



PURCHASING OFFICE

THE UNIVERSITY OF TEXAS AT AUSTIN

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[www.utexas.edu/admin/purchasing](http://www.utexas.edu/admin/purchasing)

DATE: May 18, 2009  
TO: Purchasing Mail List  
FROM: Trina Bickford, Assistant Director of Purchasing *TB*  
SUBJECT: FISCAL YEAR 2008-2009 REQUISITION DEADLINES

The following deadlines apply to all funding sources. **Requisitions not completely processed and approved by Purchasing before August 31, 2009, will be cancelled.**

**PURCHASING PREPARED REQUISITIONS (PB4):** All requisitions over \$25,000 require bids to be obtained by the Purchasing Office UNLESS they are processed as emergency orders or against existing blanket orders. These requisitions must arrive in the Purchasing Office no later than **July 31, 2009**.

**STATE CONTRACT REQUISITIONS (PB7 and PB8):** All State Contract requisitions must arrive in the Purchasing Office no later than **August 14, 2009**.

**DEPARTMENT PREPARED REQUISITIONS (PB3 and PB4):** All requisitions submitted with bids within the delegated limit (secured by the department in accordance with Purchasing Procedures) or processed against existing blanket orders should arrive in the Purchasing Office no later than **August 28, 2009**.

**EMERGENCY PURCHASE ORDERS (PB3 and PB4):** Emergency purchase order numbers will continue to be issued through **August 26, 2009**. The completed purchase order form must arrive in the Purchasing Office no later than **August 28, 2009**.

**SMALL PURCHASE ORDERS (PBO):** PBOs must be created prior to **August 28, 2009**, and final approval completed by **August 31, 2009**.

Documents must receive all necessary approvals required for processing by the Purchasing Office no later than the deadlines listed above. Additional time should be allowed for approval by Contracts and Grants, delivery by Campus Mail or other factors that could delay receipt of the requisitions by the Purchasing Office.

**REQUISITIONS RECEIVED IN THE PURCHASING OFFICE AFTER THE SPECIFIED DEADLINE WILL BE PROCESSED AS FISCAL YEAR 2009-2010 PURCHASE ORDERS.**

Questions regarding the deadline dates, or purchases processed after the deadlines listed above should be directed to the Purchasing Buyer assigned to your department.

c: Kevin P. Hegarty, Vice President and Chief Financial Officer  
Fred Friedrich, Associate Vice President and Controller