
CAMPUS CORRESPONDENCE

From: Marie C. Frank, MPA, CPPB *Marie C Frank*
Director of Purchasing & Property Management

Date: February 23, 2009

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

Re: **FY2009 Requisition Deadlines / Memorandum No. PUR 09-06**

This memorandum outlines FY09 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 FY09 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2009; 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 FY09 funds. Departments are advised of their responsibility and need to aggressively track their FY09 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY09 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 FY09 requisitions.*

- March 13 (Fri) Requisitions for data processing purchases \geq \$100,000 requiring Office of Information Technology (OIT)/Procurement Support Team (PST) review
- April 1 (Wed) Requisitions for professional, personal or consulting services contracts $>$ \$20,000
Requisitions for Title 38 (construction/renovation projects) \geq \$90,000
- April 13 (Mon) Requisitions for items \geq \$25,000 requiring a competitive sealed bid process
- May 1 (Fri) Requisitions for personal, professional or consulting services contracts \leq \$20,000
- May 18 (Mon) Requisitions for items $<$ \$25,000 requiring a competitive quotation process
- May 22 (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 29 (Fri) Department's release/delivery of solicitation evaluation/award recommendation to Purchasing (whether the solicitation was issued by Purchasing or the Department)
- **June 5 (Fri) Purchasing's issuance of FY09 purchase orders for all commodities**
- June 19 (Fri) Department's release of PRO purchase order alterations to Purchasing
- June 23 (Tues) Orders to University Stores for delivery of non-stock items \$5,000 to \$10,000. (Contingent upon a commitment from the vendor of a delivery date on or before June 30th)
- June 25 (Thu) Orders to University Stores for delivery of non-stock items less than \$5,000. (Contingent upon a commitment from the vendor of a delivery date on or before June 30th)
- June 29 (Mon) Orders to University Stores for delivery of in-stock items by June 30th (Note: Departments may pick up orders from Stores through 4:00 pm on Tuesday, June 30th.)
- **June 30 (Tues)** Goods and services must be physically received or rendered by the department or University Stores by June 30th to be paid with 2008-2009 funds. University Stores can receive orders and store them on behalf of departments.
Orders placed with University Stores for pickup by department by close of business. Extended Stores hours can be arranged as needed.

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 Purchasing

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