

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: 10/23/2023

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.

- A. Appropriate matching for PRISM obligations, either 2-way or 3-way, are determined by the Office of Acquisitions and Grants Services (OAGS) Contracting Officer.
- B. 2-way matching requisitions may include, but are not limited to, cost reimbursement, labor hour, and time and materials contracts or orders.
- C. 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 Contracting Officer

1. The OAGS Contracting Officer is responsible for determining whether an obligation requires a 2-way or 3-way match. All 2-way matchings require an OAGS Contracting Officer's signature.

B. Contracting Officer Representative (COR)/ Technical Point of Contact (TPOC)

1. 2-way Match – The COR/TPOC is required to approve the corresponding invoice.
2. 3-way Match – The COR/TPOC is required to receive in iProcurement or

approve in the Invoice Processing Platform (IPP) E-Invoicing system, as appropriate.

4. Effective Date.

The effective date of this guide is October 23, 2023.

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
Revision	10/13/2023	N/A	OC/OO/OFM	Sahra I. Torres-Rivera, Director, OFM and Deputy Chief Financial Officer (DCFO)