

Finance & Administration  
Procurement

From: Michele M. Montero, Assistant Vice President Procurement & Property Manager, CFO

Purpose: FY2025 Deadlines – Fiscal Year End

Applicability: All purchases to be paid with FY25 funds

This memorandum outlines FY25 deadlines for the submittal of requisitions in Workday. These deadlines are established to promote the timely processing and receipt of goods and services as per LSU Procurement requirements; the deadlines apply to all purchases to be paid with FY25 state funds, as well as any sponsored program, restricted auxiliary, or other account.