

Interoffice

MEMORANDUM

General Services Department

To: Department Heads
From: Michael Beaton, Director
Subject: Fiscal Year 2017-18 Year End Purchasing Deadlines
Date: April 10, 2018

On behalf of General Services, please see the fiscal year 2017-18 year end Purchasing deadlines as provided below. These deadlines must be followed to ensure a smooth transition to the new fiscal year. *Failure to adhere to these deadlines could result in the return of requisitions to your department for resubmission and processing in FY 2018-19.*

Please forward this memo to the appropriate fiscal staff in your department. Please direct any questions about these deadlines or instructions to the General Services Purchasing Division at ext. 2210.

All deadlines are 5:00 PM.

Legal Advertising and Competitive Solicitations (RFPs, IFBs) April 28, 2018

Requisitions for items requiring legal advertising and competitive solicitations are due to the Purchasing Division by this date. Supporting documentation, which may include Board approvals, biddable specifications, or Sole Source/Brand/Exception Justification forms, is required. Approved sole source/exception requests will not be bid.

Fixed Assets and Purchases over \$35,000 May 11, 2018

Requisitions for fixed assets are due to the Purchasing Division by this date. Please be sure to allow sufficient time to obtain County Administrative Office's approval for fixed asset purchases.

New Orders (Purchases under \$35,000) June 01, 2018

Requisitions for new orders to be paid with fiscal year 2017-18 funds are due to the Purchasing Division by this date. *After this deadline, you must contact your CAO Analyst to re-budget the item in fiscal year 2018-19.*

Change Orders June 15, 2018

Requisitions for change orders (adjustments to existing regular or blanket purchase orders) are due to the Purchasing Division by this date.

"R" (Emergency) Numbers June 15, 2018

Requisitions for previously issued "R" (Emergency) numbers are due to the Purchasing Division by this date.