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GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of State Purchasing

MEMORANDUM OSP 10-06

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

FROM: Denise Lea, Assistant Commissioner

DATE: February 19, 2010

Re: FY10 Requisition Deadlines/FY11 Requisitions and Orders

Fiscal Year 2010 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 10 requisitions by April 1, 2010. This request is made to ensure receipts by June 30, 2010.

Please be aware that requisitions for FY 2010 submitted after April 1, 2010 will require the agency to take the necessary measures to carry forward FY10 funds or to provide FY11 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

FY2011 AGPS Activity

ISIS agencies may enter FY11 requisitions and orders. New obligations will by-pass the encumbrance process until the new budget is loaded. Agencies should only submit the FY 11 requisitions/orders which are mission critical to the operation of their agency.

Please be advised that delivery cannot be made prior to July 1, 2010. AGPS Text Clause No. S611 should be added to all FY11 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 2011 Purchase Orders

It shall be each agency's responsibility to advise this office if any FY 2011 order is to be held pending budget approval by clearly noting each requisition accordingly (RNTE for ISIS agencies). Unless otherwise instructed, all FY 2011 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.