MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

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SUBJECT: INTERAGENCY AGREEMENTS—ACCEPTANCE AND OBLIGATION OF FUNDS

1. **Purpose:** This supplement provides guidance on the use of funds under intra-agency agreements.

2. **Background:** GSA Acquisition Letter was issued on June 16, 2009. This is Supplement 1 to that GSA Acquisition Letter.

3. **Effective Date:** Immediately

4. **Termination Date:** Acquisition Letter V-09-06 and this Supplement Number 1 remain in effect until revoked or terminated.

5. **Applicability:** This supplement applies to all intra-agency agreements entered into between GSA offices.

6. **Policy:** It is GSA's policy that expired funds under intra-agency agreements may only be obligated provided the following two conditions are met: (1) the funds were received from the originating office in advance of their expiration; and (2) the funds are obligated by a receiving office in a "reasonable time" as defined in the basic Acquisition Letter V-09-06. Further, it is GSA's policy that under intra-agency agreements there be coordination between the funds originating and receiving offices to prevent the expiration of such funds or the obligation of funds beyond a "reasonable time."
7. **Procedures:**

GSA offices originating funds under an intra-agency agreement shall:

- Ensure that funds have not expired.
- Coordinate with the intra-agency agreement funds receiving office to prevent the expiration of funds or the obligation of funds beyond a "reasonable time."

GSA offices receiving funds under intra-agency agreements shall:

- Not accept expired funds.
- Coordinate with the intra-agency agreement funds originating office to prevent the expiration of funds or the obligation of funds beyond a "reasonable time."