

Start Planning Now for Next Fiscal Year

FY24 Purchasing Deadlines

For products and services needed for FY24 please see the deadlines below and plan ahead now. For FY24 purchases you will need an FY24 Banner Requisition. **To create an FY24 Requisition, the transaction date field in Banner must be manually changed to July 1, 2023 at the time of Requisition entry**. When submitting any emails to Purchasing, **please include the related Requisition number in the Subject line of all correspondence**.

**ALL DEADLINES ON THIS NOTICE APPLY TO PRODUCTS, SERVICES, AND CONTRACTS THAT WILL BE NEEDED AT THE BEGINNING OF FY24**

**(SPECIFICALLY JULY 1, 2023 – AUG 31, 2023)**

**ANNUAL BIDS / PUBLIC WORKS BIDS:**

 **Existing Bids- Deadline March 17:**

*(Purchasing will email each department a list of their current annual bids by March 1)*

* If Renewing –Submit FY24 Banner Requisition
* If Rebidding – Provide Shakeya Bennett, Chelsea Carter or Rose Joseph with Specifications, vendor list and FY24 Banner Requisition.
* If Cancelling Entirely – Email Shakeya Bennett, Chelsea Carter or Rose Joseph to inform them that the services will not be needed for FY24.

**New Bids - Deadline May 1:**

* For a New Bid – Send Specifications, vendor list and FY24 Banner Requisition number to Shakeya Bennett, Chelsea Carter or Rose Joseph.

**CONTRACTS (**[**PPCS**](https://www.ulm.edu/purchasingoffice/ppcs-info-22mar18.pdf)**)/ LEASES:**

 **Existing Contracts / Leases- Deadline March 31:**

*(Purchasing will email each department a list of their annual contracts by March 1)*

* If Renewing a contract which is scheduled to expire in July or Aug 2023 – Confirm current contract has available renewal terms. If so, submit FY24 Banner Requisition.
* If Terminating or opting not to Renew a contract which is scheduled to expire in July or Aug 2023 – email Beverly Word or Cheri Perkins of your department’s desire to discontinue services. They will review the contract and provide guidance as needed.

**New Contracts / New Leases- Deadline March 31\*:**

* + \*Deadline Exception –[PPCS](https://www.ulm.edu/purchasingoffice/ppcs-info-22mar18.pdf) contracts using the less than $2k template will have a deadline of June 1.
* For a New Contract or Lease which needs to be effective by July or Aug 2023 – send Beverly Word or Cheri Perkins the draft contract and supporting documents for review along with your FY24 Banner Requisition number.

**INFORMATION TECHNOLOGY “I.T.” CONTRACTS -**

**(HARDWARE, SOFTWARE, MAINTENANCE, CLOUD SERVICES, ETC.):**

 **Existing I.T. Contracts- Deadline April 15:**

*(Purchasing will email each department a list of their annual contracts by March 1)*

* If Renewing a contract which is scheduled to expire in July or Aug 2023 – Confirm current contract has available renewal terms. If so, submit FY24 Banner Requisition.
* If Terminating or opting to not Renew a contract which is scheduled to expire in July or Aug 2023 –email Beverly Word or Cheri Perkins of your department’s desire to discontinue services. They will review the contract and provide guidance as needed.

**New I.T. Contracts- Deadline March 31:**

* For a New Contract which needs to be effective by July or Aug 2023 – send Beverly Word or Cheri Perkins the draft contract and supporting documents for review along with your FY24 Banner Requisition number. Please also include the approval to proceed that has been provided to you by Information Technology.

**COPIERS:**

 **Renewal- Deadline May 15:**

* If Renewing – Submit FY24 Banner Requisition with the serial number on the Req.

**New Copier- Deadline May 31:**

* For New Copiers - Contact Shakeya Bennett for details and to obtain the serial number which should be included on the FY24 Banner Requisition.

**GENERAL PROCUREMENT &** [**SMALL PURCHASES**](https://www.ulm.edu/purchasingoffice/jbe-2020-21-small-purchases-amending-jbe-2017-18.pdf)**:**

Deadlines for General Procurement & [Small Purchase](https://www.ulm.edu/purchasingoffice/jbe-2020-21-small-purchases-amending-jbe-2017-18.pdf)s will be based on the expense amount and the Requester must provide Chelsea Carter or Rose Joseph with Specifications/Quote, vendor list and FY24 Banner Requisition: (I.T. Quotes should be obtained directly from ULM Information Technology and forwarded to Purchasing. This includes quotes for computers, classroom AV, network devices, etc.)

* $30,000+ - **Deadline May 1**
* $10,000 - $29,999 - **Deadline May 15**
* <$10,000 - **Deadline June 1**

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**For any existing FY23 PO’s that need to be rolled over to FY24, please email** **Crystal Landis** **and make her aware prior to June 30, 2023. (Please note: PO’s with an 11000 fund number cannot be rolled over).**

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Special thanks from your ULM Purchasing Team!

Rose Joseph 318.342.5205

Beverly Word 318.342.5209

Chelsea Carter 318.342.5211

Shakeya Bennett 318.342.5208

Cheri Perkins 318.342.5210

**To ensure your department has the necessary products and services for FY24, please strictly adhere to the deadlines provided. Requisitions will be processed in the order all required documents are received.**