



FY17 Yearend and FY18 Renewal Dates

2/15/17	date for bid submittals for a 7/1/17 [FY18] start date for general service date for bid submittals for FY17 (ending 6/30/17) for construction and general services
2/15/17	date departments can start submitting FY18 requisitions
3/1/17	date for sole source submittals for a 7/1/17 [FY18] start date
4/1/17	date for furniture requisitions for FY17 (ending 6/30/17)
4/15/17	date for construction master agreement requisitions for a 7/1/17 [FY18] start date for copier requisitions with a 7/1/17 [FY18] start date
5/1/17	date for 7/1/17 [FY18] renewal requisitions that are over bid level
5/15/17	date for FY18 requisitions with a 7/1/17 [FY18] start date final date to submit FY17 requisitions
6/23/17	Last day to charge on P-Card to meet FY17 deadline
6/27/17	Last day to place orders for OfficeMax (Must be received by 6/30/17)

NOTES

- Plan ahead for any purchase with a long lead-time. Furniture orders frequently take eight to ten weeks.
- Process equipment orders for FY17 as early as possible to allow time for delivery, tagging, and capitalization.
- Procurements should have merchandise delivered or services performed before July 1, 2017 to be counted in FY17.
- Any requisitions for U-High or Metcalf that include individuals being on site may need extra time for required background checks.
- FY18 Requisitions
 - FY18 requisitions may be submitted at any time to Purchasing. Please submit requisitions that require a purchase order on July 1 (such as maintenance contracts) as soon as possible.
 - FY18 requisitions should all have a start date of 7/1/17 (or later).
 - Clearly indicate that the requisition is for FY18.
 - If an FY17 PO has an "M" in the PO number, the PO may be able to be rolled. Please contact the buyer indicated at the bottom of the PO to verify. If it cannot be rolled, a new requisition must be submitted each year for renewable multi-year contracts. Include the multi-year PO number on your requisition in Printed Comments
 - Renewals of Services – To assure compliance with state regulations, all renewals of contracts and services that begin 7/1/17 should be submitted to Purchasing by the dates above.
- Purchase Orders (Regular and Blanket)
 - All Invoices against FY17 Purchase Orders and Blanket Purchase Orders should be submitted by July 15th.
 - All requests for FY17 POs with funding to rollover into FY18 should be received by July 15th.
 - When the final payment is made on a Blanket PO, in order to close the Blanket PO and remove encumbrances, complete the [Close Request](#) form and submit to Purchasing.