



The University of Oklahoma
Purchasing Department

DATE: March 16, 2022

TO: All Staff

FROM: Procurement

SUBJECT: Important fiscal year end planning and 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, and to assist you in your year-end procurement planning. The recommended due dates will enable us to begin processing your purchase requirements as timely as possible in anticipation of the heavy volume as the fiscal year-end approaches.

- ❑ Fiscal year 2022 Marketplace carts must be converted into requisitions by June 17th to allow time for orders to get through the workflow approval process and to be dispatched prior to fiscal year end. Marketplace access will be restricted after June 17th until July 1st. Any Marketplace orders that have not received final approval by June 29, 2022, will be closed and a new requisition will need to be entered in Fiscal Year 2023. It is strongly encouraged to check your order status on July 1 to determine if it has been processed or cancelled.
- ❑ Fiscal Year 2022 Peoplesoft regular requisitions must be entered by the department and approved by Procurement no later than June 17th to allow for time orders to be assigned and worked by a contract specialist and dispatched prior to fiscal year end on June 30, 2022. Any requisition that has not been dispatched prior to July 1, 2022, will be closed and a new requisition will need to be entered in Fiscal Year 2023. It is strongly encouraged to review pending Fiscal Year 2022 requisitions statuses to ensure approvals are received prior to the fiscal year deadline.
- ❑ In addition, we ask you to review your fiscal year 2022 purchase orders and requisitions and let purchasing know of any open orders that need to be closed out.
- ❑ If your department has made the decision to cancel or not renew a contract, review the contract terms to determine the required time-period for notice of cancellation or non-renewal to the supplier. Please notify Purchasing in writing a minimum of 15 days prior to the timeframe noted in the contract for the notice so we have time to prepare and send the cancellation in the allotted timeframe.



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- ❑ Renewals for Fiscal Year 2023 may be entered at any time using the attached instructions.
- ❑ Requisitions to purchase over \$1,000,000 requiring June Regents' approval and requiring formal competitive pricing should be submitted to Purchasing by 5:00 P.M. Friday, April 8, 2022. This date allows sufficient time to complete the solicitation process and recommend an award for Regent's approval. Purchases submitted to the Board of Regents for approval must be submitted approximately six weeks in advance of the June meeting date.
- ❑ Requisitions to purchase less than \$1,000,000 requiring **formal competitive pricing** (RFPs & Bids) but not Regents approval, should be submitted to Purchasing by 5:00 P.M. Friday, April 15, 2022.
- ❑ Requisitions to Purchase over \$5,000 requiring **informal competitive pricing** (RFQs) should be submitted to Purchasing by 5:00 P.M. Friday, May 13, 2022.
- ❑ Requisitions for construction and requests for proposals require an additional three weeks prior to the above dates.
- ❑ Email Purchasing Administration at askpurchasing@ouhsc.edu for additional assistance or call the Purchasing main phone number at 405-325-2811.