



CAMPUS CORRESPONDENCE

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

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

Re: **FY2012 Requisition Deadlines / Memorandum No. PUR 12-01**

Date: March 7, 2012

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 \geq \$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
Requisitions for Title 38 (construction/renovation projects) \geq \$125,000
- April 9 (Mon) Requisitions for items \geq \$25,000 requiring a competitive sealed bid process
- April 30 (Mon) Requisitions and/or PO alterations for personal, professional or consulting services contracts \leq \$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.