



CAMPUS CORRESPONDENCE

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

Date: March 5, 2010

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

Re: **FY2010 Requisition Deadlines / Memorandum No. PUR 10-01**

This memorandum outlines FY10 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 FY10 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2010; 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 FY10 funds. Departments are advised of their responsibility and need to aggressively track their FY10 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY10 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 FY10 requisitions.*

- March 12 (Fri) Requisitions for data processing purchases \geq \$100,000 requiring Office of Information Technology (OIT)/Procurement Support Team (PST) review
- April 1 (Thurs) Requisitions for professional, personal or consulting services contracts $>$ \$20,000
Requisitions for Title 38 (construction/renovation projects) \geq \$125,000
- April 12 (Mon) Requisitions for items \geq \$25,000 requiring a competitive sealed bid process
- May 3 (Mon) Requisitions for personal, professional or consulting services contracts \leq \$20,000
- May 19 (Wed) Requisitions for items $<$ \$25,000 requiring a competitive quotation process
- May 21 (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 28 (Fri) Department's release/delivery of solicitation evaluation/award recommendation to Purchasing (whether the solicitation was issued by Purchasing or the Department)
- **June 4 (Fri) Purchasing's issuance of FY10 purchase orders for all commodities**
- June 18 (Fri) Department's release of PRO purchase order alterations to Purchasing for non-accounting purposes
- June 23 (Wed) Orders placed through University Stores for items \$5,000 - \$10,000 requiring a competitive bid process (with consideration to vendor's quoted delivery terms).
- June 24 (Thurs) Orders placed through University Stores for items $<$ \$5,000 requiring a competitive bid process (with consideration to vendor's quoted delivery terms).
- June 29 (Tue) Orders placed through University Stores for delivery of in-stock items
- **June 30 (Wed)** Department's release of PO alterations for accounting purposes only
- **June 30 (Wed)** Goods and services must be physically received or rendered by the department or University Stores by June 30th to be paid with 2009-2010 funds. 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.

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.

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Office of Purchasing

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