtimes" referred to relate to the number of days between submission of a requisition and actual delivery of the items involved. While this may furnish some guidance to requisitioners, there is no direct relationship between those leadtimes and the time it takes for GSA to make an award of a contract.

"(c) End-of-year submission of purchase documents which require GSA to award a contract not later than June 30 in order to obligate the appropriation or funds of the ordering agency will be annotated to indicate that GSA procurement of the requested items has to be accomplished not later than June 30 of the year in which the purchase orders or requisitions are submitted. For example, a FEDSTRIP/MILSTRIP requisition should be prepared to contain Document Identifier Code A0E or A05 and reflect the annotation in the "Remarks" block. With this advice, GSA will attempt to complete procurement action prior to the end of the fiscal year. When a purchase order or requisition is received too late to permit GSA to complete procurement action prior to the end of the fiscal year, the requisitioning activity will be so notified and requested to furnish instructions as to the action to be taken. Based on these instructions, procurement action will be taken or the purchase order or requisition will be returned, without action, to the ordering activity."

Simply stated, your requisitions requiring completion of GSA procurement action by June 30 must be submitted to us via mail or TWX with appropriate exception data, to ensure receipt by May 15, if possible. Any such requisitions received after this date will be processed if time permits, otherwise they will be returned to the requisitioning activity.

PROCUREMENT LEADTIME TABLE

1. This table should be used by requisitioners of nonstock Direct Delivery supplies for planning purposes. It reflects the number of days normally required to satisfy a request for supplies after the requisition has been received by GSA.
2. When GSA performs the purchasing services for other agencies or activities, calculation of the delivery dates required for items involved shall be based on the procurement leadtimes illustrated. These leadtimes are based on the normal time required after receipt of the agency requisition by GSA to effect delivery to destinations within the 48 states (CONUS).
3. If unusually large quantities or complex items are required, leadtime adjustments should be made to reflect the specific requirement. As an example, standard electronic and communication equipment can usually be delivered within 4 months after receipt of the requisition. The same item requiring special manufacturing modifications could require 6 months. Footnotes relate to classes where this is a frequent occurrence.
4. This table does not apply to public exigency or other high priority requisitions, however, it should be used as a guide to establish realistic Delivery Dates for such requisitions.

| Commodity Class | Commodity Class Description | Lead-time in calendar days ^a | |
|---|-----------------------------|---|--|
| 1000-1399 Ammunition, weapons and explosive | | | |
| 1400-1599 Civil aircraft | 90 | | |
| b1600-2499 Aircraft components, railway equipment and motor vehicles | 180 | | |
| 2500-2599 Vehicle parts | 70 | | |
| 2600-2799 Tires and tubes | 65 | | |
| 2800-2899 Engines, turbines and parts | 150 | | |
| 2900-3199 Engine accessories, power equipment and bearings | 80 | | |
| 3200-3499 Woodworking and metal working machinery | 180 | | |
| 3500-3599 Service and trade equipment | 90 | | |
| 3600-3699 Special industry machinery | 75 | | |
| 3700-3799 Agricultural machinery and equipment | 105 | | |
| c3800-3999 Construction, materials handling and highway equipment | 210 | | |
| 4000-4099 Rope, cable, chain and fittings | 75 | | |
| 4100-4199 Refrigeration and air conditioning equipment | 90 | | |
| 4200-4299 Firefighting and safety equipment | 90 | | |
| 4300-4399 Pumps and compressors | 90 | | |
| 4400-4499 Furnace, steam plant and drying equipment | 160 | | |
| 4500-4899 Plumbing, heating and related equipment | 105 | | |
| 4900-5099 Maintenance and repair shop equipment | 80 | | |
| 5100-5129 Handtools, nonpowered | 90 | | |
| 5130-5132 Handtools, power driven | 120 | | |
| 5133-5139 Drill bits, taps, dies and collets | 80 | | |
| 5140-5179 Tool and hardware boxes | 90 | | |
| 5180-5199 Sets, kits and outfit of tools | 120 | | |
| 5200-5299 Measuring tools | 90 | | |
| 5300-5399 Screws, fasteners and nails | 65 | | |
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| a Deduct 30 days from time shown when total requirements do not exceed \$2,500. | | | |
| b For vehicles in Federal Supply Classes 2310, 2320, and 2330 included in GSA's consolidated volume and monthly purchase programs, see §§ 101-26.501-4 and 101-26.501-5 for procurement and delivery time schedules. For other vehicles in these classes and those in Federal Supply Class 2340, the leadtime shown is for standard vehicles without special features or attachments. | | | |
| c The following classes will be considered on a case-by-case basis because of special features that may be required. The leadtime shown is for routine requirements. | | | |
| Class | | | |
| 3805 Earth moving and excavating equipment | | | |
| 3810 Cranes and crane-shovels | | | |
| 3895 Miscellaneous construction equipment | | | |
| d All classes in FSC Group 58, Communication equipment, will be considered on a case-by-case basis because of special features that may be required. The leadtime shown is for routine requirements. | | | |
| 5340-5344 Miscellaneous hardware | 65 | | |
| 5345-5399 Disks, stones, and abrasives | 70 | | |
| 5400-5499 Prefabricated structures | 150 | | |
| 5500-5599 Lumber | 105 | | |
| 5600-5799 Construction and building materials | 85 | | |
| d5800-5899 Communication equipment | 120 | | |
| 5900-5959 Electrical and electronic components | 105 | | |
| 5960-5969 Electron tubes | 90 | | |
| 5970-5999 Electrical parts | 90 | | |
| 6000-6199 Electrical wire | 90 | | |
| 6200-6299 Lighting fixtures and lamps | 90 | | |
| 6300-6399 Alarm and signal systems | 90 | | |
| 6400-6599 Medical, dental and veterinary equipment and supplies | 90 | | |
| 6600-6699 Instruments and laboratory equipment | 90 | | |
| 6700-6799 Photographic equipment | 120 | | |
| 6800-7099 Chemicals and chemical products training devices | 105 | | |
| 7100-7109 Household furniture | 215 | | |
| 7110-7124 Office furniture | 165 | | |
| 7125-7194 Cabinet, lockers, bins and shelving | 155 | | |
| 7195-7199 Miscellaneous furniture and fixtures | 155 | | |
| 7200-7219 Household furnishings | 120 | | |
| 7220-7229 Floor coverings | 120 | | |
| 7230-7239 Draperies, awnings and shades | 120 | | |
| 7240-7289 Household and commercial containers | 80 | | |
| 7290-7299 Miscellaneous household and commercial appliances | 120 | | |
| 7300-7329 Food, cooking, baking and warming kitchen equipment | 135 | | |
| 7330-7399 Kitchen handtools and utensils | 110 | | |
| 7400-7459 Office machines and parts | 105 | | |
| 7460-7489 Visible record equipment | 120 | | |
| 7490-7499 Miscellaneous office machines | 105 | | |
| 7500-7519 Office supplies | 95 | | |
| 7520-7529 Office devices and accessories | 120 | | |
| 7530-7539 Stationery and record forms | 90 | | |
| 7540-7599 Standard forms | 90 | | |
| 7600-7699 Books, papers, etc. | 120 | | |
| 7700-7799 Musical instruments, phonographs and radios | 90 | | |
| 7800-7899 Recreational and athletic equipment | 90 | | |
| 7900-7999 Cleaning equipment and supplies | 135 | | |
| 8000-8019 Paints, varnishes, enamels, etc | 120 | | |
| 8020-8029 Brushes, paint and artist | 120 | | |
| 8030-8099 Sealers and adhesives | 120 | | |
| 8100-8299 Containers and packaging | 120 | | |
| 8300-8399 Textiles, leathers and furs | 90 | | |
| 8400-8499 Clothing and individual equipment | 120 | | |
| 8500-8519 Perfumes and toiletries | 90 | | |
| 8520-8539 Toilet soap, personal | 90 | | |
| 8540-8599 Toiletry paper products | 90 | | |
| 8600-8899 Agricultural supplies and live animals | 120 | | |
| 8900-9099 Subsistence | 90 | | |
| 9100-9299 Fuels, lubricants, oils and waxes | 90 | | |
| 9300-9399 Nonmetallic fabricated materials | 90 | | |
| 9400-9799 Nonmetallic crude materials, metals and ores | 90 | | |
| 9800-9999 Miscellaneous | 90 | | |

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