



CAMPUS CORRESPONDENCE

From: Marie C. Frank, MPA, CPPB *Marie C. Frank*
Executive Director of Procurement Services & Property Management

Date: March 27, 2013

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

Re: **FY2013 Requisition Deadlines / Memorandum No. PUR 13-01**

This memorandum outlines FY13 deadlines for the submittal of requisitions and PRO purchasing transactions. These deadlines, based on State of Louisiana and LSU procurement/accounting requirements, apply to all purchases to be paid with FY13 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2013; 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 FY13 funds. Departments are advised of their responsibility and need to aggressively track their FY13 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY13 requisitions, *complete* in all respects and ready for processing, are to be released to the Office of Procurement Services as soon as possible and no later than the deadlines below. *Procurement Services does not assume responsibility for or guarantee the timely processing of late or incomplete FY13 requisitions.*

- March 29 (Fri) Requisitions and/or PO alterations for professional, personal or consulting services contracts >\$49,999
Requisitions for Title 38 (construction/renovation projects) ≥\$125,000
- April 8 (Mon) Requisitions for items ≥\$25,000 requiring a competitive sealed bid process
- April 29 (Mon) Requisitions and/or PO alterations for personal, professional or consulting services contracts ≤\$49,999
- May 15 (Wed) Requisitions for items <\$25,000 requiring a competitive quotation process
- May 17 (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 24 (Fri) Department's release/delivery of solicitation evaluation/award recommendation to Procurement Services (whether the solicitation was issued by Procurement Services or the Department)
- June 7 (Fri) **Procurement Services issuance of FY13 purchase orders for all commodities**
- June 7 (Fri) Orders placed through University Stores for items \$5,000 -\$15,000 requiring a competitive bid process (with consideration to vendor's quoted delivery terms).
- June 14 (Fri) Department's release of PRO purchase order alterations to Procurement Services for non-accounting purposes
- June 14 (Fri) Orders placed through University Stores for items <\$5,000 (with consideration to vendor's quoted delivery terms).
- June 26 (Wed) Orders placed through University Stores for delivery of in-stock items
- June 28 (Fri) Department's release of PO alterations for accounting purposes only. Departments may purchase in-stock items from University Stores by going to the showroom on Skip Bertman Drive until 4:00pm. University Stores will assist departments in receiving goods by offering extended hours upon request.
- June 30 (Sun) Goods and services must be physically received or rendered by the department or University Stores by June 30th to be paid with 2012-2013 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 (A-Z / Memos). If you have any questions, please contact this office.