This memorandum outlines FY12 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 FY12 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2012; 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 FY12 funds.** Departments are advised of their responsibility and need to aggressively track their FY12 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY12 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 FY12 requisitions.**

- **March 15 (Wed)** Requisitions for data processing purchases ≥$100,000 requiring Office of Information Technology (OIT)/Procurement Support Team (PST) review
- **March 30 (Fri)** Requisitions and/or PO alterations for professional, personal or consulting services contracts >$20,000
- **April 9 (Mon)** Requisitions for Title 38 (construction/renovation projects) ≥$125,000
- **April 30 (Mon)** Requisitions and/or PO alterations for personal, professional or consulting services contracts ≤$20,000
- **May 16 (Wed)** Requisitions for items <$25,000 requiring a competitive quotation process
- **May 18 (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 25 (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 8 (Fri)** Procurement Services issuance of FY12 purchase orders for all commodities
- **June 8 (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 15 (Fri)** Department’s release of PRO purchase order alterations to Procurement Services for non-accounting purposes
- **June 15 (Fri)** Orders placed through University Stores for items <$5,000 (with consideration to vendor’s quoted delivery terms).
- **June 27 (Wed)** Orders placed through University Stores for delivery of in-stock items
- **June 29 (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 (Sat)** Goods and services **must be physically received or rendered by the department or University Stores by June 30th to be paid with 2011-2012 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.