From: Rose Mary Wilhelm, CPPB  
Executive Director of Procurement Services  

Date: March 15, 2007

To: PRO Signature Authorities

Re: FY2008 Requisitions, Term Contract Renewals, Solicitations & Awards  
Memorandum No. PUR 07-04

**FY08 Requisitions**  
Departments may now enter Fiscal Year 2008 requisitions in the PRO system.

*Please remember to enter 2008 in the Fiscal Year field on the Requisition Header screen.*  
PRO will default the current fiscal year unless otherwise overridden by the user.

**FY08 Term Contract Renewals**  
Purchasing is in the process of sending departments e-mail notifications of expiring FY07 term contracts.

The e-mail will include instructions for renewing term contracts issued as purchase orders (OMR type) or university contracts (KRC type). The PUR105 *Contract Expiration Notice* and PUR514 *Contract Performance Evaluation* forms provided must be completed and returned by the department as instructed in the e-mail.

**Note:** The above does not apply to professional, personal, consulting or social services contracts/purchase orders (PSR, PSP and PSH types). Separate instructions will be issued for these.

**FY08 Solicitations and Awards**  
Purchasing will initiate the procurement process for FY08 requisitions, and process the file for award; however, FY08 purchase orders will not be sent to the vendors until late June.

FY08 solicitations issued prior to July 1st are to include PRO Note ID 282, which reads:  
*New Fiscal Year Funds: Any orders resulting from this solicitation will be paid with new fiscal year funds, if appropriated by the legislature. Delivery cannot be made prior to July 1 and your bid prices must be firm for acceptance and delivery accordingly.*

Please distribute this memorandum to your staff. For your convenience, this memo is accessible on our website at [www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing) (A-Z / Memos to Deans). If you have any questions, please contact this office.