

TO: Department Chairpersons and Departmental Administrators
FROM: Mark Dorn
DATE: February 6, 2012
RE: Fiscal Year End Requisition Deadline Dates

The following timetable has been established to allow the processing of purchase orders for FY 12 requisitions by the required State deadlines. The requisitions should arrive by the dates noted at UW-Extension, Business Services, 104 Extension Building.

Departments should consider the time needed for approval of the Dean/Director's Office, and by Information Systems for computer and associated software review in order to meet these deadlines. For requisitions received after the deadline it is necessary that the goods and services be received and consumed by June 30, 2012 (i.e. repairs, meals/lodging, etc.). All other FY 12 requisitions arriving after the deadline dates will be returned to the Dean/Director's Office to determine if they should be changed to FY 13 transactions. Requisitions received near the deadline that have significant problems/questions, which prevent processing the purchase order by the State deadline, will also be returned to the Dean/Director's Office for disposition. Note that the last day purchase orders can be issued for FY 12 is May 29, 2012.

If you have questions regarding external requisitions, please call Rhonda Loger (608-262-0164) or Dick Intlekofer (608-262-1796). As always, we appreciate your help and the cooperation of all UW-Extension departments in making the transition from one fiscal year to the next as smooth and efficient as possible.

**TIMETABLE FOR PROCESSING UW-EXTENSION FY 12 REQUISITIONS
DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES**
(with required specifications, attachments, and (CBA) Cost Benefit Analysis)

REQUISITIONS REQUIRING EXTERNAL PURCHASE ORDERS
Contact: Dick Intlekofer (262-1796) or Rhonda Loger (262-0164)

REQUISITION DOLLAR LEVEL	ALL FUNDS
\$25,000 and Over Involving Contractual Services (CBA Required)	March 5, 2012
\$25,000 and Over Requiring Bid Process	March 5, 2012
\$5,000 - \$24,999 Requiring Bid Process	April 16, 2012
Any Dollar Amount Not Requiring Bid Process*	May 16, 2012

*Some items may be purchased from an existing UW-Extension or UW System contract, state bulletin or waiver regardless of dollar amount. If in doubt, contact Purchasing to determine if bid process is required.