

**Acquisition Policy**  
**DOT DASH**  
**2008-01**

**Date:** June 25, 2008

**To:** Chief of the Contracting Office (COCO)  
Acquisition Personnel

**From:** Office of the Senior Procurement Executive

**Subject:** FISCAL YEAR-END DEADLINES 2008

**SUMMARY:** The purpose of this DOT Dash is to ensure that you are aware of the fiscal year end deadlines as determined by the Chief Financial Officer. Also, to provide you supplemental guidance with respect to implementing the determined guidelines as they relate to procurement action lead times (PALT).

Attached please find a copy of the June 10, 2008, Phyllis Scheinberg, CFO memorandum, Accelerated Fiscal Year-end Deadlines for FY 2008 and OST FY 2008 year end cut-off dates. The recommended OST cut-off date guidance can be used to clearly establish PALT times for affected Program Offices.

For additional information please contact Lenita Ahmadi, at (202) 366-4974 or [Lenita.Ahmadi@dot.gov](mailto:Lenita.Ahmadi@dot.gov) with any questions or concerns.



Denise P. Wright  
Acting, Director  
Office of the Senior Procurement Executive

Attachments

## OST CUT-OFF DATES FOR PROCUREMENT ACTIONS

<b>Procurement Action</b>	<b>Cut Off Date</b>	<b>Description</b>
<i>New Sole Source Contract</i>	July 10	Last day for OST offices to submit sole source PR to budget office.
	July 15	Last day for budget office to submit sole source PRs to procurement office.
	September 19	Last day for procurement office to submit completed sole source POs to budget office.
<i>New Contracts for Commercial Items</i>	July 10	Last day for OST offices to submit PRs for commercial items to budget office.
	July 15	Last day for budget office to submit PRs for commercial items to procurement office.
	September 19	Last day for procurement office to submit completed POs for commercial items to budget office.
	September 26	Last day for budget office to submit POs for commercial items to ESC.
<i>Simplified Acquisitions (PRs and GSA schedule orders)</i>	August 5	Last day for OST offices to submit PRs for simplified acquisitions to budget office.
	August 11	Last day for the budget office to forward PRs for simplified acquisitions to procurement office.
	September 19	Last day for procurement office to submit completed POs to budget office.
	September 26	Last day for budget to forward POs to ESC.
<i>Exercise of Option</i>	August 26	Last day for the OST offices to submit PRs to exercise options to budget office.
	September 2	Last day for the budget office to submit PRs to exercise options to the procurement office.

	September 19	Last day for the procurement office to submit completed POs for exercise of option to the budget office.
	September 26	Last day for the budget office to submit POs for exercise of option to ESC.
<i>Funding Modifications Under Existing Contracts</i>	September 9	Last day for OST Offices to submit PRs to modify funding under existing contracts to budget office.
	September 15	Last day for budget office to submit PRs to modify funding under existing contracts to the procurement office.
	September 19	Last day for the procurement office to submit completed Pos to modify funding under existing contracts to the budget office.
	September 26	Last day for budget office to submit POs to exercise of option to ESC.
<i>PRs Subject to the Availability of FY 2009 Funding</i>	August 26	Last day for OST Offices to submit PRs to modify funding under existing contracts to the budget office.
	September 2	Last day for the budget office to submit PRs subject to the availability of FY 2009 funding to procurement office.
	September 19	Last day for the procurement office to submit completed POs subject to the availability of funding to the budget office.
	September 26	Last day for the budget office to submit POs subject to the availability of funding ESC.