CAMPUS CORRESPONDENCE

From: Marie C. Frank, MPA, CPPB
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.

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