TO: Department Chairpersons and Departmental Administrators

FROM: Margaret Erickson

DATE: February 6, 2013

RE: Fiscal Year End Requisition Deadline Dates

The following timetable has been established to allow the processing of purchase orders for FY 13 requisitions by the required State deadlines. The requisitions should arrive by the dates noted at UW-Extension, Business Services, 104 Extension Building.

Departments should consider the time needed for approval of the Dean/Director’s Office, and by Information Systems for computer and associated software review in order to meet these deadlines. For FY 13 requisitions, it is necessary that the goods and services be received and consumed by June 30, 2013 (i.e. repairs, meals/lodging, etc.). All other FY 13 requisitions arriving after the deadline dates will be returned to the Dean/Director’s Office to determine if they should be changed to FY 14 transactions. Requisitions received near the deadline that have significant problems/questions, which prevent processing the purchase order by the State deadline, will also be returned to the Dean/Director’s Office for disposition. Note that the last day purchase orders can be issued for FY 13 is May 29, 2013.

If you have questions regarding external requisitions, please call Rhonda Loger (608-262-0164), Dick Intlekofer (608-262-1796), or Judy Van Blarcom (608-890-4661). As always, we appreciate your help and the cooperation of all UW-Extension departments in making the transition from one fiscal year to the next as smooth and efficient as possible.
TIMETABLE FOR PROCESSING UW-EXTENSION FY 13 REQUISITIONS
DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES
(with required specifications, attachments, and (CBA) Cost Benefit Analysis)

REQUISITIONS REQUIRING EXTERNAL PURCHASE ORDERS
Contact: Dick Intlekofer (608-262-1796), Rhonda Loger (608-262-0164),
or Judy Van Blarcom (608-890-4661)

<table>
<thead>
<tr>
<th>REQUISITION DOLLAR LEVEL</th>
<th>ALL FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000 and Over Involving Contractual Services (CBA Required)</td>
<td>March 4, 2013</td>
</tr>
<tr>
<td>$50,000 and Over Requiring Official Sealed Bid Process</td>
<td>March 4, 2013</td>
</tr>
<tr>
<td>$5,000 - $49,999 Requiring Simplified Bid Process</td>
<td>April 29, 2013</td>
</tr>
<tr>
<td>Any Dollar Amount Not Requiring Bid Process*</td>
<td>May 15, 2013</td>
</tr>
</tbody>
</table>

*Some items may be purchased from an existing UW-Extension or UW System contract, state bulletin or waiver regardless of dollar amount. If in doubt, contact Purchasing to determine if bid process is required.

G:\BPS\BUSVCS\YEAREND\REQ13.DOC