



Finance & Administration
Procurement Services

Date: February 18, 2020

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

Purpose: FY2020 Deadlines – Fiscal Year End

Applicability: All purchases to be paid with FY20 funds

This memorandum outlines FY20 deadlines for the submittal of requisitions in Workday. These deadlines established to promote the timely processing and receipt of goods and services. Based on the State of Louisiana and LSU Procurement Services requirements, the deadlines apply to all purchases to be paid with FY20 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2020.

Goods and services must be received and/or rendered by Tuesday, June 30. Departments must aggressively track their FY20 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 FY20 requisitions, complete in all respects and ready for processing, are to be submitted to Procurement Services as soon as possible and no later than the deadlines below. Procurement Services does not assume responsibility to guarantee the timely processing of late or incomplete FY20 requisitions.

- April 13 (Mon) Tgs w k u k v k p u " h q t " V k v n g " 5 : " * e q p u v t w e v k q p l t g p q x c v k q p " r t q l g e v u + " x " & 372.222
- May 1 (Fri) Tgs w k u k v k p u " h q t " i q q f u " c p f " u g t x k e g u " e q p v t c e v u " x " & 72.222
- May 13 (Wed) Requisitions for goods and services contracts < \$50,000 requiring a competitive quotation process be completed

- June 29 (Mon) _____ and include written documentation from the supplier confirming cancellation of the goods ordered in their system. PO Change Orders "In Progress" will be denied. Any PO change order not processed by June 6th that is still needed must be recreated by the department after 1st
- June 29 (Mon) Deadline to submit and approve Punch-out Requisition/Purchase Orders.
- June 30 (Tues) Receipts for goods and services purchased that have been physically received or rendered by June 30th to be paid with 2019-2020 funds must be submitted.

Note: Direct charge/noncompetitive invoices, LaCarte, etc. are subject to Accounting Services' published FY 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.