



Gavin Newsom
Mayor

Naomi Kelly
Director and Purchaser
Purchasing

March 27, 2008

To: All Departments

From: Naomi Kelly
Director and Purchaser *Naomi Kelly for*

Subject: Final Dates for Receipt of Requisitions for FY 07-08

This is the annual reminder to departments with the schedule for receipt of requisitions, forms, or online FAMIS-Purchasing documents, in the Office of Contract Administration/Purchasing for this fiscal year. If you submit your purchase request by the dates listed below, your order will be placed if funds are encumbered before the end of the fiscal year, barring unforeseen circumstances. If requisitions are received after the dates below, we will use best efforts to award all requisitions by June 30, but cannot guarantee that will happen because of year-end volume.

Commodity or Document Type	Submission Date
1. Automobiles and trucks	Now
2. All other requisitions for equipment	April 11
3. All other requisitions (except for items 4, 5, and 6, and emergencies)	April 18
4. All other requisitions for materials or services covered by existing City contracts	May 30
5. Departmental Blanket Orders and Contract Purchase Orders	May 30
6. Hardcopy Departmental Purchase Orders (Prop Q)	June 13
7. Office supplies on-line	June 20
8. On-line Departmental Purchase Orders (Prop Q)	June 30

Although these lead times may appear lengthy, they are necessary to guarantee that bids may be solicited and analyzed, and funds encumbered, by June 30. We strongly recommend that requisitions be submitted early to avoid the last-minute rush helping move transactions from late in fiscal year's fourth quarter, which is the heaviest. By submitting your requisitions early, we can process documents more quickly when the volume is lower.

Purchasing will process requisitions received after the above due dates but, except for emergencies, cannot guarantee that funds will be encumbered by June 30. The Controller's Office will post purchase orders through June 30. If a purchase order cannot be posted by June 30, it will be posted against FY 08-09 funds unless you advise Purchasing to cancel the order instead.

Please note that if your department has received 2008A bond money from the CCSF Finance Corp., you have a legal obligation to acquire the equipment as soon as possible (by the delivery date you provided to the Mayor's Office of Public Finance in October 2007), and all 2008A purchase requests should already be submitted.

If you have questions, please consult with your regular Purchasing Contact (Purchaser) or call OCA's central number, (415) 554-6743.