

December 7, 2012

## ACQUISITION ALERT 13-02

### NOAA Internal Control for Funding Approval, Certification and Obligation

This Acquisition Alert (AA) is being transmitted to all NOAA Heads of Contracting Offices (HCO) for dissemination within their respective Acquisition Divisions.

**1. Purpose:** This AA is to implement an internal control to ensure that purchases for products and services are independently and separately approved for bona fide need, funds availability, and obligation.

**2. Background:** Office of Management and Budget (OMB) Circular A-123 defines management responsibility for establishing and maintaining internal controls to achieve the objectives of effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations. The Anti-deficiency Act prohibits federal employees from making obligations or expenditures in excess of an apportionment or reappportionment, or in excess of the amount permitted by agency regulations as codified in 31 U.S.C. § 1517 (a).

**3. Applicability:** This policy is applicable to all NOAA Line and Staff Offices.

**4. Policy:** The following roles and responsibilities apply to NOAA staff when approving purchase requests, certifying the availability of funds, and obligating the Government:

- **Requisition Approver** - Certifies that the product or service meets a bona-fide need, is in the public interest, and is applicable to the appropriation to be utilized. The Requisition Approver shall be organizationally detached from the Funds Certifier, Contracting Officer, and Program Manager to ensure an independent and unbiased certification.
- **Funds Certifier** - Certifies that sufficient funds are available in an appropriation that can be properly utilized for the product or service to be purchased. The Funds Certifier shall be organizationally detached from the Requisition Approver, Contracting Officer, and Program Manager to ensure an independent and unbiased certification. The Funds Certifier shall be authorized in writing by the Chief Financial Officer to certify funds as to availability and purpose.
- **Contracting or Grants Officer** - Obligates the Government pursuant to a procurement contract, grant, or cooperative agreement. The Contracting or Grants Officer shall be organizationally detached from the Requisition Approver, Funds Certifier, and Program Manager to ensure an independent and unbiased certification. The Contracting or Grants Officer shall ensure that there was proper review and approval of the requisition

and funds certification. The Contracting or Grants Officer shall be authorized in writing by the Bureau Procurement Officer to obligate the Government.

**5. Point of Contact:** Questions concerning this Acquisition Alert should be directed to Dale Henderson, Acquisition and Grants Office (AGO), Policy and Oversight Division (POD) at [dale.henderson@noaa.gov](mailto:dale.henderson@noaa.gov), or by telephone at (816) 823-3836.