

## Procurement Deadlines for FY24

Please be advised that the deadlines for submitting All Department Requisitions for purchases from funds budgeted for FY 2024 and for FY 2024 maintenance will be held firm. Failure to adhere to these deadlines may result in delays in procurement processes and will be purchased on FY 2025 funds. Kindly take note of the following critical dates:

Deadline: July 1, 2024

- Renewals (Non-Catalog Item Requisitions)
- Renewal of equipment rentals expiring August 31, 2024
- Renewal of maintenance and software agreements expiring August 31, 2024
- Purchase of items for \$25,000 or more requiring formal bids (Non-Catalog Item Requisitions)
- Non-PO Invoices
- Invoices pending payment
- Capitalized equipment for current year order dates of 2024 (Non-Catalog Item Requisition)
- All fund sources including HEF and TCRF
- Texas Comprehensive Research Funds (TCRF) (Non-Catalog Item Requisition) - TCRF must be encumbered with a P.O.
- Purchase of items more than \$10,000 but less than \$25,000 requiring Informal bids (Non-Catalog Item Requisition)
- Service Orders will take precedence
- Equipment orders submitted after this date will be delayed until after September 2024
- Purchase of all items on State or Cooperative Contracts that would require a

## Non-Catalog Item Requisition.

Requisitions received in the Procurement Services Department after the specified dates will be processed on FY 2025 funds.

### FY 2025 Requisitions:

The FYE 2025 Requisition Option has been activated. For processing a Non-Catalog Item Requisition (using FYE 2025 funds) to order for delivery & invoicing after September 1, 2024: In the "Accounting Codes" tab, in the Fiscal Year field enter "2025".

### P-Card Charges:

P-Cards may continue to process but be aware that the p-card transactions must post in FY 2024 to utilize FY 2024 budget.

Procurement Department Services

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