

DATE: February 3, 2004

TO: Hospital Administrators
Hospital Purchasing Directors
Hospital CFOs

FROM: Joy Barnett, CPPB
Director of Administrative and Support Services

RE: Requisition Deadlines

Current Fiscal Year 2004 Requisition Deadline

The deadline for the submittal of current Fiscal Year 2004 requisitions will be March 31, 2004. Please begin submitting these requisitions as soon as possible.

Requisitions submitted after the March 31st deadline will be considered on an exceptional basis with supporting justification from the administrator or his designee. If late requisitions are accepted and processed, it is with the understanding that the hospital will have to use restricted funds or use next year's monies in their operating budget in the event a June 30th delivery requirement is unrealistic. Requests for short bids must be accompanied by justification and approved by the hospital administrator.

Requirements for **capital equipment** are typically subject to a lengthy procurement process, i.e., pre-bid conferences, agency reviews, long delivery lead times, etc., and **should be submitted immediately but no later than close of business March 3, 2004.**

Vehicle contract orders will be due by Mid-March to the Office of State Purchasing to ensure factory delivery prior to June 30th. A specific March deadline date will be issued by OSP at a later time.

Fiscal Year 2005

The new budget will be loaded into Peoplesoft by March 1, 2004. However, the hospitals **must not** enter Fiscal Year 2005 requisitions or purchase orders until they receive confirmation from Mark Robichaux or Peter Omorotionmwan that the budget has been loaded.

In the event FY04 bids that are within your delegated authority are released, please be advised that delivery cannot be made prior to July 1, 2004. Be sure to include the Fiscal Year end clause which reads:

“Any orders resulting from this solicitation will be paid with new FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1 and your bid prices must be firm for acceptance and delivery accordingly.”

Renewals for Agency Contracts that end June 30, 2004 (including renewals or non-renewals)

April 1, 2004 is the deadline for submitting requisitions for agency contracts (i.e., Infectious Waste; Standing Orders; etc.) that end on June 30, 2004. This includes those that can be renewed, as well as non-renewable contracts. HQ will send out all necessary renewal letters for contracts bid/handled by this office. Requisitions should include the LSUHSC Order Form with all pertinent information. **NOTE:** Prior to requesting renewal on medical or laboratory supply-type contracts, it is imperative to verify with AmeriNet to assure that the items are not found on any of their contracts.

Summarization of Deadlines:

Capital Equipment: March 3, 2004

Vehicles: Mid-March – Specific date forthcoming from OSP

Requisitions, etc: March 31, 2004

Agency Contracts ending 6/30/04: April 1, 2004

NOTE: Any requisitions or renewal submitted after the deadline will be processed **after** all others that were submitted on time.

All facilities are to utilize these instructions until further notice. Please distribute this memorandum as deemed appropriate. If you have any questions, please contact this office.

JB/mm