

DUVAL COUNTY PUBLIC SCHOOLS

March 1, 2019

TO: Principals and Administrative Staff

FROM: Terrence T. Wright, Director
Purchasing Services

SUBJ: ***PURCHASING DEADLINES FOR FISCAL YEAR 18/19 FUNDS***

All responsibility centers should review requirements against their fiscal year 2018-2019 budgets and enter requisitions into SAP to meet deadlines stated herein. The following dates have been established to ensure encumbrance by the end of this fiscal year, June 30, 2019.

Please note deadline for computers, laptop carts, multimedia systems and related equipment.

- April 26, 2019** Deadline for entry of requisitions involving supplies or services, which will require formal sealed bidding procedures (\$50,000 or more).
- May 3, 2019** Deadline for requisitions to **be released at all levels that** require formal sealed bidding procedures (\$50,000 or more).
- May 3, 2018** Deadline for entry of requisitions involving computers, laptop carts, multimedia systems and related equipment that have a deadline of delivery by June 30, 2019.
- May 10, 2019** Deadline for entry and release at all levels of requisitions using grants ending June 30, 2019 that will require informal quotation procedures (between \$5,000-\$49,999). This will ensure that the money is in place, the purchase order will be processed and deliveries will be made within the federal projects reporting timeframe. For grants ending after June 30, 2019, please follow the appropriate deadlines within this memo.
- May 17, 2019** Deadline for entry of requisitions involving supplies or services which will require informal quotation procedures (between \$5,000-\$49,999).

May 24, 2019 Deadline for requisitions to be **released at all levels** that require informal quotation procedures (between \$5,000-\$49,999).

June 3, 2019 **5:00 PM** – Deadline for requisitions to be entered that can be processed without formal bid or informal quotation (DCPS source of supply bids and state contracts are included in this deadline).

June 4, 2019 **5:00 PM** – Deadline for requisitions to be **released at all levels** for all remaining requisitions.

Please note: All requisitions that are not released at all levels by 5:00 PM on June 4, 2019 will be deleted from SAP.

June 5, 2019 **1:00 PM** – Deadline to submit any change orders.

It is imperative that these timelines are followed to ensure encumbrances of fiscal year 2018-2019 funds by June 30, 2019.

If you have question, please contact Purchasing Services at 858-4848.

TTW