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GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM OSP 11-02

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

FROM: Denise [Signature]

DATE: February 28, 2011

Re: FY11 Requisition Deadlines/FY12 Requisitions and Orders

Fiscal Year 2011 Requisition Deadlines

The Office of State Purchasing and Travel is asking for your department's cooperation and assistance in closeout by submitting all remaining FY 11 requisitions by April 1, 2011. This request is made to ensure receipts by June 30, 2011.

Please be aware that requisitions for FY 2011 submitted after April 1, 2011 will require the agency to take the necessary measures to carry forward FY11 funds or to provide FY12 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

FY2012 AGPS Activity

ISIS agencies may enter FY12 requisitions and orders. Remember that new obligations will by-pass the encumbrance process until the new budget is loaded. Agencies should only submit the FY 12 requisitions/orders which are mission critical to the operation of their agency.

Special Clause to be added to all FY 2012 solicitations:

Please be advised that delivery cannot be made prior to July 1, 2011. 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)

Release of Fiscal Year 2012 Purchase Orders

Agencies should not request early release of FY 2012 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.