

Deadlines for processing purchase requisitions, contract/purchase order renewals and new fiscal year contracts/purchase orders:

Please be aware that the following dates are deadlines to assure that purchases for this fiscal year's funds are properly completed and new contracts/purchase orders are in place for the beginning of next fiscal year. Requisitions received after the following deadlines cannot be assured of being completed on time.

Please contact Procurement Services for details on renewing open and service purchase orders.

Expending this year's remaining funds:

April 29, 2016 – If [competition](#) for goods, equipment or services is required, an approved purchase requisition and specifications must be received in Procurement Services no later than May 1, 2015.

April 15, 2016 through May 27, 2016 – There are various deadlines for Colorado Correctional Industries items. Please contact Procurement Services for details.

May 27, 2016 – If you have a purchase for goods or services not requiring [competition](#), an approved purchase requisition must be received in Procurement Services no later than May 27, 2016.

June 3, 2016 – Deadline to order HP configure-to-order (CTO) (special order) computers. An approved purchase requisition must be received in Procurement Services prior to June 3, 2016.

June 10, 2016 – Deadline to order HP standard configuration computers. An approved purchase requisition must be received in Procurement Services prior to June 10, 2016.

July 7, 2016 – Final day to reallocate PCard transactions into the current fiscal year.

Open Purchase Orders and Service Purchase Orders for fiscal year 2016:

May 9, 2016 – An approved requisition and any associated contract/agreement must be received in Procurement Services no later than May 9, 2016. Note: Requisitions submitted for the next fiscal year must reference Year 2017. In the Quali Requisition Document, select Year 2017 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for fiscal year 2016. In addition, all requisitions for open purchase order/service purchase order should be set up as "No Quantity" at the line item under the Items tab.

General Information:

To meet the dates when a requisition must be received in Procurement Services, all approvals must have occurred prior to that date. Due to the possibility of absences, program outages, workflow routing, etc., it is suggested that documents be prepared and approved at least five working days before the deadline.

See [Commodities](#) for Purchasing Agent assignments.