



CAMPUS CORRESPONDENCE

Date: March 11, 2016

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

From: Sally A. McKechnie, Assistant Vice President of Procurement & Property Management *SM*

Purpose: **FY2016 and FY2017 Deadlines – Fiscal Year End**

Applicability: **All purchases to be paid with FY16 funds and FY17 funds**

FY16 Expenditures - goods and services **must** be received and/or rendered by Friday, June 24th. Departments must aggressively track their FY16 purchasing transactions and perform timely follow-up and expediting activities with vendors as may be required. Departments must take into consideration the vendor's quoted delivery times when submitting orders for processing.

FY17 Expenditures - requisitions for goods and services to be paid with FY17 funds in which are received and/or rendered in the month of July and August must be submitted to Procurement as indicated below. Deadlines have been established to ensure purchase orders are issued prior to the Workday conversion process.

Procurement must adhere to the deadlines to guarantee the timely processing of the needs the University and implementation of Workday.

- April 1 (Fri) Requisitions for Title 38 (construction/renovation projects) \geq \$150,000
- April 1 (Fri) FY16 Requisitions for goods and services contracts \geq \$50,000
- April 22 (Fri) FY16 Requisitions for goods and services contracts $<$ \$50,000 requiring a competitive quotation process be done by Procurement
- May 13 (Fri) FY17 Requisitions for goods and services contracts \geq \$50,000
- May 20 (Fri) FY16 Requisitions where Department Solicitations (DSOLs) have been obtained
- **June 1 (Wed)** FY16 Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid/quotation process; **Final date to submit FY16 requisitions**
- **June 1 (Wed)** **Final date to submit requisitions in GeauxShop** [Note: Certain catalogs may be deactivated sooner due to longer processing/invoicing times]
- June 1 (Wed) Requisitions for Title 38 (construction/renovation projects) \geq \$5,000 but $<$ \$150,000
- June 1 (Wed) FY17 Requisitions for goods and services contracts $<$ \$50,000 but \geq \$10,000 requiring a competitive quotation process be done by Procurement
- June 15 (Wed) Requisitions for Title 38 (construction/renovation projects) $<$ \$5,000
- June 15 (Wed) FY17 Requisitions for goods and services contracts $<$ \$10,000 or where Department Solicitations (DSOLs) have been obtained
- **June 15 (Wed)** **Final date to submit FY17 requisitions in PRO for items that do not require a competitive bid process**
- **June 24 (Fri)** Goods and services purchased through PRO or GeauxShop **must** be physically received or rendered by June 24th to be paid with 2015-2016 funds
- **June 27 (Mon)** Department's release of PRO purchase order alterations to Procurement AND requests for GeauxShop PO alterations to cancel an order or item ordered that were not delivered by June 24th.

Note: 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.procurement.lsu.edu (A-Z / Memos). If you have questions, please contact this office.

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