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## CAMPUS CORRESPONDENCE

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Date: April 28, 2017

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

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

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

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

This memorandum outlines FY17 deadlines for the submittal of requisitions in Workday. These deadlines are established to promote the timely processing and receipt of goods and services. Based on both state of Louisiana and LSU Procurement Services requirements - the deadlines apply to all purchases that are to be paid with FY17 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2017.

Goods and services **must** be received and/or rendered by Friday, June 30<sup>th</sup>. Departments must aggressively track their FY17 purchasing transactions and perform timely follow-up and expediting activities with suppliers as may be required. **Departments must take into consideration the supplier's quoted delivery times when submitting orders for processing.**

All remaining FY17 requisitions, *complete* in all respects and ready for processing, are to be released to the Procurement Services office as soon as possible and no later than the deadlines below. ***Procurement Services does not assume responsibility for or guarantee the timely processing of late or incomplete FY17 requisitions.***

- May 3 (Wed) Requisitions for Title 38 (construction/renovation projects)  $\geq$  \$150,000
- May 3 (Wed) Requisitions for goods and services contracts  $\geq$  \$50,000
- May 10 (Wed) Requisitions for goods and services contracts  $<$  \$50,000 requiring a competitive quotation process be done by Procurement Services
- May 19 (Fri) Requisitions where Department Solicitations (DSOLs) have been obtained
- June 2 (Fri) Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid/quotation process
- June 2 (Fri) Requisitions and Change Orders for Professional, Specialty, and Consulting Services  $>$  \$2,000 but  $<$  \$50,000
- June 2 (Fri) Requisitions for Title 38 (construction/renovation projects)  $\geq$  \$5,000 but  $<$  \$150,000
- June 16 (Fri) Requisitions for Title 38 (construction/renovation projects)  $<$  \$5,000
- June 16 (Fri) Requisitions for Professional, Specialty, and Consulting Services  $\leq$  \$2,000
- June 21 (Wed) Requisitions for Supplier Punch-Out Catalogs. *It is the Department's responsibility to communicate with the supplier to ensure delivery will be met by June 30<sup>th</sup> prior to the order being placed.*
- **June 26 (Mon) Department's submission of PO change orders.**
- **June 26 (Mon) Department's request to cancel supplier website (punch-out) POs that will not be delivered by June 30<sup>th</sup>. Request must be made via email to [purchase@lsu.edu](mailto:purchase@lsu.edu) and include written documentation from the supplier confirming cancellation of the goods ordered in their system.**
- **June 29 (Thurs) PO Change Orders "In Progress" will be denied. Any PO Change Orders not processed by June 29<sup>th</sup> that are still needed, will need to be recreated by the department starting in July.**
- **June 30 (Fri) Receipts for goods and services purchased that have been physically received or rendered by June 30<sup>th</sup> to be paid with 2016-2017 funds must be submitted.**

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.lsu.edu/administration/ofa/procurement/](http://www.lsu.edu/administration/ofa/procurement/) (A-Z/Memos). If you have questions, please contact this office.