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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM OSP 13-04

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

FROM: Sandra G. Gillen, CPPB *Sandra G. Gillen*
Director of State Purchasing

DATE: January 15, 2013

Re: FY13 Requisition Deadlines/FY14 Requisitions and Orders

Fiscal Year 2013 Requisition Deadlines

The Office of State Purchasing and Travel is asking for your department's cooperation and assistance in closeout by submitting all remaining FY13 requisitions by March 29, 2013. This request is made to ensure receipts by June 30, 2013.

Please be aware that requisitions for FY13 submitted after March 29, 2013 will require the agency to take the necessary measures to carry forward FY13 funds or to provide FY14 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

Fiscal Year 2014 AGPS Activity

ISIS agencies may enter FY14 requisitions and orders. Remember that new obligations will by-pass the encumbrance process until the new budget is loaded. Agencies should only submit the FY14 requisitions/orders which are mission critical to the operation of their agency.

Special Clause to be added to all FY 2014 solicitations:

Please be advised that delivery cannot be made prior to July 1, 2013. 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. (AGPS users may reference Text Clause No. S611; LaGov users may reference DocBuilder Element Z0S611_SR_New_FYFund.)

Release of Fiscal Year 2014 Purchase Orders

Agencies should not request early release of FY14 Orders unless they are mission critical to the agency and the funding is expected.

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.doa.louisiana.gov/osp under the Agency Center.

If you have any questions, please contact this office.