



State of Louisiana

Division of Administration
Office of State Purchasing

MEMORANDUM OSP 08-05

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

From: Denise Lea, Director
Denise Lea

Date: January 23, 2008

Re: **FY08 Requisition Deadlines/FY09 Requisitions and Orders**

Fiscal Year 2008 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 08 requisitions by March 30, 2008. This request is made to ensure receipts by June 30, 2008.

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. The Office of State Purchasing hopes to combine agencies' requirements for similar capital equipment to achieve volume pricing and to reduce administrative costs.

Please be aware that requisitions for FY 2008 submitted after March 30, 2008 will require the agency to take the necessary measures to carry forward FY08 funds or to provide FY09 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

Vehicle contract orders should be completed by March 15th to ensure factory delivery prior to June 30th.

As always, requests for short bids must be accompanied by an appropriate justification. The need to expend funds is not sufficient justification for a short bid.

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FY2009 AGPS Activity

ISIS agencies may enter FY09 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, 2008. AGPS Text Clause No. S611 should be added to all FY09 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 2009 Purchase Orders

Each agency shall be responsible for advising this office if a FY09 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.

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.