

**FY 04 CUT-OFF DATES  
FOR SUBMISSION OF PURCHASE REQUESTS TO THE  
ARMY CONTRACTING AGENCY – SR: POLK**

Cut – off dates for submission of purchase requests to the ACA-SR Polk Directorate of Contracting for FY 04 are as outlined below. Cut off dates are approximately the same as they have been in previous years. However, manpower and resource constraints will affect our ability to execute services this year. Exceptions to the established cut-off dates will be limited to those customers that can provide resources to the ACA-SR contracting office. There are no guarantees that expiring funds will be obligated prior to the end of the fiscal year. We will make every attempt to obligate provided requirements meet established guidelines.

Customers are required to use PR Web / Acquiline to submit electronic purchase requests to this office. **The entire Procurement Data Package (PDP) shall be submitted via PR Web / Acquiline.** A PDP consists of, at a minimum, the Purchase Request, Independent Government Cost Estimate (IGCE), PWS / SOW, delivery schedules, any special instructions, etc. All documents must be in a MS Office format (Word or Excel) Drawings cannot be transmitted via PR Web / Acquiline and will be accepted by email or hard copy. Effective 1 Jun 2004, this office will no longer accept hard copy PRs for contract actions. The only exception to this will be rotational training units.

***This set of instructions will be posted to the ACA-SR Polk HomePage at:  
[www.jrtc.army.mil/doc/](http://www.jrtc.army.mil/doc/)***

<b>FY 04 ACQUISITION TYPE</b>	<b>CUTOFF DATE</b>
Open Market Requirements > \$100K	10 Jun 04
Open Market Supplies Requirements < \$100K	15 Aug 04
Open Market Service Requirements < \$100K	1 Aug 04
Orders Under GSA Contracts for Supplies	1 Sep 04
Orders Under GSA Contracts for Services < \$100K	15 Aug 04
Orders Under Existing ID/IQ Contracts or Basic Ordering Agreements: > \$100K < \$100K	1 Aug 04 15 Aug 04
Orders Under GSA Contracts for Services > \$100K	1 Jul 04
Maintenance (to start 1 Oct 04): Any Dollar Value	1 Jul 04

Renewal of Annual Options (to start 1 Oct 04): Any Dollar Value	1 Jul 04
Renewal of Options (regardless of start date) : Any Dollar Value	NLT 90 days prior to effective date of option.
JOC: Negotiated action ready for funding (Any Dollar Value)	13 Sep

CLAY COLE  
Director  
Army Contracting Agency – SR, Polk