



## CAMPUS CORRESPONDENCE

This memorandum outlines FY17 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 both state of Louisiana and LSU Procurement Services requirements - the deadlines apply to all purchases that are to be paid with FY17 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2017.

Goods and services **must** be received and/or rendered by Friday, June 30<sup>th</sup>. Departments must aggressively track their FY17 purchasing transactions and perform timely follow-up and expediting activities with suppliers as may be required. **Departments must take into consideration the supplier's quoted delivery times when submitting orders for processing.**

All remaining FY17 requisitions, *complete* in all respects and ready for processing, are to be released to the Procurement Services office 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 FY17 requisitions.***

- May 3 (Wed) Requisitions for Title 38 (construction/renovation projects) \$150,000
- May 3 (Wed) Requisitions for goods and services contracts \$50,000
- May 10 (Wed) Requisitions for goods and services contracts <