

## **SECTION 4: DEPARTMENTAL PURCHASING FISCAL YEAR BEGINNING / ENDING DEADLINES**

The state fiscal year runs from July 1 through June 30. In order to meet fiscal year deadlines, the following guidelines will be followed:

### **CURRENT YEAR**

**February 1:** All Purchase Requisitions for items to be competitively bid: commodities, contractual services or printing in excess of Category Two must be received in Departmental Purchasing by this date to allow for the legal requirements of advertising, bid solicitation, evaluation, award, posting, Purchase Order release, etc.

**May 1:** All Purchase Requisitions for non-bid items and state contract items.

**May 1:** All Purchase Requisitions for IT items.

### **NEXT FISCAL YEAR:**

**May 1:** Single source requests for the upcoming fiscal year for contract renewals, Blanket Purchase Orders, state contract exceptions, etc., must be received in Departmental Purchasing by this date to allow for consolidation of the Department's requests and submittal to the State Purchasing for approval on a one-time basis.

**June 1:** All Purchase Requisitions for issuance of Blanket Purchase Orders that do not meet or exceed Category Two bid or single-source requirements.

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