



Gavin Newsom
Mayor

Naomi Kelly
Director and Purchaser
Purchasing

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To: All Departments

From: Naomi Kelly *Naomi Kelly*
Director and Purchaser

Subject: Final Dates for Receipt of Requisitions for FY 08-09

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	March 13
2. All other requisitions for equipment	April 10
3. All other requisitions (except for items 4, 5, and 6, and emergencies)	April 17
4. All other requisitions for materials or services covered by existing City contracts	May 29
5. Departmental Blanket Orders and Contract Purchase Orders	May 29
6. Hardcopy Departmental Purchase Orders (Prop Q)	June 12
7. Office supplies on-line	June 19
8. On-line Departmental Purchase Orders (Prop Q)	June 30

What's different this year

As noted in an e-mail from the City Administrator on February 11, purchases of new vehicles (which are different from replacement vehicles) have been frozen. If you would like your vehicle purchase to be exempted from the freeze, please follow the instructions in the e-mail and submit the requested information to Fleet Management as soon as possible. We will continue to process requisitions for replacement vehicles.

The Office of Public Finance has advised that all proposed lease-purchases that would have been paid for with San Francisco Finance Corporation, Lease Revenue Bonds, Series 2009A proceeds cannot go forward until further notice. For more information, please call 554-6643.

What hasn't changed from last year

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 09-10 funds unless you advise Purchasing to cancel the order instead.

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