



The University of Oklahoma
Purchasing Department

DATE: February 4, 2009
TO: All Staff
FROM: Jean Wilson, Associate 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.

The following dates apply to all orders from **FY10** funds that require processing prior to **July 2009**.

- Approved Requisitions to Purchase over \$250,000 requiring **June Regents'** approval and requiring formal competitive pricing should be submitted to Purchasing by 5:00 P.M. **Tuesday, March 31, 2009**.
- Approved Requisitions to Purchase less than \$250,000 requiring formal competitive pricing but not Regents approval, should be submitted to Purchasing by 5:00 P.M. **Friday, May 1, 2009**.
- Approved Requisitions to Purchase over \$5,000 requiring informal competitive pricing should be submitted to Purchasing by 5:00 P.M. **Tuesday, May 26, 2009**.
- Requisitions for construction and requests for proposals require an additional three weeks prior to the above dates.
- Requisitions received after these dates will be processed as time allows.
- Additional instructions for Peoplesoft requisition entry can be referenced on the Purchasing website. (<http://www.ou.edu/purchasing/home/>)
- Contact the Purchasing department at 325-2811 for additional assistance or questions.