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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of State Purchasing

**MEMORANDUM OSP 09-04**

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

From: Denise Leal, Director

Date: February 11, 2009

Re: FY09 Requisition Deadlines/FY10 Requisitions and Orders

**Fiscal Year 2009 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 09 requisitions by March 30, 2009. This request is made to ensure receipts by June 30, 2009.

Please be aware that requisitions for FY 2009 submitted after March 30, 2009 will require the agency to take the necessary measures to carry forward FY09 funds or to provide FY10 funds in the event a June 30<sup>th</sup> delivery requirement is unrealistic and/or precludes competition.

**FY2010 AGPS Activity**

**ISIS agencies may enter FY10 requisitions and orders. New obligations will bypass the encumbrance process until the new budget is loaded. Agencies should only submit the FY 10 requisitions/orders which are mission critical to the operation of their agency.**

**Please be advised that delivery cannot be made prior to July 1, 2009. AGPS Text Clause No. S611 should be added to all FY10 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 2010 Purchase Orders**

**It shall be each agency's responsibility to advise this office if any FY 2010 order is to be held pending budget approval by clearly noting each requisition accordingly (RNTE for ISIS agencies). Unless otherwise instructed, all FY 2010 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](http://www.doa.louisiana.gov/osp) under the Agency Center.

If you have any questions, please contact this office.