



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 02-07**

To: All Department Undersecretaries, Agency Heads, Business Managers,  
ISIS Agencies, and Purchasing Personnel

From: Denise Lea, Director

Date: January 10, 2002

Re: **FY02 Requisition Deadlines/FY03 Requisitions and Orders**

**Fiscal Year 2002 Requisition Deadlines**

The Office of State Purchasing will move to a new location near the end of the fiscal year and we are asking your department's cooperation and assistance in closeout by submitting all remaining FY02 requisitions as soon as possible. Our deadline for the submittal of current Fiscal Year 2002 requisitions will be March 15, 2002, but we strongly encourage submittal by March 1. This request is made to ensure receipts by June 30<sup>th</sup> and to facilitate our seasonably heavy workload.

Requisitions submitted after the March 15<sup>th</sup> deadline will be considered on an exception basis with supporting justification from the department undersecretary or his designee. If late requisitions are accepted and processed by this office, it is with the understanding that the agency will take the necessary measures to carryover FY02 funds or to provide FY03 funds in the event a June 30<sup>th</sup> delivery requirement is unrealistic and/or precludes competition. Similarly, the mere need to expend funds is an insufficient justification for a short bid. Requests for short bids must be accompanied by the department undersecretary's justification.

Requirements for capital equipment are typically subject to a lengthy procurement process, i.e. pre-bid conferences, agency reviews, long delivery lead times, etc., and should be submitted immediately but no later than close of business March 1, 2002. The Office of State Purchasing hopes to combine agencies' requirements for similar capital equipment to achieve volume pricing and to reduce administrative costs. Vehicle contract orders are due by March 1<sup>st</sup> to ensure factory delivery prior to June 30<sup>th</sup>.

Requirements for "routine" equipment and supplies with historically short delivery lead times, and printing requests which require bidding, should be submitted as soon as possible but no later than close of business March 15, 2002.

**FY2002 AGPS Activity**

OSRAP regenerated the agency accounting structures for Fiscal Year 2003 in GFS during the nightly cycle on January 4, 2002. Therefore, ISIS agencies may now begin entering FY03 requisitions and orders. New obligations will by-pass the encumbrance process until the new budget is loaded.

Please be advised that delivery cannot be made prior to July 1, 2002. AGPS Text Clause No. S611 should be added to all FY03 bids, which reads:

Any orders resulting from this solicitation will be paid with new FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1 and your bid prices must be firm for acceptance and delivery accordingly.

**Release of Fiscal Year 2003 Purchase Orders**

As you are aware, in prior years we held orders unless we had written authorization from the agency to release orders prior to budget completion. Last year our policy changed. Each agency shall be responsible for advising this office if a FY03 order is to be held pending budget approval by noting each requisition accordingly (RNTE for ISIS agencies). Unless otherwise instructed, all orders generated by this office will be released upon issuance. This policy will also apply to any FY03 printing contract requisition.

Please distribute this memorandum internally and to your field operations as deemed appropriate. For your convenience, this OSP memorandum may be accessed on our website at [www.state.la.us/osp](http://www.state.la.us/osp) under the Agency Center.

If you have any questions, please contact this office.

dl/bak

c: Edgar Jordan, Assistant Commissioner  
Howard Karlton, Director, OSRAP  
Gene Knecht, Director, OFSS