



The UNIVERSITY of OKLAHOMA®

*Health Sciences Center
Purchasing Department*

DATE: February 5, 2018
TO: All Staff
FROM: Jan Duke, Administrative Director, Purchasing
SUBJECT: **PROJECTED** Year-End Dates

The purpose of this memo is to inform you of projected year-end dates for requisitions that will be submitted to Purchasing for processing, and to assist you in your year-end procurement planning. The recommended due dates will enable us to meet our goal of processing your purchase requirements as timely as possible in anticipation of the heavy volume as the fiscal year-end approaches.

- ❑ Requisitions to purchase over \$1,000,000 requiring **June Regents'** approval and requiring formal competitive pricing should be submitted to Purchasing by 5:00 P.M. **Thursday, March 1, 2018.**
- ❑ Requisitions to purchase less than \$1,000,000 requiring formal competitive pricing but not Regents approval, should be submitted to Purchasing by 5:00 P.M. **Monday, April 9, 2018.**
- ❑ Requisitions to Purchase over \$5,000 requiring informal competitive pricing should be submitted to Purchasing by 5:00 P.M. **Tuesday, May 1, 2018.**
- ❑ Requisitions for construction and requests for proposals require an additional three weeks prior to the above dates.
- ❑ Requisitions entered for the current fiscal year (FY18) may be entered any time prior to June 30 to pre-encumber funds **but will be processed in the order received.**
- ❑ Requisitions received after these dates will be processed as time allows but longer processing times should be anticipated when submitted after the recommended dates.
- ❑ Additional instructions for PeopleSoft requisition entry can be referenced on the Purchasing website. <http://www.ou.edu/purchasing/index.html>
- ❑ Email Purchasing Administration at askpurchasing@ouhsc.edu for additional assistance or call the Purchasing main phone number at 271-1725.