



**Finance & Administration**  
*Procurement Services*

Date: February 27, 2023

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: FY2023 Deadlines – Fiscal Year End

Applicability: All purchases to be paid with FY23 funds

This memorandum outlines FY23 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 Services requirements, the deadlines apply to **all** purchases to be paid with FY23 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2023.

Goods and services **must** be received and/or rendered by Friday, June 30<sup>th</sup>. Departments must aggressively track their FY23 purchasing transactions and perform timely follow-up. **Departments must take into consideration the supplier's quoted delivery times when submitting orders for processing.**

All remaining FY23 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 for or guarantee the timely processing of late or incomplete FY23 requisitions.*

- April 12 (Wed) Requisitions for Title 38 (construction/renovation projects)  $\geq$  \$225,000
- April 28 (Fri) Requisitions for goods and operating services contracts  $\geq$  \$50,000
- April 28 (Fri) Requisitions for consulting services contracts  $\geq$  \$75,000
- May 10 (Wed) Requisitions for goods and operating services contracts  $<$  \$50,000 requiring a competitive quotation process be completed by Procurement Services
- May 12 (Fri) Requisitions where Department Solicitations (DSOLs) have been obtained
- May 15 (Mon) Requisitions that require negotiating terms and conditions
- May 29 (Mon) Requisitions for state contract items (excluding vehicles), university contract items, and items that do not require a competitive bid/quotation process
- May 29 (Mon) Requisitions & Change Orders for Professional and Specialty Services
- May 29 (Mon) Requisitions & Change Orders for Consulting Services  $<$  \$75,000
- May 29 (Mon) Requisitions for Title 38 (construction/renovation projects)  $\geq$  \$5,000 but  $<$  \$225,000
- June 14 (Wed) Requisitions for Title 38 (construction/renovation projects)  $<$  \$5,000
- **June 23 (Fri)** **Department's submission of PO change orders.**
- **June 23 (Fri)** **Department's request to cancel supplier website (punch-out) POs that will not be delivered by June 30th. Request must be made via email to [purchase@lsu.edu](mailto:purchase@lsu.edu) and include written documentation from the supplier confirming cancellation of the goods ordered in their system.**
- **June 27 (Tues)** **PO Change Orders "In Progress" will be denied. Any PO change orders not processed by June 27<sup>th</sup> that are still needed, must be recreated by the department after July 1st.**
- **June 27 (Tues)** **Deadline to submit and approve Punch-out Requisition/Purchase Orders.**
- **June 30 (Fri)** **Receipts for goods and services purchased that have been physically received or rendered by June 30<sup>th</sup> to be paid with 2022-2023 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](http://www.procurement.lsu.edu) (A-Z / Memos). If you have questions, please contact this office.