



CAMPUS CORRESPONDENCE

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

Date: March 12, 2014

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.

FINANCE & ADMINISTRATIVE SERVICES
Office of Procurement Services

213 Thomas Boyd Hall • Baton Rouge, LA • 70803 • P 225-578-2176 • F 225-578-2292
www.fas.lsu.edu/purchasing • purchase@lsu.edu