Procurement Services

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Important Yearend Dates

Date	Description
June 11	Final date to submit **FY21 requisitions** for PSC < $2K
June 25	• Final date to submit **PO change orders** • Final date for department's request **to cancel** punch-out POs that **will not** be delivered by June 30th
June 28	• PO Change Orders "In Progress" will be denied • Deadline to submit Punch-out Requisitions/Purchase Orders to supplier catalogs
June 29	Punch-out Requisitions "In Progress" will be canceled
June 30	All **FY21** goods/services must be received and/or rendered

For all deadlines related to LSU Procurement Services, please review the FY21 Requisition Deadline Memo at: https://www.lsu.edu/administration/ofa/procurement/pdfs/fy21_req_deadlines.pdf

Reminders and Tips - REVISED

- Delivery must be made by June 30 for FY21 funds
  - Note needs to be added to any non-catalog requisitions/specifications that require firm delivery date
  - As we approach **June 30**, supplier needs to confirm in writing that they can meet delivery deadline before a Purchase Order will be issued
- FY 22 Requisitions
  - Enter request date of 7/1/21 or after for FY22 encumbrance only
  - Delivery and payments cannot be made prior to **July 1**
  - Term Contracts
    - Rebid & Renewed term contracts **require** a new requisition
    - Requisition requirements:
      - Revise lines and quantities for items needed
      - Select Next FY Purchase/Contract (NFY) as requisition type
      - Enter request date of 7/1/21 or after
      - Must add **Term Contract Renewal for FY22 – RFQ-000000XXXX** in Internal Memo