



Finance & Administration
Procurement

Date: January 31, 2024

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

From: Michele M. Montero, Assistant Vice President Procurement & Property Management, CPO

Purpose: FY2024 Deadlines – Fiscal Year End

Applicability: All purchases to be paid with FY24 funds

This memorandum outlines FY24 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 requirements, the deadlines apply to **all** purchases to be paid with FY24 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2024.

Goods and services **must** be received and/or rendered by Friday, June 28th. Departments must aggressively track their FY24 purchasing transactions and perform timely follow-up. **Departments must take into consideration the supplier’s quoted delivery times when submitting orders for processing. It is the department’s responsibility to include the mandatory delivery deadline in the internal memo section of the Requisition.**

All remaining FY24 requisitions, *complete* in all respects and ready for processing, are to be submitted to Procurement as soon as possible and no later than the deadlines below. *Procurement does not assume responsibility for or guarantee the timely processing of late or incomplete FY24 requisitions.*

- April 10 (Wed) Title 38 (construction/renovation projects) - Requisitions \geq \$225,000
- April 26 (Fri) Requisitions that require negotiating terms & conditions and/or contracts requiring signature (all \$\$)
- April 26 (Fri) Goods and Operating Services - Requisitions \geq \$50,000
- April 26 (Fri) Consulting Services - Requisitions \geq \$75,000
- May 17 (Fri) Goods and Operating Services - Requisitions $<$ \$50,000 requiring a competitive bid/quotation process be completed by Procurement
- May 17 (Fri) Requisitions where Department Solicitations (DSOLs) have been obtained
- May 27 (Mon) Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid/quotation process
- May 27 (Mon) Professional and Specialty Services - Requisitions & Change Orders
- May 27 (Mon) Consulting Services - Requisitions $<$ \$75,000 & Change Orders (all \$\$)
- May 27 (Mon) Title 38 (construction/renovation projects) - Requisitions \geq \$5,000 but $<$ \$225,000
- June 12 (Wed) Title 38 (construction/renovation projects) - Requisitions $<$ \$5,000
- **June 21 (Fri) Goods and Operating Services - Department’s submission of PO change orders**
- **June 21 (Fri) Punch-Out Requisitions/Purchase Orders - Department’s request to cancel POs that will not be delivered by June 28th (Request must be made via email to purchase@lsu.edu and include written documentation from the supplier confirming cancellation of the goods ordered in their system.)**
- **June 24 (Mon) Punch-Out Requisitions/Purchase Orders - Deadline to submit AND get Cost Center Manager approval (Access to Workday Supplier Catalogs (Websites) to shop/create new orders will be removed until FY25 begins on July 1st.)**
- **June 25 (Tues) PO Change Orders “In Progress” will be denied (Any PO change orders not processed by June 25th that are still needed, must be recreated by the department after July 1st.)**
- **June 28 (Fri) Receipts for goods and services purchased that have been physically received or rendered by June 28th to be paid with 2023-2024 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.