



Start Planning Now for Next Fiscal Year

FY25 Purchasing Deadlines

For products and services needed for FY25 please see the deadlines below and plan ahead now. For FY25 purchases you will need an FY25 Banner Requisition. **To create an FY25 Requisition, the transaction date field in Banner must be manually changed to July 1, 2024 at the time of Requisition entry.** When submitting any emails to Purchasing, **please include the related Requisition number in the Subject line of all correspondence.**

**ALL DEADLINES ON THIS NOTICE APPLY TO PRODUCTS, SERVICES, AND CONTRACTS THAT WILL BE NEEDED AT THE BEGINNING OF FY25
(SPECIFICALLY JULY 1, 2024 – AUG 31, 2024)**

ANNUAL BIDS / PUBLIC WORKS BIDS:

Existing Bids- Deadline March 28:

(Purchasing will email each department a list of their current annual bids by March 15)

- If Renewing –Submit FY25 Banner Requisition
- If Rebidding – Provide [Shakeya Bennett](#), [Chelsea Carter](#) or [Rose Joseph](#) with Specifications, vendor list and FY25 Banner Requisition.
- If Cancelling Entirely – Email [Shakeya Bennett](#), [Chelsea Carter](#) or [Rose Joseph](#) to inform them that the services will not be needed for FY25.

New Bids - Deadline May 1:

- For a New Bid – Send Specifications, vendor list and FY25 Banner Requisition number to [Shakeya Bennett](#), [Chelsea Carter](#) or [Rose Joseph](#).

CONTRACTS ([PPCS](#))/ LEASES:

Existing Contracts / Leases- Deadline April 15:

(Purchasing will email each department a list of their annual contracts by March 15)

- If Renewing a contract which is scheduled to expire in July or Aug 2024 – Confirm current contract has available renewal terms. If so, submit FY25 Banner Requisition.
- If Terminating or opting not to Renew a contract which is scheduled to expire in July or Aug 2024 – email [Beverly Word](#) or [Cheri Perkins](#) of your department's desire to discontinue services. They will review the contract and provide guidance as needed.

New Contracts / New Leases- Deadline April 15*:

- *Deadline Exception –[PPCS](#) contracts using the less than \$2k template will have a deadline of June 1.
- For a New Contract or Lease which needs to be effective by July or Aug 2024 – send [Beverly Word](#) or [Cheri Perkins](#) the draft contract and supporting documents for review along with your FY25 Banner Requisition number.

INFORMATION TECHNOLOGY "I.T." CONTRACTS - (HARDWARE, SOFTWARE, MAINTENANCE, CLOUD SERVICES, ETC.):

Existing I.T. Contracts- Deadline April 15:

(Purchasing will email each department a list of their annual contracts by March 15)

- If Renewing a contract which is scheduled to expire in July or Aug 2024 – Confirm current contract has available renewal terms. If so, submit FY25 Banner Requisition.
- If Terminating or opting to not Renew a contract which is scheduled to expire in July or Aug 2024 –email [Beverly Word](#) or [Cheri Perkins](#) of your department’s desire to discontinue services. They will review the contract and provide guidance as needed.

New I.T. Contracts- Deadline April 15:

- For a New Contract which needs to be effective by July or Aug 2024 – send [Beverly Word](#) or [Cheri Perkins](#) the draft contract and supporting documents for review along with your FY25 Banner Requisition number. Please also include the approval to proceed that has been provided to you by [Information Technology](#).

COPIERS:

Renewal- Deadline May 15:

- If Renewing – Submit FY25 Banner Requisition with the serial number on the Req.

New Copier- Deadline May 31:

- For New Copiers - Contact [Shakeya Bennett](#) for details and to obtain the serial number which should be included on the FY25 Banner Requisition.

GENERAL PROCUREMENT & SMALL PURCHASES:

Deadlines for General Procurement & Small Purchases will be based on the expense amount and the Requester must provide [Chelsea Carter](#) or [Rose Joseph](#) with Specifications/Quote, vendor list and FY25 Banner Requisition: (I.T. Quotes should be obtained directly from ULM [Information Technology](#) and forwarded to Purchasing. This includes quotes for computers, classroom AV, network devices, etc.)

- \$30,000+ - Deadline May 1
- \$10,000 - \$29,999 - Deadline May 15
- <\$10,000 - Deadline June 1

For any existing FY24 PO’s that need to be rolled over to FY25, please email [Crystal Landis](#) and make her aware prior to June 30, 2024. (Please note: PO’s with an 11000 fund number cannot be rolled over).

Special thanks from your ULM Purchasing Team!

Rose Joseph	318.342.5205
Beverly Word	318.342.5209
Chelsea Carter	318.342.5211
Shakeya Bennett	318.342.5208
Cheri Perkins	318.342.5210

To ensure your department has the necessary products and services for FY25, please strictly adhere to the deadlines provided. Requisitions will be processed in the order all required documents are received.