

DATE: June 2022

TO: All Departments

FROM: Antonio Kelly, Assistant Director and HUB Coordinator
Antonio Kelly

SUBJECT: Year End Procurement Deadlines

The Procurement Services Department primary objective is to procure for the needs of the end user expeditiously and in accordance with procurement policies and procedures. The following timelines are set to allow our office to meet this objective. Our office will make every attempt to process your requisitions during the current fiscal year.

The deadlines for submitting Department Requisitions for purchases from funds budgeted for FY 2022 and for FY 2023 maintenance will be as follows:

June 10, 2022

1. Renewals (Non-Catalog Item Requisitions)
 - Renewal of equipment rentals expiring August 31, 2022
 - Renewal of maintenance and software agreements expiring August 31, 2022
 - Purchase of items for \$25,000 or more requiring formal bids (Non-Catalog Item Requisitions)
2. Capitalized equipment for current year order dates of 2022 (Non-Catalog Item Requisition)
 - All fund sources including HEF and RDF

June 10, 2022

1. Research & Development Fund (RDF) (Non-Catalog Item Requisition)
 - Research & Development Funds (RDF) must be encumbered with a P.O. by June 10, 2022

July 1, 2022

1. Purchase of items more than \$5,001, but less than \$25,000 requiring Informal bids (Non-Catalog Item Requisition)
 - Service Contracts will take precedence
 - Equipment orders submitted after this date may be delayed until after September 2022

August 03, 2022

1. Purchase of all items on State or Cooperative Contracts that would require a Non-Catalog Item Requisition.

August 17, 2022

1. All Inter-Departmental Transfers. (i.e. Post Office)

Requisitions received in the Procurement Services Department after the specified dates will be processed on FY 2023 funds.

FY 2023 Requisitions:

1. For processing a Non-Catalog Item Requisition using FY 2023 funds, the order for delivery & invoicing will be after September 1, 2022: In the "Accounting Codes" tab, in the Fiscal Year field enter "2023".

P-Card Charges: P-Cards may continue to process but be aware that the p-card transactions must post by August 31, 2022