



**Procurement Services**

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TO: All MSU Denver Departments  
FROM: Stacy Steelman, Director, Procurement Services  
DATE: March 8, 2018

Fiscal Year 2018 (FY18) Cut-Off Dates for Submitting Purchasing Requests  
Fiscal Year 2019 (FY19) Purchasing Requests, Renewals and Open Purchase Orders

Once again, it's time to consider your procurement needs for the remainder of this fiscal year and start planning for fiscal year 2019. Below are the cut-off dates for submission of your Purchase Requisitions (PR). These dates have been established according to current estimates on processing, delivery, and vendor response times.

Orders submitted after these cut-off dates will be processed, first come – first served, but cannot be guaranteed. *Please plan ahead and help us help you!*

<u>Cut-off Date</u>	<u>Order Description</u>
<b>March 23</b>	~ Services valued at \$50,000, or more, requiring competitive bidding, for <b>FY18</b> (June 30, 2018) delivery ~ Contracts (services over \$100,000) for <b>FY18</b>
<b>March 30</b>	~ Specialty & Custom Products from Colorado Correctional Industries
<b>April 13</b>	~ Orders containing like items (goods) from a single vendor valued at \$25,000, or more, for <b>FY18</b> (June 30, 2018) delivery ~ Also, by this date, please submit any <b>FY18</b> orders for goods that vendors require extensive lead times to supply ~ Orders for services valued over \$50,000 requiring competition for <b>FY19</b>
<b>April 20</b>	~ Orders for goods, between \$10,000 - \$25,000, for <b>FY18</b> (to be delivered prior to June 30, 2018) ~ Services under \$50,000 for <b>FY18</b> (to be performed prior to June 30, 2018) ~ Orders containing like items (goods) from a single vendor valued over \$25,000 for <b>FY19</b>
<b>April 27</b>	~ Requests for ongoing maintenance, agreement renewals, and recurring services less than \$50,000 for <b>FY19</b> (to be effective July 1, 2018) ~ All open orders for goods less than \$25,000 for <b>FY19</b> (to be effective July 1, 2018) ~ All <b>COPIER</b> requests (renewals, upgrades, changes and cancellations) – <b><i>please be sure to include previous PO #, machine serial #, and machine location.</i></b>
<b>May 4</b>	~ Standard Seating and Office Furniture from Colorado Correctional Industries, over \$10,000 (specialty and custom items see above), for <b>FY18</b> (to be delivered prior to June 30, 2018)

Remember to indicate the fiscal year on your PR and please indicate building and room number in the “Ship To” area. **Note previous PO #, if applicable, as well.** Attach any vendor renewal forms, etc. to the renewal request to expedite processing (**do not sign any vendor renewal forms or agreements**).

Thank you!