



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 <sup>a</sup>
1000-1399	Ammunition, weapons and explosive	90
1400-1599	Civil aircraft	90
1600-2499	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
3800-3999	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
5300-5339	Screws, fasteners and nails	65

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
5800-5899	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

GENERAL SERVICES ADMINISTRATION  
49 FOURTH STREET  
SAN FRANCISCO CALIFORNIA 94103

OFFICIAL BUSINESS

POSTAGE AND FEES PAID  
U. S.  
GENERAL SERVICES ADMINISTRATION

SEC-3

WMS GEN JOHN POPE  
RICE BRYC AT-AD-1102  
100 N. FARMERS BLVD 94101