

2024/2025 FISCAL YEAR

DEADLINES

Below are the deadlines for submitting requisitions to be processed in the 2024/2025 fiscal year; this pertains to **ALL** funds.

If you anticipate ordering items with long delivery terms, please submit requisitions in time for Procurement Services to process the purchase order/bid so orders will be received before June 30, 2025. If necessary, submit the requisition before the deadline requirement to receive the order by June 30.

April 18, 2025- Requisitions for items requiring formal bids and RFPs (*orders exceeding \$75,000 and not on state contract*) must be in the Procurement Office

May 23, 2025 - Requisitions for items requiring quotation bids (*orders from \$20,000-\$74,999.99 and not on state contract*). (Purchases exceeding \$20,000 and less than \$74,999.99 in total cost, including freight charges, excluding sales tax.)

June 24, 2025 - Requisitions for small order items (*orders \$20,000 or less*) and all state contract items regardless of cost. Payment requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, on-campus purchasing requisitions (Printing Services, Parking Services, Facilities Management, University Police, ITS)

Requisitions must be entered and approved in Banner by noon (12:00 p.m.) on the deadline date. Requisitions received after this date will not be processed.

The account's end date should be placed on the Document Text Screen for grants and contracts to expedite the processing.

The Banner System will be left on until the end of the fiscal year **to process** grants and contracts with end dates after June 30, 2025.

Orders not approved or completed at the end of the fiscal year, will be deleted and will have to be re-entered by the department in the 2025/2026 fiscal year.

**This is just a reminder that if your department has a contract, agreement, or terms and conditions that require a signature, please email it to Lisa Glasco at lglasco@astate.edu.*

*Some contracts require legal counsel review, which takes **15 business days or more** to process. Please do not wait until the last minute to send a contract in for signature. Some contracts will take longer and cannot be rushed or expedited.*