



**Charlie Crist**  
*Governor*  
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*Director*

## MEMORANDUM

**DATE:** February 21, 2008  
**TO:** Agency Executive Staff  
**FROM:** Laura I. Jennings, Purchasing Manager  
**SUBJECT:** End of the Year Procurement Deadlines

Each year, the Purchasing Office provides deadlines for submitting end of the fiscal year requests for procurements as well as next fiscal year procurements. The state fiscal year runs July 1 through June 30 of each year. In order to ensure that important fiscal year end deadlines are met, the following guidelines must be followed:

### **CURRENT YEAR – END OF FISCAL YEAR 07/08:**

#### **Purchases \$25,000 and Over – April 15, 2008**

All procurements estimated to have a value greater than or equal to \$25,000 must begin with consultation with the Purchasing Office to prepare a Procurement Checklist. Whether the procurement is planned for this fiscal year or next fiscal year, you must contact the Purchasing Office by phone or e-mail to schedule a meeting. The Purchasing Office will provide you with assistance on how to proceed through the appropriate procurement process. Please review your area's procurement needs and contact the Purchasing Specialist who is assigned to your program area no later than April 15, 2008, to schedule the consultations accordingly.

#### **Single Source, Advance Payment Request & Other Special Needs – May 1, 2008**

Prior to completing requisitions, please bring any single source needs, advance payment request or other needs that will require "special handling" to the attention of the Purchasing Office. Single source requests for the upcoming fiscal year, blanket/term purchase orders, state term contract exceptions, etc., must be received in the Purchasing Office no later than May 1, 2008, to allow for special posting requirements and submittal to State Purchasing, if applicable.

#### **End of FY 07/08 Request – June 1, 2008**

This is the last day requests will be accepted for fiscal year 07/08.

### **NEXT FISCAL YEAR:**

#### **Fiscal Year 08-09 Requests – May 1, 2008**

All requests, for Fiscal Year 08-09 must be sent to the Purchasing Office no later than May 1, 2008. It will take several days for the Purchasing Office to process these requests and approve them to begin their course through the approval workflow in MyFloridaMarketPlace (MFMP). Please be sure to identify the appropriate fiscal year on the requisitions within MFMP and to mark the requisition to delay the purchase

until July 1<sup>st</sup>, after the new-year budget is available. On the date of release, the Direct Order will generate creating an encumbrance in FLAIR and allow for issuance to the vendor. If the order is released prior to the next fiscal year, current year funds will be encumbered, if available.

Requisitions received after the above stated deadlines may not be processed by June 30, 2008, and could result in a settlement agreement.

### **MyFloridaMarketPlace Direct Orders**

DO NOT order commodities or services until you have a Direct Order in place. When creating Fiscal Year 08-09 requisitions in MFMP please adhere to the following guidelines:

Purchase Requisition Title: Use a naming convention to identify the program area, method of payment (Warrant or PCard), type of purchase (Blanket or Term) FY08/09 and the description of the item or service.

Example: GS Purchasing-PCard-Term FY08/09-Konica Minolta Copier

Delay Purchase Until Date: For encumbered requisitions use July 1, 2008; for unencumbered requisitions use June 15, 2008.

Fiscal Year: 2009

Line Item Description: When preparing a requisition in MFMP, do not select "Lot" as the unit of measure. The information contained in the line item description should match how the invoice will be received. The line item description should include as much detail as possible: who, what, when, where, etc.

Examples:

- Include the serial numbers for all postage machines, fax machines and copiers, unless the requisition is for a new machine.
- Indicate the lease year on the equipment (i.e., 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year of the lease term).
- If the requisition is a term purchase order you must include the term start and end date, TERM: 7/1/08-6/30/09.
- If the requisition is a blanket discretionary purchase order you must include the following:
  - Description of the item or services to be delivered.
  - Attach either the vendor rate sheet rate per hour or the statement "at retail pricing"
  - Include the name(s) of the agency authorized buyers.
  - Blanket orders required the following statement, "NO SINGLE PURCHASE CAN EXCEED \$2,499 WITHOUT A SECOND QUOTE"
- Include the state owned vehicle Tag or VIN#, year, make and model for all repairs or services.

Comment Section: A statement of justification must be included in the comment section. The justification should briefly describe why the item or service is needed to be in compliance with the Attorney General Opinion #078-101 as summarized – An agency must have expressed or necessarily implied statutory authority to expend state funds.

Attachments: All backup documentation related to the procurement should be attached to the requisition. This includes IRA and/or OCO approvals, quotes, scope of service, vendor vs. sub-recipient forms, single source documentation, conflict of interest forms; DFS advance payment request, GSA agreements, membership applications, etc.

Please contact the Purchasing Office at 850-245-7455 if there are any questions regarding these instructions.