The Office of Procurement and Business Services seeks your assistance to ensure adequate time is available for the processing of purchase requisitions, issuance of purchase orders, receipt of goods and services, and payment of invoices for the current fiscal year ending June 30.

To aide with those procurement processes which must be completed by fiscal year end, the following cut-off dates have been established for completed and approved Purchase Requisitions to be received in the Procurement office:

- April 16 Requests for Blanket Purchase Order renewals (email renewal notices will be sent to departments in March);
- April 16 Information Technology requisitions for items over $50,000;
- April 30 Requisitions for goods and services over $10,000 requiring an open bid;
- May 25 All other requisitions for goods and services, including those for state contract items and those less than $10,000 requiring the requisitioning process.

Additional dates of interest:

- June 18 Last day for purchases using the p-card for payment to be made against the fiscal year 2012 budget (also see June 29);
- June 22 Last day for supply requests for copy paper from Central Receiving;
- June 29 Last day to receive goods and services for payment to be made against the fiscal year 2012 budget. P-card purchases must have proof of receipt included in the file.

Purchase Requisitions received after the above dates (April 16, 30, and May 25 as appropriate) will only be considered as emergency purchases and will therefore require the review, determination, and approval of the appropriate Vice President.

Thank you in advance for your cooperation. Should you have any questions, please contact the Office of Procurement and Business Services.