



PROCUREMENT SERVICES

COLORADO STATE UNIVERSITY

The following dates are deadlines in order to provide Procurement Services with sufficient time to complete requests. However, extenuating circumstances such as negotiating terms and conditions may result in delays. A requisition must be received in Procurement Services prior to the deadline. Due to the possibility of absences, program outages, workflow routing, etc., it is suggested that documents be prepared and approved at least five (5) working days before the deadline.

Deadline	Action	Explanation
Monday, March 4, 2024	First day requisitions can be initiated for FY 2025	Requisitions submitted for the next fiscal year (FY) must reference Year 2025. In the Quali Requisition, select Year 2025 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY 2024.
Friday, April 12, 2024	Order standard lead-time products with or without installation	MillerKnoll and Workplace Resources.
Monday, April 1, 2024	Requisitions requiring competition expending this year's (FY24) remaining funds	Procurements <u>greater than \$50,000</u> . Competition is Documented Quote, Invitation for Bid and valid Notice of Proposed Sole Source. No Request for Proposals.
Monday, April 15, 2024	Requisitions for Open Purchase Orders & Service Purchase Orders for next fiscal year (FY25)	Service Purchase Orders include equipment maintenance/service, software maintenance/renewals, etc. Include any associated contract/vendor agreement/order form on requisition.
Friday, May 17, 2024	Order Quick-Ship Products requiring install	MillerKnoll and Workplace Resources.
Friday, May 24, 2024	Order Quick-Ship Products <u>NOT</u> requiring install - delivered to CR	MillerKnoll and Workplace Resources.
Monday, May 6, 2024	Requisitions <u>NOT</u> requiring competition expending this year's (FY24) remaining funds	Procurements <u>less than \$50,000</u> .
Monday, June 3, 2024	Automatic Purchase Orders (APO) can be initiated for next fiscal year (FY25)	APOs <u>\$10,000 or less</u> . Requests will NOT stop in Procurement Services.
Monday, July 1, 2024 - Thursday, July 11, 2024	Black Out Period	No Purchase Order closures or voids.
Friday, July 5, 2024	PCard reallocations & approvals for transactions completed on or before June 30th	Final day to reallocate PCard transactions into the current fiscal year by 7:00 P.M.