

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Lewistown Field Office

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Lewistown, Montana 59457-1160

<http://www.mt.blm.gov/lfo>

In Reply To:

1500 (P)

August 15, 2003

EMS Transmission

Instruction Memorandum MT060-03-003

Expires September 30, 2003

To: All Employees; Lewistown, Havre, Malta, Glasgow

From: Lewistown Field Office, Administrative Officer

Subject: End of Fiscal Year Reports

It is that time of year...again! The following are deadlines and procedures for closing out this fiscal year. It is crucial that all deadlines be strictly adhered to.

• **Awards – August 22, 2003**

Please submit all awards to Barb by August 22, 2003, including:

On the Spot Awards  
STAR Awards  
Time Off Awards  
Quality Work Awards  
etc.

• **Blanket Purchase Agreements (BPAs) – August 30, 2003**

Do not purchase against any existing BPA after August 30, 2003. Fire emergencies must be cleared through Gina; all other emergencies must be cleared through Connie.

• **Credit Card – Use ends August 30, 2003**

**Reconciled Statement(s) due immediately upon receipt  
and/or EOY form due September 3, 2003.**

Credit cards may be used as usual until August 30, 2003. Do not use your credit card after that date unless it is an emergency (fire) and you have already cleared the purchase with Debbie. All credit card statements received by cardholders in August and September must be processed immediately.

**\*\*For all purchases you have not received and turned in a statement for (including uniform components), you will need to complete the attached form and give it to Debbie by COB, September 3, 2003.\*\***

• **Deposits – September 23, 2003**

Cash or checks needing deposit should be transferred to Barb by September 23, 2003 in order to be deposited by COB September 30. This includes campground collections, over the counter sales, deposit transfers, etc.

• **GSA Orders – August 30, 2003**

All GSA orders placed using a credit card must be placed by August 30, 2003.

• **NIFC Fire Cache Items – August 30, 2003**

Orders for cache items charged to 2810 are due into NIFC by August 30, 2003

• **Printed Materials Distribution Service (PMDS) Orders – September 11, 2003**

All printed materials orders for forms, publications, etc. are to be submitted to Linda no later than COB September 11, 2003.

• **Purchase Orders – August 18, 2003 (Service and Construction)  
August 30, 2003 (Supply)**

Please coordinate with Connie any service contracts (\$2,500 - \$25,000) and construction projects (\$2,000 - \$25,000) being contemplated before August 18. For non-fire supply orders under \$25,000, August 30 is the due date. There is a possibility that Connie may be able to process supply orders up to \$100,000; please get in touch with her as soon as possible if this size of order is being considered. All fire related orders need to be coordinated with Gina. Requisitions are to be submitted via IDEAS unless other arrangements have been made. Requisitions received after these dates will be handled as time and workload allows.

• **Refunds – September 23, 2003**

Refunds needing processed this fiscal year must be entered into CBS by the authorizer by September 23, 2003. Please notify Barb of any refunds you may have initiated in CBS in order to have them processed this fiscal year.

• **Travel Authorizations/Vouchers**

All TDL Authorizations expire August 31, 2003. All travel vouchers for travel performed prior to September 1 must be filed, approved, and on the way to NBC by September 5, 2003. All travel in September must be projected to JoLyn no later than September 5, 2003. You will need to complete a separate travel authorization for each trip and you must provide the projected dates of travel, the estimated cost and appropriate charge code(s). If you have unexpected travel after September 5, 2003, but before September 30, you will need to tell Debbie as soon as you become aware of it and she will work with the State Office and the National Business Center on getting it obligated. All travel vouchers should be filed immediately upon completion of travel. All travel vouchers sent to Denver after September 5, must have a year end receiver document attached to the voucher. This document will be prepared by JoLyn when she receives your travel authorizations. After September 5, 2003, all FY 2003 vouchers must be sent through JoLyn for proper documentation. This includes detached offices (Fire, HFS, GFS, MaFO).

• **Uniforms – September 2, 2003**

The last day to order uniform components using your FY 2003 authorization is September 2, 2003. Law Enforcement employees must abide by the September 2, 2003 cutoff for purchases “off the rack”.

• **Vehicle/Equipment Maintenance (Interior) – Accordingly**

All regularly scheduled maintenance or maintenance parts for interior vehicles and equipment should be scheduled to coincide with above restrictions or after fiscal year end. Repairs or repair parts obviously can't be scheduled and will be handled accordingly.

• **Vehicle Reports – September 12, 2003**

A vehicle report needs to be turned in for every vehicle by September 12, 2003. Cut off for reporting BLM motor vehicle utilization is September 19, 2003.

• **Vehicle Turn In - September 30, 2003**

Seasonal vehicles should be turned in to office for sale or return to GSA by September 30, 2003.

Starting September 15, 2003, all financial documents have to be overnight express mailed in an expensive, time-consuming process. Please ensure that the majority of the paperwork is forwarded as soon as possible, rather than waiting until the last minute.

Field Office and Field Station personnel should allow for mail time to ensure that all necessary paperwork is in Lewistown by the deadline dates to ensure a smooth transition into FY2004.

The deadlines and time frames established by this memorandum are necessary to meet MSO & NBC deadlines. This year the Office of Management and Budget (OMB) determined that our past closeout procedures have not been timely enough. In an effort to respond to OMB and past audit findings; DOI changed our EOY procedures and shortened our opportunities for adjustment and final closeout. We have zero opportunity for late adjustments and expenditures. We appreciate your timely efforts and coordination during this hectic time of year.

Thank you for your help.

Signed by: Kym Sigler  
Authenticated by: Linda Birdwell MT065

Attachments:  
1 – Purchasing Report Form

