

Minnesota State University, Mankato

FY2006 Purchasing Deadlines

Item #	Item Description	Last Day To Submit Purchase Request for FY2006
1)	Goods & Services that require formal bidding / sealed bids (Items Over \$25,000)	May 5, 2006
2)	Goods & Services that require informal bidding / 3 Written Quotes (Items Between \$2,500 and \$25,000)	June 2, 2006
3)	State Contract Items (No Dollar Limit)	June 9, 2006
4)	Goods & Services that do not require quotes or bids (Items Under \$2,500 through PCS)	June 9, 2006
5)	Non-State Employee Contractual Agreements (For services to be received by June 30, 2006)	June 9, 2006
6)	Local Purchases on the MasterCard Purchasing Card (Items Under \$1,000) (Items must be purchased, shipped, and posted to university bank account by June 30, 2006. (If vendors process the sale against the purchasing card after June 30, 2006, the purchase will be recorded against FY2007.)	June 30, 2006
7)	Local Purchases on a Field Purchase Order (CAO35 Form) (Items Under \$500) (Items purchased and picked up at vendor's place of business)	June 30, 2006
8)	Service Center Chargebacks	
	• Postage	June 30, 2006
	• Photocopying	June 28, 2006
	• Campus Printing (Job Completed and Billed)	June 30, 2006
	• Telephone (Toll Charges Included on 6/14/06 Billing Date) (Monthly Service Through June 30, 2006)	
	• Cell Phone	June 30, 2006
	• Consumable Inventory - Office Supplies	June 29, 2006
	• Consumable Inventory - Storeroom Supplies	June 29, 2006
	• Facilities Labor Cross Charges	June 30, 2006
	• Office Support Services	June 30, 2006
	• Phone Equipment	June 30, 2006
	• Shipping / Freight	June 30, 2006
	• Sign shop	June 30, 2006
	• State Vehicle Mileage	June 30, 2006

Reminder: The maximum per transaction limit on the purchasing card is \$1,000 and the maximum per transaction limit on Field Purchase Orders (CAO35 Forms) is \$500. Recording multiple purchases of the same or similar products from the same vendor on the same day is not permitted. Splitting purchases to avoid the transaction limits violates purchasing policies and the intended use of the card or form. Departments must initiate a purchase order through the purchasing control system for purchases of goods or services over \$1,000 before committing university funds. Prior approval from the university comptroller must be obtained in order to purchase desktop or laptop computers with the purchasing card. These items must be registered with the university's fixed asset tracking system.

If you have questions about the purchasing process, please contact either Sandy Eggert (389-5017) or Irene Morris (389-5015).