

Numbering Procurement Documents Outside IAS

USDA numbering protocol from AGAR Advisory No. 76

AG	-	XXXX	-	X	-	11	-	XXXX
↑		↑		↑		↑		↑
Agriculture		Contracting		Procurement		Fiscal		Sequential
Agencies		Office code		Identifier		Year		Number

EERAs awarded at the incident: This is essentially a one-time purchase of a service.
Procurement Identifier – P, Sequential number series – 5000

Ex. AG-3187-P-11-5000

Preseason Incident Blanket Purchase Agreements (I-BPAs) awarded outside of VIPR for equipment or services:

Procurement Identifier – B, Sequential number series – also use the 5000 series

Ex. AG-3187-B-11-5001

Call against the I-BPA:

Procurement Identifier – K, Sequential number series – Use the same number as the I-BPA with an alpha character after the number.

Ex. AG 3187-K-11-5001A, AG-3187-K-11-5001B, etc.

Land Use Agreements:

If the LUA is done preseason, use Procurement Identifier - B as it is essentially a BPA and each usage will result in a Call against the BPA.

If the LUA is done at the incident, use Procurement Identifier – P as it is a purchase of a one-time rental.

Sequential number series – use the 5000 series

Ex. AG- 3187-B-11-5002 or AG-3187-P-11-5003

All Purchase Card Transactions over the micro-purchase threshold including incidents:
Procurement Type – P, Sequential number series – 6000

Ex. AG-3187-P-11-6001

Preseason I-BPAs awarded in the VIPR program: Procurement Type – B, Sequential number series – 7000 – 8999. VIPR will assign these numbers automatically.

Ex. AG-3187-B-11-7001

Stewardship, Aircraft and other non-incident contracts awarded outside of IAS:
Procurement Type to be identified in AGAR Advisory No. 76, Sequential number series – 9000

Ex. AG-3187-C-11-9001