



CAMPUS CORRESPONDENCE

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

Date: March 17, 2008

To: PRO Signature Authorities

Subject: **FY2009 Requisitions, Term Contract Renewals, Solicitations & Awards
Memorandum No. PUR 08-04**

FY09 Requisitions

Departments may now enter Fiscal Year 2009 requisitions in the PRO system.

Please remember to enter 2009 in the Fiscal Year field on the Requisition Header screen.
PRO will default the current fiscal year unless otherwise overridden by the user.

FY09 Term Contract Renewals

Purchasing is in the process of sending departments e-mail notifications of expiring FY08 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.

FY09 Solicitations and Awards

Purchasing will initiate the procurement process for FY09 requisitions, and process the file for award; however, FY09 purchase orders will not be sent to the vendors until late June.

FY09 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 (Useful Links/Purchasing Memoranda). If you have any questions, please contact this office.