



# LSU Reminders and Tips

## FY 23 Requisitions

~~Alert for a review~~

(See [Term Contract Instructions](#))

Must add Term Contract for FY23

– RFQ-000000XXXX in Internal Memo

Requisition type must be: Next FY Purchase/Contract (NFY)

Deadline to submit PUR105 is ~~April 29~~

Delivery and payments cannot be made prior to ~~July 1~~

## FY 22 Requisitions

Delivery must be made by ~~Jan 30~~ for FY22 funds

Note needs to be added to any requisitions/specifications that require firm delivery date

As we approach ~~Jan 30~~, supplier should confirm in writing that they can meet delivery deadline before a Purchase Order is issued

See [FY2022 Requisitions Deadline Memo](#) for specific Procurement transaction deadlines

# LSU Diverse Supplier Requests

Designed to facilitate the process of identifying potential HUB suppliers

Available to all with LSU A&M credentials

[Finding Diverse Suppliers Webpage](#) provides steps to locate diverse suppliers

Search Workday supplier database by running the [Find Diverse Suppliers](#) report

If searches are unsuccessful, submit a [Diverse Supplier Request](#) with purchase info and other requirements

Form routes to Supplier Diversity Office for recommendation/waiver as outlined in FASOP: SDP-01

48-72 hour turnaround time for processing requests

Questions: contact [suppdiversity@lsu.edu](mailto:suppdiversity@lsu.edu)