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GOVERNOR

PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

## State of Louisiana

Division of Administration  
Office of State Purchasing

### MEMORANDUM OSP 12-03

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

FROM: Denise Lea, Assistant Commissioner

DATE: February 28, 2012

Re: FY12 Requisition Deadlines/FY13 Requisitions and Orders

#### **Fiscal Year 2012 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 12 requisitions by March 30, 2012. This request is made to ensure receipts by June 30, 2012.

Please be aware that requisitions for FY 2012 submitted after March 30, 2012 will require the agency to take the necessary measures to carry forward FY12 funds or to provide FY13 funds in the event a June 30<sup>th</sup> delivery requirement is unrealistic and/or precludes competition.

#### **FY2013 AGPS Activity**

ISIS agencies may enter FY13 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 13 requisitions/orders which are mission critical to the operation of their agency.

**Special Clause to be added to all FY 2013 solicitations:**

Please be advised that delivery cannot be made prior to July 1, 2012. 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 2013 Purchase Orders**

Agencies should not request early release of FY 2013 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](http://www.doa.louisiana.gov/osp) under the Agency Center.

If you have any questions, please contact this office.