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

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

Re: FY2014 Requisition Deadlines / Memorandum No. PUR 14-01

This memorandum outlines FY14 deadlines for the submittal of requisitions in PRO and GeauxShop. These deadlines, based on State of Louisiana and LSU procurement/accounting requirements, apply to all purchases to be paid with FY14 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2014; 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 FY14 funds. Departments are advised of their responsibility and need to aggressively track their FY14 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required. Departments must take into consideration the vendor’s quoted delivery times when submitting orders for processing.*

All remaining FY14 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 FY14 requisitions.

- **March 28 (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 7 (Mon)**  
  Requisitions for items >$25,000 requiring a competitive sealed bid process
- **April 28 (Mon)**  
  Requisitions and/or PO alterations for personal, professional or consulting services contracts ≤$49,999
- **May 14 (Wed)**  
  Requisitions for items ≤$25,000 requiring a competitive quotation process
- **May 16 (Fri)**  
  Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid process*
- **May 23 (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 6 (Fri)**  
  Procurement Services issuance of FY14 purchase orders for all commodities
- **June 6 (Fri)**  
  Orders placed through University Stores for items $5,000 - $15,000 requiring a competitive bid process*
- **June 13 (Fri)**  
  Department’s release of PRO purchase order alterations to Procurement Services for non-accounting purposes
- **June 13 (Fri)**  
  Orders placed through University Stores for items < $5,000*
- **June 13 (Fri)**  
  Department’s release of orders placed through GeauxShop for purchases $5,000 - $25,000*
- **June 25 (Wed)**  
  Orders placed through University Stores for delivery of in-stock items
- **June 25 (Wed)**  
  Department’s release of orders placed through GeauxShop for purchases < $5,000*
- **June 30 (Mon)**  
  Department’s release of PRO 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 (Mon)**  
  Department’s request for GeauxShop PO alterations to cancel an order or cancel an item ordered that will not be delivered. *Request must be made via to geauxshophelp@lsu.edu*
- **June 30 (Mon)**  
  Goods and services must be physically received or rendered by the department or University Stores by June 30th to be paid with 2013-2014 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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