

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PROCUREMENT AND SUPPLY MANAGEMENT

PROCUREMENT

2-WAY AND 3-WAY MATCHING FOR OBLIGATIONS CREATED IN PRISM

Effective Date: 03/06/2009

1. Purpose
2. Policy
3. Responsibilities
4. Effective Date
5. History

**1. PURPOSE**

To provide guidelines for determining appropriate matching for obligations created in PRISM.

**2. POLICY**

Appropriate matching for PRISM obligations, either 2-way or 3-way, are determined by the OAGS or OFFAS contracting officer.

2-way matching requisitions may include but are not limited to: cost reimbursement, labor hour and time and materials contracts or orders.

3-way matching requisitions may include but are not limited to: simplified acquisitions and time and materials or firm fixed price contracts or orders.

**3. RESPONSIBILITIES**

A. OAGS/OFFAS Contracting Officer

1. The OAGS or OFFAS Contracting Officer is responsible for determining whether an obligation requires a 2-way or 3-way match.

B. Project Officer

1. 2-way Match - The Project Officer is required to sign the corresponding invoice.

2. 3-way Match – The Project Officer is required to receive in iProcurement.

#### 4. EFFECTIVE DATE

This policy is effective as of March 6, 2009 signed by William Collinson, Director, OFM.

#### 5. Document History -- SMG 2610.16, 2-Way and 3-Way Matching for Obligations Created in PRISM

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	03/06/2009	N/a	OC/OO/ OM/OFM	William Collinson, Director, OFM