MEMORANDUM

TO: Senior Vice President and Chancellor
    Vice Chancellor for Academic Affairs
    Deans & Directors

FROM: Debra L. Fitzsimons
    Vice Chancellor for Administrative Affairs

SUBJECT: Year-End Procurement Deadlines

The following due dates have been established in order for the Business Office to meet the University System’s deadlines. Please submit your requisitions to the Business Office by 4:00pm on the dates specified.

March 13, 2008  All purchases which require formal advertisement of bids and all sole source purchases ≥ $25,000.

April 16, 2008  All exempt purchases and interdepartmental orders ≥ $25,000. Contract modifications and renewals. All requisitions requiring issuance by OPRPM, i.e., insurance, short term lease, etc.

June 6, 2008  All other requisitions and direct payment documents, i.e., mileage claims, travel, authorization for payments, etc.

For Pcard purchases, the deadlines are below. Be reminded that items on order should not be billed to the Pcard until shipped.

May 5, 2008  All purchases using General Operating Funds (TFSF and G funds).

June 6, 2008  Purchases from all other funds.

Contact the Business Office should you have any questions regarding this matter.

DOL