

UtahState UNIVERSITY

PURCHASING SERVICES
EAST CAMPUS OFFICE BUILDING
1330 East 700 North
8300 Old Main Hill
Logan UT 84322-8300
Telephone: (435) 797-1033
FAX: (435) 797-1089
FAX: (435) 797-7108

14 April 2010

Financial Managers:

With the approaching fiscal year end on June 30, 2010, many departments are ready to make purchasing decisions that have been postponed until funding is certain. The preference is to bid early, even though departments may not be certain funding is available. It is easier to cancel a few bids (bidding does not mean the purchase must be made) than to rush bids and requisitions through during the last few weeks of the fiscal year. Please submit purchasing requests as soon as possible, so there will be adequate time to do the requisite bidding to place orders by fiscal year end.

Past experience indicates that workload is extremely heavy at this time of year. The number of requisitions received by Purchasing Services doubles and often triples. This increased workload requires additional planning by all departments. The following procedures are designed to allow Purchasing to process both old and new year purchases in an efficient manner:

- 1) Please submit all current fiscal year requisitions by June 1, 2010. It is less likely that the procurement process will be completed and delivery will be made by fiscal year end for requisitions received after June 1, 2010.
- 2) Please submit requisitions for standing or open orders for the fiscal year 2010-2011 as soon as possible. Remember to have these requisitions entered with a transaction date of July 1, 2010, and reference the prior year's PO number. Be specific in regards to describing what is being ordered. A general description such as "materials and supplies" is not adequate.
- 3) Contact the Purchasing Agent for the commodity being purchased. A list of buyer assignments may be found on Purchasing's website at <http://www.usu.edu/purchasing/about/staff.cfm>.

Purchasing Services desires to serve the campus to the best of our ability. We would appreciate your cooperation in making this process orderly, especially at year's end.