

Procurement Deadlines (FY24)

Below are the deadlines for current year (FY24) and future year (FY25) requisitions.

Please contact Procurement and Contract Services staff at x2265 or by e-mail at procurement@memphis.edu if we can assist with your purchases. For your convenience, Tigerbuy Training may be scheduled through [Learning Curve](#) for anyone needing new or refresher training.

- **Case-by-Case Request:** FY25 All Sole source purchases that are \$250K or greater with an effective start date of July 1st. These must have State of Tennessee Fiscal Review Committee (FRC) approval 75 days in advance of start/effective date of the contract. Contracts with effective dates of July 1st, required documents should be routed to Procurement by the first week of April 2024.
- **Friday, April 12:** FY25 Purchase requests \$10K or greater requiring BIDDING with an effective/start date of July 1st.
- **Monday, June 10:** Procurement will start receiving FY25 Purchases, **NOT requiring a bid**, but includes Agreement that requiring review and signatures. And/Or, supplier provided terms and conditions that requiring review by Procurement and Contract Services.
- **Monday, June 17:** Procurement will start receiving FY25 purchases requiring no signatures, no terms and conditions for Procurement review.
- All FY25 Purchases submitted to Procurement via Tigerbuy, must have '07/01/2024' entered in the 'Accounting Date field' of the 'Billing Options' section to hold until July 1. FY25 Purchase Orders (POs) will not be issued prior to July 1, 2024.
- **Friday, May 31:** Review Purchase Orders with an **open encumbrance in Banner** and enter a Change Order Request form in Tigerbuy to cancel, adjust or deobligate encumbrances.
- **Friday, June 14:** Ensure purchases received by June 13, 2024 are receipted by June 14, 2024 to be charged against **FY24 budget**.
- **Tuesday, June 25:** PCard purchases for FY24 must post to the June statement by this date. (Recommend all P Card purchases be made prior to June 15 to allow time for posting)
- **Friday, June 28:** Last day for FY24 PCard reallocations and approvals.

ACTION ITEMS:

Obligations

Please review your accounts for Tigerbuy Purchase Orders using the FPIOPOF screen in Banner Admin Pages or SSB Encumbrance Query to determine which open purchase orders require invoices, are no longer required, and which ones need to be carried forward into FY25. Please note that this review should be done throughout the year, as well as, at year-end. Non- Travel Purchase Order Adjustments for FY24 should be in Procurement by Friday, May 31st.

Staples Purchases

- Orders submitted by June 21st that are delivered and receipted by June 30th will be charged to FY24.
- Orders delivered after June 30th will be charged to FY25.