



Finance & Administration
Procurement

Date: February 19, 2025

To: Chancellors, Vice Chancellors, Vice Presidents, Deans, Executive Directors, Directors, Department Heads, Chairs and Delegated Procurement Authorities

From: Michele M. Montero, Assistant Vice President Procurement & Property Management, CPO

Purpose: FY2025 Deadlines – Fiscal Year End

Applicability: All purchases to be paid with FY25 funds

This memorandum outlines FY25 deadlines for the submittal of requisitions in Workday. These deadlines are established to promote the timely processing and receipt of goods and services. Based on LSU Procurement requirements, the deadlines apply to **all** purchases to be paid with FY25 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2025.

Goods and services **must** be received and/or rendered by Monday, June 30th. Departments must aggressively track their FY25 purchasing transactions and perform timely follow-up. **Departments must take into consideration the supplier’s quoted delivery times when submitting orders for processing. It is the department’s responsibility to include the mandatory delivery deadline in the internal memo section of the Requisition.**

All remaining FY25 requisitions, *complete* in all respects and ready for processing, are to be submitted to Procurement as soon as possible and no later than the deadlines below. *Procurement does not assume responsibility for or guarantee the timely processing of late or incomplete FY25 requisitions.*

Deadline Date	Procurement Transaction Type & Related Task Descriptions by Date
April 7 (Mon)	1.) Title 38 (construction/renovation projects) - Requisitions ≥ \$225,000
April 15 (Tues)	1.) Requisitions for LSU Term Contract (PUR105) renewals and/or re-bidding.
April 25 (Fri)	1.) Requisitions that require negotiating terms & conditions and/or contracts requiring signature (all \$\$) 2.) Goods and Operating Services - Requisitions ≥ \$50,000
May 16 (Fri)	1.) Goods and Operating Services - Requisitions < \$50,000 requiring a competitive bid/quotation process be completed by Procurement. 2.) Requisitions where Department Solicitations (DSOLs) have been obtained.
May 26 (Mon)	1.) Requisitions for the following Procurement transactions that do not require a competitive bid/quotation process: <ul style="list-style-type: none"> • State contract items (excluding vehicles) • University contract items • Sole Source • Professional, Specialty, and Consulting Services > \$2,000 2.) Professional, Specialty, and Consulting Services - Change Orders (all \$\$) 3.) Title 38 (construction/renovation projects) - Requisitions ≥ \$5,000 but < \$225,000
June 11 (Wed)	1.) Title 38 (construction/renovation projects) - Requisitions < \$5,000
June 16 (Mon)	1.) Professional, Specialty, and Consulting Services - Requisitions ≤ \$2,000
June 20 (Fri)	1.) Goods and Operating Services - Department’s submission of PO Change Orders. 2.) Punch-Out Requisitions/Purchase Orders - Department’s request to cancel POs that will not be delivered by June 30th. (Request must be made via email to purchase@lsu.edu and include written documentation from the supplier confirming cancellation of the goods ordered in their system).
June 24 (Mon)	1.) Punch-Out Requisitions/Purchase Orders - Deadline to submit <u>AND</u> get Cost Center Manager approval. (Access to Workday Supplier Catalogs (Websites) to shop/create new orders will be removed until FY26 begins on July 1st).
June 26 (Wed)	1.) PO Change Orders “In Progress” will be denied. (Any PO change orders not processed by June 26th that are still needed, must be recreated by the department after July 1st).
June 30 (Mon)	1.) Receipts for goods and services purchased that have been physically received or rendered by June 30th to be paid with 2024-2025 funds must be submitted.

**Note: Direct charge/noncompetitive invoices, LaCarte, etc. are subject to LSU Accounting Services’ published FY close-out deadlines and procedures.*

This important memorandum should be immediately distributed internally to appropriate staff. For your convenience, this memo is accessible on our website at www.procurement.lsu.edu (A-Z / Memos). If you have questions, please contact this office.