CAMPUS CORRESPONDENCE

From: Marie C. Frank, MPA, CPPB
    Director of Purchasing

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

Re: FY2011 Requisition Deadlines / Memorandum No. PUR 11-01

This memorandum outlines FY11 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 FY11 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2011; 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 FY11 funds. Departments are advised of their responsibility and need to aggressively track their FY11 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY11 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 FY11 requisitions.

- March 11 (Fri) Requisitions for data processing purchases ≥$100,000 requiring Office of Information Technology (OIT)/Procurement Support Team (PST) review
- April 1 (Fri) Requisitions and/or PO alterations for professional, personal or consulting services contracts >$20,000
- April 11 (Mon) Requisitions for Title 38 (construction/renovation projects) >$125,000
- May 2 (Mon) Requisitions for items >$25,000 requiring a competitive sealed bid process
- May 18 (Wed) Requisitions for personal, professional or consulting services contracts <$20,000
- May 20 (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 27 (Fri) Department’s release/delivery of solicitation evaluation/award recommendation to Purchasing (whether the solicitation was issued by Purchasing or the Department)
- June 3 (Fri) Purchasing’s issuance of FY11 purchase orders for all commodities
- June 10 (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 17 (Fri) Department’s release of PRO purchase order alterations to Purchasing for non-accounting purposes
- June 17 (Fri) Orders placed through University Stores for items <$5,000 (with consideration to vendor’s quoted delivery terms).
- June 29 (Wed) Orders placed through University Stores for delivery of in-stock items
- June 30 (Thurs) Department’s release of PO alterations for accounting purposes only
- June 30 (Thurs) Goods and services must be physically received or rendered by the department or University Stores by June 30th to be paid with 2010-2011 funds. 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.

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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