



London N. Breed  
Mayor

Alaric Degrafinried  
Purchaser/Director

**Date:** February 1, 2019

**To:** All Departments

**From:** Alaric Degrafinried, Purchaser and Director of the Office of Contract Administration

**Subject:** Final Dates for Receipt of Requisitions for FY 18-19

This is the annual reminder to departments regarding the schedule of submission for requisitions and contracts in PeopleSoft and any supporting documentation to the Office of Contract Administration - Purchasing (OCA) for this fiscal year. Barring any unforeseen circumstances, if you meet the deadlines outlined below, your request will be fulfilled before the end of the fiscal year. Nevertheless, as always, OCA will make best efforts to process all requisitions submitted after the Submission dates within the current fiscal year.

Commodity/Document Type	Submission to Central Shops by:	Submission to OCA by:
Vehicles & Equipment – <i>Not on a City Contract</i>	02/15/2019	03/01/2019
Vehicles & Equipment – <i>On a City Contract</i>	03/01/2019	03/15/2019
Non-IT Requisitions (other than Vehicles & Equipment referenced above)	N/A	03/15/2019
IT Requisitions	N/A	04/15/2019
Departmental Contracts	N/A	06/01/2019

Finally, with the exception of emergencies, the hard cut-off for new requisitions will be June 15, 2019. Any new requisition submitted after June 15<sup>th</sup> may be returned back to your department for re-submission in PeopleSoft for FY 19-20 processing.

If you have any questions, please consult with your regular Purchasing contact or call OCA's main office number for further assistance (415-554-6743).