

---

## CAMPUS CORRESPONDENCE

---

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

Date: March 3, 2008

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

Re: **FY2008 Requisition Deadlines / Memorandum No. PUR 08-03**

This memorandum outlines FY08 deadlines for the submittal of requisitions, PRO purchasing transactions, and University Stores purchases. These deadlines, based on State of Louisiana and LSU procurement/accounting requirements, apply to all purchases to be paid with FY08 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2008; 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 30<sup>th</sup> to ensure payment with FY08 funds.** Departments are advised of their responsibility and need to aggressively track their FY08 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY08 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 FY08 requisitions.*

- March 14 (Fri) Requisitions for data processing purchases  $\geq$ \$100,000 requiring OIT/PST review
- April 2 (Wed) Requisitions for professional, personal or consulting services contracts  $>$ \$20,000  
Requisitions for Title 38 (construction/renovation projects)  $\geq$ \$50,000
- April 14 (Mon) Requisitions for items  $\geq$ \$25,000 requiring a competitive sealed bid process
- May 2 (Fri) Requisitions for personal, professional or consulting services contracts  $\leq$ \$20,000
- May 9 (Fri) Requisitions for items  $<$ \$25,000 requiring a competitive quotation process
- May 23 (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 30 (Fri) Department's release/delivery of solicitation evaluation/award recommendation to Purchasing (whether the solicitation was issued by Purchasing or the Department)  
Orders to University Stores for delivery of non-stock items
- **June 6 (Fri) Purchasing's issuance of FY08 purchase orders for all commodities**
- June 20 (Fri) Department's release of PRO purchase order alterations to Purchasing
- June 26 (Thur) Orders to University Stores for delivery of in-stock items by June 30<sup>th</sup> [Note: Departments may pick up orders from Stores through close of business (4 pm) on Monday, June 30<sup>th</sup>.]
- **June 30 (Mon) Goods and services must be physically received or rendered by June 30<sup>th</sup> to be paid with 2007-2008 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](http://www.fas.lsu.edu/purchasing) (Purchasing Memoranda/What's New web pages). If you have any questions, please contact this office.