From: Jill Heath
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Fiscal Year 24/25 Procurement Year-End Dates
Date: Tuesday, March 4, 2025 2:39:14 PM
Attachments: ATTooooo1.txt



Partners in Campus Business Operations

Fiscal Year 24/25 Procurement Year-End Dates

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Sent On behalf of: Procurements & Contracts

Good afternoon,

Procurement's Year End Due Dates for Fiscal Year 2024/2025 are now available. Please see the dates below. For more information on processing times, please visit **https://www.csusm.edu/procurement/procurementservices/purchasing/goods.html**.

Fiscal Year 24/25 Year End Due Dates

Note: these dates apply to when the requisition reaches the Procurement Review step in the P2P system (after applicable compliance reviews, including IT review, HR review, or Facilities review).

April 1, 2025	Last day to submit requisitions or purchase order change requests $50,000 or greater not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all backup documents submitted.
April 1, 2025	First day to input FY25/26 requisitions. The PO Notes and line description must include "Fiscal Year 25/26." Please note that POs for these purchase will not be issued until after June 1, 2025.

April 18, 2025	Last day to submit requisitions for IT software, services, and commodities not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.
May 1, 2025	Last day to submit requisitions and purchase order change requests $10,000 to $49,999.99 not currently available from a pre-negotiated contract or pre-approved source. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all back-up documents submitted.
May 23, 2025	Last day to submit requisitions and purchase order change requests less than $10,000. The requisition or change request form must have pre-procurement workflow approvals completed, be in the Procurement Review step, and have all backup documents submitted.

Thank you,

Procurement & Contracts
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