


**Office of Contracts and Procurement**  
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May 22, 2019

MEMORANDUM

TO: U. T. System Administration Department Heads

FROM: Jerry A. Fuller, Director of Contracts and Procurement 

SUBJECT: **Fiscal Year 2018 – 2019 Purchasing Requisition Deadlines**

The purpose of this memorandum is to provide your department with the deadlines for fiscal year-end. PeopleSoft Requisitions must be approved and received by the Office of Contracts and Procurement (CNP), [purchasing@utsystem.edu](mailto:purchasing@utsystem.edu) with **all back-up documentation** (non-expired/current quotes, applicable forms completed and signed correctly, Cost Center[s] approved by authorized signer, etc.), no later than the deadlines listed below.

**PURCHASING REQUISITIONS**

Deadline	Description
<b>July 20</b>	For all furniture purchases, request assistance and/or approval from <b>Office of Facilities Management (OFM)</b> . All furniture requisitions are submitted to Purchasing by OFM
<b>July 19</b>	<b>Purchases requiring FORMAL bidding (&gt;\$50,000)</b> . <u>Contact Purchasing at least (2) weeks prior to this date to allow time to review Scope of Work before posting.</u> This deadline is for PURCHASE ORDERS only (not RFPs).
<b>August 2</b>	<b>Exclusive Acquisition Justification (EAJ) Requisitions -</b> (Required for >\$15,000. Includes Sole Source, Best Value, Emergency and Professional Services procurements) <b>NOTE:</b> completed EAJ forms <i>must be approved by Purchasing.</i>
<b>August 2</b>	<b>GROUP PURCHASING (GPO) and STATE CONTRACT Purchases (&gt;\$50,000)</b> (multiple bids solicited from GPO by <i>Purchasing</i> with the exception of UT Alliance or Premier)
<b>August 9</b>	<b>\$15,000 - \$50,000 Requisitions – including GPO and State Contract</b> (minimum of 3 informal bids solicited by <i>department</i> – this is not required when utilizing UT Alliance or Premier contracts)
<b>August 22</b>	<b>LESS THAN \$15,000 Requisitions</b>

REQUISITIONS RECEIVED AFTER THE SPECIFIED DEADLINE WILL BE RETURNED TO THE CREATOR FOR RE-CREATION AND SUBMITTAL OF A REQUISITION FOR THE NEXT FISCAL YEAR.

**Purchasing Guidance:**

- Specified deadlines DO NOT apply to *Requests for Proposals (RFP)* postings and/or the processing and execution of *CONTRACTS*.
- If you anticipate that a purchase will require time for complicated interaction with vendors, additional research, approval by the *Office of Technology and Information Resources, Systemwide Information Services, Information Security Office*, or other factors, begin the process as early as possible.

*Please pass on this important information to appropriate individuals in your department.*

If you or your employees have questions, please contact Jerry Fuller (512) 852-3258 or Chris Palacios (512) 579-5143 and they will be happy to assist.

Thank you!