



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 03-07**

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

From: Denise Lea, Director

Date: January 14, 2003

Re: **FY03 Requisition Deadlines/FY04 Requisitions and Orders**

**Fiscal Year 2003 Requisition Deadlines**

Our deadline for the submittal of current Fiscal Year 2003 requisitions will be March 14, 2003. We are asking your department's cooperation and assistance in closeout by submitting all remaining FY 03 requisitions as soon as possible. This request is made to ensure receipts by June 30th and to facilitate our seasonably heavy workload.

Requisitions submitted after the March 14th deadline will be considered on an exception basis with supporting justification from the department undersecretary or his designee. If late requisitions are accepted and processed by this office, it is with the understanding that the agency will take the necessary measures to carryover FY03 funds or to provide FY04 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition. Similarly, the mere need to expend funds is an insufficient justification for a short bid. Requests for short bids must be accompanied by the department undersecretary's justification.

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 but no later than close of business February 28, 2003. The Office of State Purchasing hopes to combine agencies' requirements for similar capital equipment to achieve volume pricing and to reduce administrative costs. Vehicle contract orders are due by March 3rd to ensure factory delivery prior to June 30th.

Requirements for "routine" equipment and supplies with historically short delivery lead times, and printing requests which require bidding, should be submitted as soon as possible but no later than close of business March 14, 2003.

January 13, 2003  
Page 2 of 2

### **FY2004 AGPS Activity**

OSRAP has regenerated the agency accounting structures for Fiscal Year 2004 in AFS. Therefore, ISIS agencies may now begin entering FY04 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, 2003. AGPS Text Clause No. S611 should be added to all FY04 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 2004 Purchase Orders**

Each agency shall be responsible for advising this office if a FY04 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. This policy will also apply to any FY04 printing contract requisition.

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.state.la.us/osp](http://www.state.la.us/osp) under the Agency Center.

If you have any questions, please contact this office.

dl/db

c: Edgar Jordan, Assistant Commissioner  
Howard Karlton, Director, OSRAP  
Gene Knecht, Director, OFSS