



Finance & Administration
Procurement Services

Date: February 24, 2022

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

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

Purpose: FY 2022 Deadlines – Fiscal Year End

Applicability: All purchases to be paid with FY22 funds

This memorandum outlines FY22 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 LSU Procurement Services requirements, the deadlines apply to all purchases to be paid with FY22 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2022.

Goods and services **must** be received and/or rendered by Thursday, June 30th. Departments must track their FY22 purchasing transactions and perform timely follow-up. **Departments must take into consideration the supplier’s quoted delivery times when submitting orders for processing.**

All FY22 requisitions, are to be submitted to Procurement Services 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 FY22 requisitions.*

- April 13 (Wed) Requisitions for Title 38 (construction/renovation projects) \geq \$225,000
- April 29 (Fri) Requisitions for goods and services contracts \geq \$50,000
- May 11 (Wed) Requisitions for goods and services contracts $<$ \$50,000 requiring a competitive process to be completed by Procurement Services
- May 13 (Fri) Requisitions where Department Solicitations (DSOLs) have been obtained
- May 13 (Fri) Requisitions that require negotiation of terms and conditions
- May 27 (Fri) Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid/quotation process
- May 27 (Fri) Requisitions & Change Orders for Professional, Specialty & Consulting Services $<$ \$75,000
- May 27 (Fri) Requisitions for Title 38 (construction/renovation projects) \geq \$5,000 but $<$ \$225,000
- June 14 (Tues) Requisitions for Title 38 (construction/renovation projects) $<$ \$5,000
- **June 24 (Fri)** **Department’s submission of PO change orders.**
- **June 24 (Fri)** **Department’s request to cancel supplier website (punch-out) POs that will not be delivered by June 30th. Request must be made via email to purchase@lsu.edu and include written documentation from the supplier confirming cancellation of the goods ordered.**
- **June 27 (Mon)** **PO Change Orders “In Progress” will be denied. Any PO change orders not processed by June 27th must be resubmitted by the department after July 1st.**
- **June 27 (Mon)** **Deadline to submit and approve Punch-out Requisition/Purchase Orders. Access to Supplier Catalogs suspended from 4:30 p.m. until July 1st.**
- **June 30 (Thurs)** **Receipts for goods and services purchased that have been physically received or rendered by June 30th to be paid with 2021-2022 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 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.