From: Rose Mary Wilhelm, CPPB  
Executive Director of Procurement Services  

Date: March 3, 2008  

To: Vice Chancellors, Deans, Directors, Department Heads, and PRO Authorities  

Re: FY2008 Requisition Deadlines / Memorandum No. PUR 08-03  

This memorandum outlines FY08 deadlines for the submittal of requisitions, PRO purchasing transactions, and University Stores purchases. These deadlines, based on State of Louisiana and LSU procurement/accounting requirements, apply to all purchases to be paid with FY08 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2008; and are established to promote the timely processing and receipt of goods and services.

Goods and services must be received and/or rendered by June 30th to ensure payment with FY08 funds. Departments are advised of their responsibility and need to aggressively track their FY08 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY08 requisitions, complete in all respects and ready for processing, are to be released to the Office of Purchasing as soon as possible and no later than the deadlines below. Purchasing does not assume responsibility for or guarantee the timely processing of late or incomplete FY08 requisitions.

- **March 14 (Fri)**  Requisitions for data processing purchases ≥$100,000 requiring OIT/PST review
- **April 2 (Wed)**  Requisitions for professional, personal or consulting services contracts >$20,000
- **April 14 (Mon)**  Requisitions for items ≥$25,000 requiring a competitive sealed bid process
- **May 2 (Fri)**  Requisitions for personal, professional or consulting services contracts ≤$20,000
- **May 9 (Fri)**  Requisitions for items <$25,000 requiring a competitive quotation process
- **May 23 (Fri)**  Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid process (with consideration to vendor’s quoted delivery terms)
- **May 30 (Fri)**  Department’s release/delivery of solicitation evaluation/award recommendation to Purchasing (whether the solicitation was issued by Purchasing or the Department)
- **June 6 (Fri)**  Purchasing’s issuance of FY08 purchase orders for all commodities
- **June 20 (Fri)**  Department’s release of PRO purchase order alterations to Purchasing
- **June 26 (Thur)**  Orders to University Stores for delivery of in-stock items by June 30th [Note: Departments may pick up orders from Stores through close of business (4 pm) on Monday, June 30th.]
- **June 30 (Mon)**  Goods and services must be physically received or rendered by June 30th to be paid with 2007-2008 funds.

Note: Department submittals and processing of non-PRO purchasing transactions (e.g. direct charge/noncompetitive invoices, LaCarte, etc) are subject to Accounting Services’ published FY close-out deadlines and procedures.

This important memorandum should be immediately distributed internally to your appropriate staff. For your convenience, this memo is accessible on our website at [www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing) (Purchasing Memoranda/What’s New web pages). If you have any questions, please contact this office.