



CAMPUS CORRESPONDENCE

From: Marie C. Frank, MPA, CPPB
Director of Purchasing

Date: February 28, 2011

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

Re: **FY2011 Requisition Deadlines / Memorandum No. PUR 11-01**

This memorandum outlines FY11 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 FY11 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2011; 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 FY11 funds. Departments are advised of their responsibility and need to aggressively track their FY11 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required.

All remaining FY11 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 FY11 requisitions.*

- March 11 (Fri) Requisitions for data processing purchases \geq \$100,000 requiring Office of Information Technology (OIT)/Procurement Support Team (PST) review
- April 1 (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 11 (Mon) Requisitions for items \geq \$25,000 requiring a competitive sealed bid process
- May 2 (Mon) Requisitions and/or PO alterations for personal, professional or consulting services contracts \leq \$20,000
- May 18 (Wed) Requisitions for items $<$ \$25,000 requiring a competitive quotation process
- May 20 (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 27 (Fri) Department's release/delivery of solicitation evaluation/award recommendation to Purchasing (whether the solicitation was issued by Purchasing or the Department)
- **June 3 (Fri) Purchasing's issuance of FY11 purchase orders for all commodities**
- June 10 (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 17 (Fri) Department's release of PRO purchase order alterations to Purchasing for non-accounting purposes
- June 17 (Fri) Orders placed through University Stores for items $<$ \$5,000 (with consideration to vendor's quoted delivery terms).
- June 29 (Wed) Orders placed through University Stores for delivery of in-stock items
- **June 30 (Thurs)** Department's release of PO alterations for accounting purposes only
- **June 30 (Thurs)** Goods and services must be physically received or rendered by the department or University Stores by June 30th to be paid with 2010-2011 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.

FINANCE & ADMINISTRATIVE SERVICES

Office of Purchasing

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