



PROCUREMENT SERVICES
COLORADO STATE UNIVERSITY SYSTEM

Every year, we receive last-minute requests that come in under the assumption we can get them done. We always want to help, but these urgent requests put a lot of pressure on our team and can lead to mistakes, delays, or compliance issues. By sticking to the deadlines, we can keep everything running smoothly and make sure we're supporting everyone in the best way possible. **These deadlines do NOT apply to 53 accounts unless funds must be expended by June 30.**

Date	Action	Explanation
Monday, March 2, 2026	Requisitions requiring competition expending FY2026 funds are due in Procurement.	Procurements <u>greater than \$150,001</u> . Competition is Documented Quote, Invitation for Bid and valid Notice of Proposed Sole Source.
Monday, March 9, 2026	First day requisitions greater than \$10,000 can be initiated for FY2027.	Requisitions submitted for the next fiscal year (FY) must reference Year 2027. In the Kuali Requisition, select Year 2027 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for FY2026.
Monday, March 30, 2026	Requisitions for Open Purchase Orders and Service Purchase Orders for FY2027 are due in Procurement.	Service Purchase Orders include equipment maintenance/service, software maintenance/renewals, etc.
Friday, April 24, 2026	Order standard lead-time products with or without installation	MillerKnoll and Workplace Resources.
Monday, April 27, 2026	Requisitions <u>NOT</u> requiring competition expending FY2026 funds are due in Procurement.	Procurements <u>less than \$150,000</u> .
Friday, May 8, 2026	Order Quick-Ship products requiring install.	MillerKnoll and Workplace Resources.
Friday, May 15, 2026	Order Quick-Ship products <u>NOT</u> requiring install - delivered to CR.	MillerKnoll and Workplace Resources.
Monday, June 1, 2026	Change orders requests are due in Procurement.	Change orders requiring monetary increases or contract amendments must be submitted by this date.
Monday, June 1, 2026	Automatic Purchase Orders (APO) can be initiated for FY2027.	APOs <u>\$10,000 or less</u> . APO's less than \$10,000 initiated before this date will be disapproved.
Wednesday, July 1, 2026 - Friday, July 10, 2026	Black out period. No Purchase Order closures or voids.	No Purchase Order closures or voids.
Tuesday, July 7, 2026	PCard reallocations and approvals for transactions completed on or before June 30th.	Final day to reallocate PCard transactions to FY2026 by 7:00 P.M.