

# FEDLINK Bulletin

News from the Federal Library Information Network (FEDLINK)

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## Understanding Unauthorized Commitments

"Unauthorized commitment," a term defined in the Federal Acquisition Regulation (FAR), is an agreement that is not binding because a government representative, who lacks the authority to enter into that agreement, acted on behalf of the Government. What does this mean for FEDLINK members and vendors? If a member receives vendor services after its FEDLINK delivery order expires or purchases products that are not included in the FEDLINK delivery order, the member has made an "unauthorized commitment" on behalf of the federal government. A government representative that makes an unauthorized commitment may be subject to disciplinary action. If he or she incurs an unauthorized commitment in advance of or in excess of available appropriations, he/she may violate the Anti-Deficiency Act (31 U.S.C. 1341) and could be subject to both administrative and criminal penalties, including removal, suspension without pay, fines, and/or imprisonment.

FEDLINK will only pay for products and services that are included in a current FEDLINK delivery order. If you are unsure if a product or service is included in your FEDLINK delivery, contact FEDLINK before proceeding.

## Monthly Statements: Essential for Account Management

To ensure FEDLINK payments are accurate and that the government has received what it paid for, members must review their monthly statements and report any errors to FEDLINK.

One of the primary purposes for the statement is the reconciliation of payments against agency order records or online system usage.

If an invoice does not belong to your agency, should be posted to a different fiscal year, shows items/services that you did not receive, or shows any charge in dispute, notify FEDLINK immediately. FEDLINK will process a correction against your account or seek a credit from the vendor, as appropriate. FEDLINK Fiscal Staff will help you resolve account problems or discrepancies.

For immediate assistance, contact the FEDLINK Account Payable staff at 202-707-4961 or via email at [fedlinkinvoices@loc.gov](mailto:fedlinkinvoices@loc.gov).

### **Register for the Fall Expo on November 7!**

Hear the latest on assisted acquisitions, discuss your accounts with FEDLINK staff, visit vendors exhibits, and more!

## FEDLINK Staffer Retires

Georgette Harris retired from FEDLINK/Library of Congress last month. Harris had served as a librarian and contracting officer's representative on a number of FEDLINK's product lines. Recently, many FEDLINK customers would have worked with her on Information Retrieval (IR) contracts. Customers and vendors who have

questions about FEDLINK's current IR solicitation or have any questions about current IR services or orders will want to send an email to [FEDLINKIR@loc.gov](mailto:FEDLINKIR@loc.gov) or contact the FEDLINK Hotline at 202-707-4900 for account information.

Please join FEDLINK in wishing Georgette all the best for her retirement!



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